UPCOMING COURSES:

January 17th
Attendance & Leave Audit
9:00 AM – 12:00 PM - SVC2068

January 17th
Financial Systems Intermediate
9:00 AM – 12:00 PM - SVC2070

January 18th
PCard Reconciliation
1:30 PM – 4:00 PM - SVC2070

January 18th
Performance Management
10:00 AM – 11:00 AM - SVC2070

January 22nd
Safe Zone: Education Part One
2:00 PM – 4:00 PM - MSC4200

January 22nd
Banner Class Schedule
10:00 AM – 11:30 AM – SVC1034

January 23rd
PCard Holder Training
1:30 PM – 4:00 PM - SVC2070

January 26th
Travel Rules and Requirements
1:30 PM – 4:00 PM - SVC2070

January 31st
Safe Zone: Education Part Two
2:00 PM – 4:00 PM - MSC3709

February 7th
Reporting Finance Mart & FAST
1:30 PM – 3:30 PM – SVC2068

February 8th
PCard Holder Training
1:30 PM – 4:00 PM - SVC2070

February 13th
Purchasing Hands On Requisition
8:00 AM – 12:30 PM – SVC2068

February 14th
Billing & Accounts Receivables
8:30 AM – 11:30 AM – SVC2068

Outstanding Staff Awards – Nominations accepted through January 24th!

It’s time to nominate deserving Staff and Administration employees for USF’s 2017 Outstanding Staff Awards, which will be presented on Friday, March 23, 2018. Candidates are individuals who have demonstrated “above and beyond” performance excellence. This prestigious award is granted to a limited number of employees each year and is a distinctive honor. You will find detailed information on the Outstanding Staff Awards website.

- The nomination period is currently open. Nominations must be completed by close of business day on Wednesday, January 24, 2018.
- The online nomination forms will be routed directly to the Division of Human Resources (DHR).
- Nomination forms, eligibility criteria and instructions are available on the Outstanding Staff Awards website.

Additional information regarding the awards ceremony will be available in the weeks to come. Please take this opportunity to help us recognize and celebrate EXCELLENCE by nominating a deserving colleague.

Manager’s Corner

Do you want to know more about how to be a motivational leader in the new year? Read this Forbes article to gain tips on how to lead with positivity, build trust, and inspire your team to exceed expectations.

Did you know?
Looking for tips on communication? Check out Communication Tips Weekly! Led by communication experts Tatiana Kolovou and Brenda Bailey-Hughes, this ever-evolving course grows with new clips on a regular basis. Choose from a broad range of topics such as difficult people, speaking confidently, understanding introverts and extroverts, persuading others, handling conflict and much more.

Learning and Talent Development's website features a course calendar, so if you’d like to browse everything that will be offered in the upcoming months, look for the calendar on the bottom right corner of our website. Clicking on the L&TD bar will open the calendar. New courses are added regularly, so please check often.

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