

Training Opportunities at UAF and Beyond *

Type of Training	Description <small>(detailed description of classes can be found on department web sites)</small>	Department	Contact
Computer			
• Banner Procurement	For employees who require access to do purchasing for their department.	Procurement & Contract Services	http://www.uaf.edu/purch/purchasing2.html
• Banner Navigation	Introduction to Banner navigation	OIT Office of Information Technology	http://www.alaska.edu/hat/web/Training/
• EDIR Brief	Covers initial log in and editing data and/or how to update department records.	OIT	
• EDIR Hands On			
• Excel	Introduction to Excel	OIT	
• Power Point	Basic skills to create a professional power point presentation.	OIT	
• Meeting Maker	Beginning users gain skills to use the Meeting Maker calendar	OIT	
Professional Development			
• Career Planning	Resume writing, interview skills, job search strategies	UAF Career Services UAF Human Resources	http://www.uaf.edu/career/ http://www.uaf.edu/uafhr/training/index.html
• Effective Business Writing	Improve business & professional skills; see web site for complete course description	UAF Human Resources	http://www.uaf.edu/uafhr/training/index.html
• Customer Service			
• Time Management			
• Group Decision Making			
• Tanana Valley Campus Professional Development	A variety of professional development programs; see web site for details	Tanana Valley Campus	http://www.tvc.uaf.edu/programs/Prodev/index.html
Safety			
• New Employee Safety	Required of all new hire employees	Environmental, Health, Safety, Risk Management EHSRM	http://www.uaf.edu/safety/
• Driver's Safety	Required of any employee who drives a UAF vehicle or rents one for UAF work		
• Ergonomics	For personnel who work at computer workstations for more than 4 hours per day		
Management/ Supervisory			
• Performance Management	Improve management skills and find out if supervision/management is a career path you are interested in; see web site for complete course description: http://www.uaf.edu/uafhr/training/index.html	UAF Human Resources	http://www.uaf.edu/uafhr/training/index.html 907-474-7557
• Adverse Employee Actions			
• Evaluating Performance			
• Time Management			
• Group Decision Making			
• Leadership			

This page is a partial list of training available at UAF. For training on other topics, check with department experts or the UAF Expert's Guide: <http://www.uaf.edu/news/experts/index.html>

Most of these classes are available via classroom, audio or video instruction. Please check with the department to verify if the class is available to the extended sites.

* Check with your manager for options of attending training at other locations. Training providers include: **Fred Pryor/Career Track:** http://www.pryor.com/index_Body.asp and **National Seminars:** <http://www.nationalseminarstraining.com/index.cfm>