E-Learning Course Offerings

Human Resources is now offering free training courses online, available to all full and part-time employees. The courses can be accessed directly through UR Talent Web.

- Log into UR Talent Web (http://richmond.csod.com)
- Hover over navigation tab “Training”
- Click “Browse for Training”
- On the left-hand side, under Type, click on the turquoise computer icon symbolizing “Online Class”
- Click on your desired course to view details, then click “Request”

Offerings include:

- Being an Effective Team Member
- Business Law and the Manager’s Responsibilities
- Communicating Across Cultures
- Creating Presentations in Powerpoint 2013
- Creating Workbooks, Worksheets, and Data in Excel 2013
- Decision Making: The Fundamentals
- Diversity on the Job: Diversity and You
- Essentials of Interviewing and Hiring: Behavioral Interview Techniques
- Essentials of Interviewing and Hiring: Conducting an Effective Interview
- FERPA
- First Time Manager: Understanding a Manager’s Role
- FMLA Leave and More: An Overview of Legally Protected Leave
- Formatting Cells and Worksheets in Excel 2013
- Formatting Data in Excel 2013
- Giving Feedback
- Goals and Setting Goals
- HIPAA Privacy Essentials
- Interpersonal Communication: Communicating with Confidence
- Introduction to Workplace Ethics
- Leadership Essentials: Building Your Influence as a Leader
- Leadership Essentials: Motivating Employees
- Management Essentials: Delegating
- Management Essentials: Developing Your Direct Reports
- Managing E-mail in Outlook 2013
- Managing Workforce Generations: Introduction to Cross-Generational Employees
- Managing Your Career: Creating a Plan
- Managing Your E-mail
- Performance Appraisal Essentials: Conducting Traditional Appraisals
- Performance Appraisal Essentials: Planning for Appraisals
- Performing Basic Tasks in Word 2013
- Receiving Feedback and Criticism
- Time Management: Analyzing Your Use of Time
- Tools for Tracking Project Performance in Project 2013
- Using PivotTables, PivotCharts, and Advanced Charts in Excel 2013
- Using Progressive Discipline to Correct Problem Performance
- Working with E-mail in Outlook 2013
- Workplace Conflict: Strategies for Resolving Conflicts
- Workplace Harassment for Supervisors and Managers – Multi-State Edition
- Workplace Harassment Prevention for Employees
- Workplace Harassment Prevention for Managers