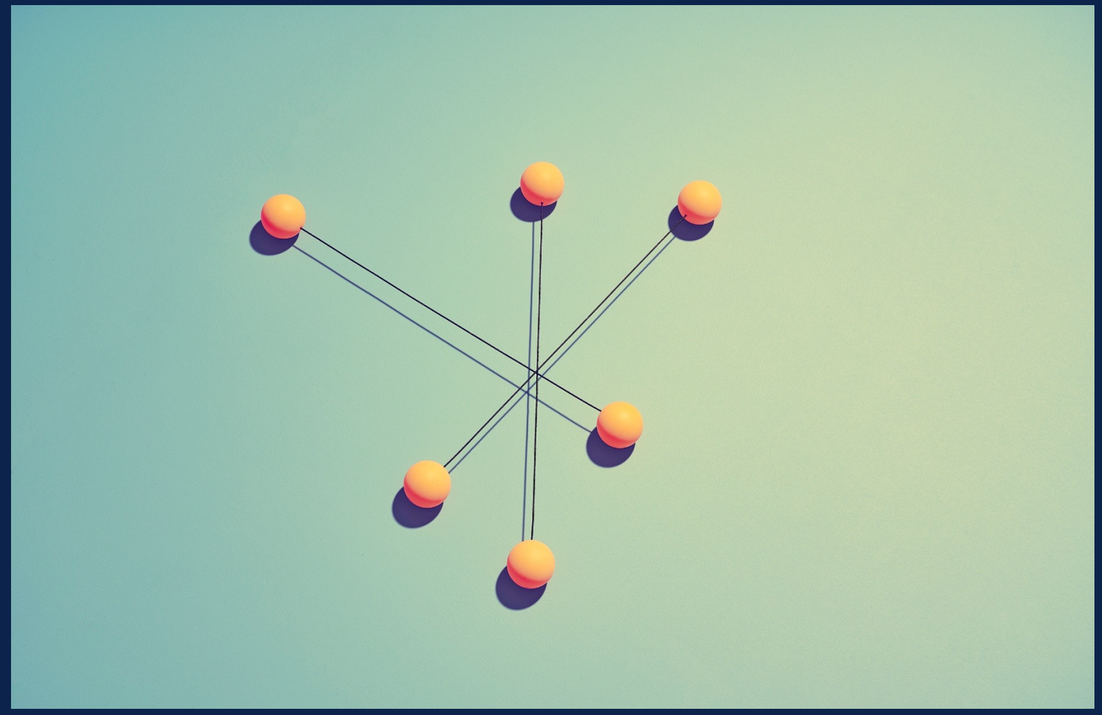
EDGE Learning Updates

August Supervisors Meeting

Presenters: Ashley Kurtz & Jessica Jones

Importance of your role in required trainings

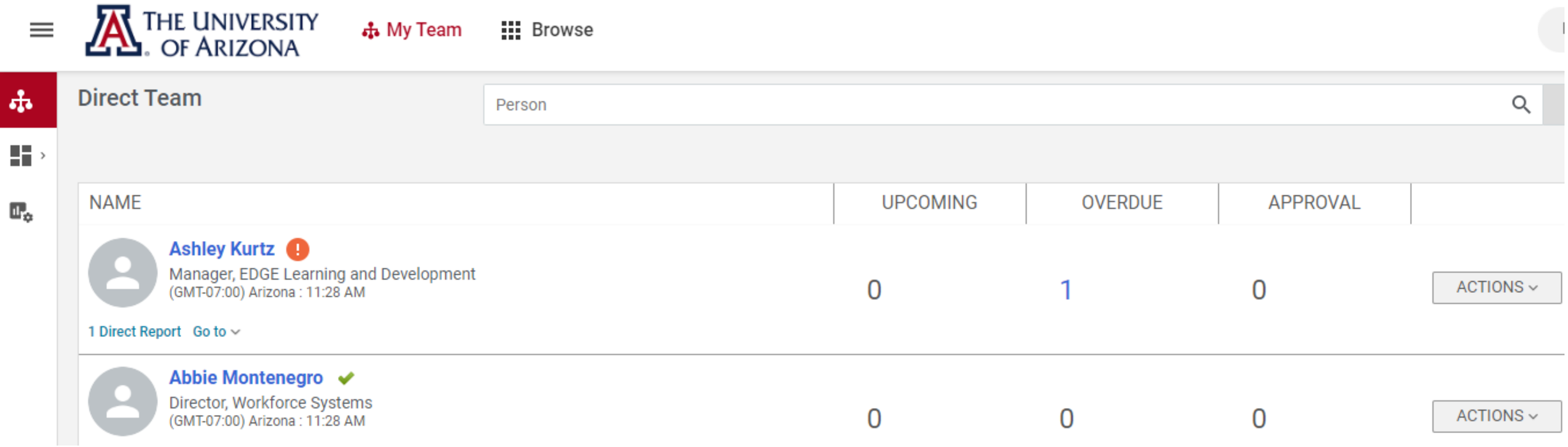


Monitoring Training Engagement

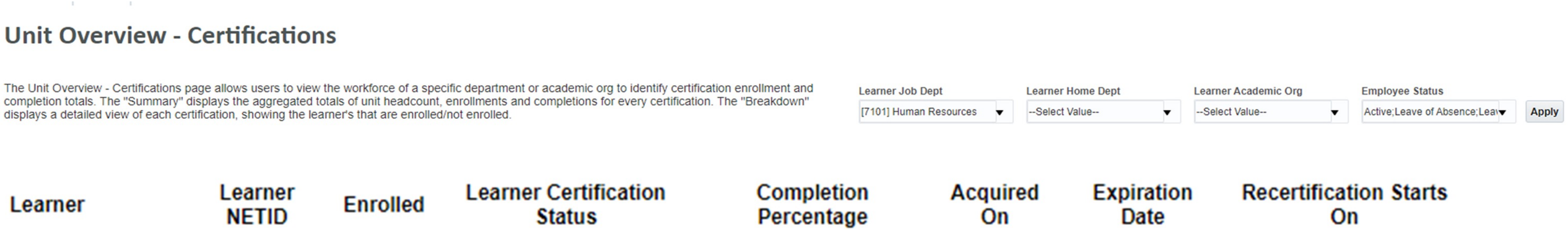
Copied on the EDGE Learning overdue email to your direct reports

- At 10, 15, 30 & 60 days
- Template for an instant email of encouragement

Manager Dashboard in EDGE Learning



UAccess Analytics
EDGE Learning Dashboards



- Request provisioning in AccessFlow
  https://edgelearning.arizona.edu/edge-dashboard/dashboard-access

Help foster required training completions…

Use the email as an instant outreach & coaching point

Coaching point at next 1on1

Discuss at team meeting

LinkedIn Learning Recommendations

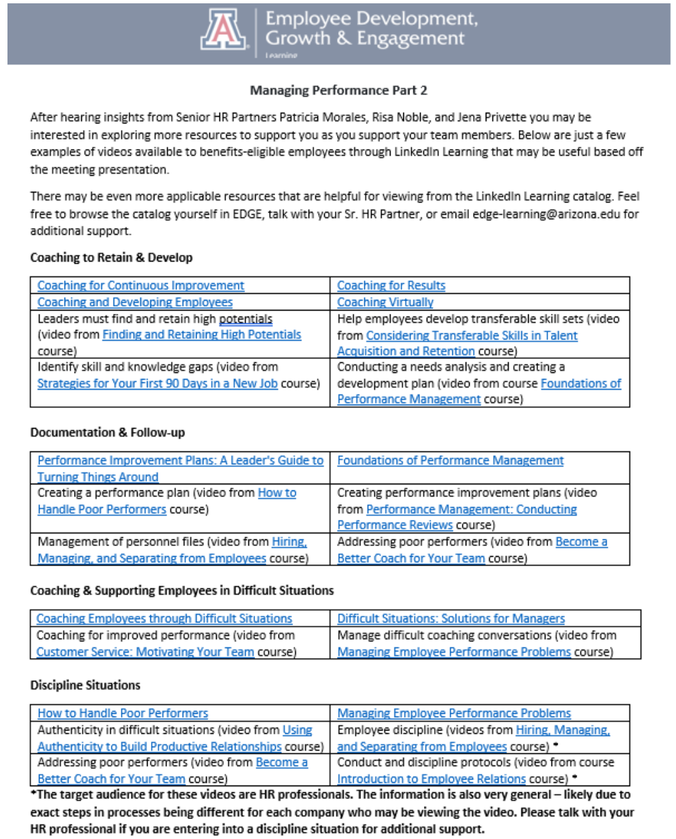
Support Professional Development for All

LinkedIn Learning

- A wide variety of training courses to meet the diverse development needs of our staff and faculty
- Access to on-demand trainings for all benefits eligible staff and faculty
- Ability for supervisors to assign and track training

Proactive Skill Growth

- Incorporate LinkedIn Learning into Career Conversations
- Recommend or assign trainings to employees
- Make time in one on ones or team meetings to discuss what was learned
- Request a LinkedIn Learning demonstration for an upcoming meeting
- Reach out to your HR Consultant or EDGE Team for support



Employee Development, Growth & Engagement

Managing Performance Part 2

After hearing insights from Senior HR Partners Patricia Morales, Risa Noble, and Jena Privette you may be interested in exploring more resources to support you as you support your team members. Below are just a few examples of videos available to benefits-eligible employees through LinkedIn Learning that may be useful based off the meeting presentation.

There may be even more applicable resources that are helpful for viewing from the LinkedIn Learning catalog. Feel free to browse the catalog yourself in EDGE, talk with your Sr. HR Partner, or email edge-learning@arizona.edu for additional support.

Coaching to Retain & Develop

Coaching for Continuous Improvement	Coaching for Results
Coaching and Developing Employees	Coaching Virtually
Leaders must find and retain high potentials (video from Finding and Retaining High Potentials course)	Help employees develop transferable skill sets (video from Considering Transferable Skills in Talent Acquisition and Retention course)
Identify skill and knowledge gaps (video from Strategies for Your First 90 Days in a New Job course)	Conducting a needs analysis and creating a development plan (video from course Foundations of Performance Management course)

Documentation & Follow-up

Performance Improvement Plans: A Leader's Guide to Turning Things Around	Foundations of Performance Management
Creating a performance plan (video from How to Handle Poor Performers course)	Creating performance improvement plans (video from Performance Management: Conducting Performance Reviews course)
Management of personnel files (video from Hiring, Managing, and Separating from Employees course)	Addressing poor performers (video from Become a Better Coach for Your Team course)

Coaching & Supporting Employees in Difficult Situations

Coaching Employees through Difficult Situations	Difficult Situations: Solutions for Managers
Coaching for improved performance (video from Customer Service: Motivating Your Team course)	Manage difficult coaching conversations (video from Managing Employee Performance Problems course)

Discipline Situations

How to Handle Poor Performers	Managing Employee Performance Problems
Authenticity in difficult situations (video from Using Authenticity to Build Productive Relationships course)	Employee discipline (videos from Hiring, Managing, and Separating from Employees course) *
Addressing poor performers (video from Become a Better Coach for Your Team course)	Conduct and discipline protocols (video from course Introduction to Employee Relations course) *

***The target audience for these videos are HR professionals. The information is also very general – likely due to exact steps in processes being different for each company who may be viewing the video. Please talk with your HR professional if you are entering into a discipline situation for additional support.**

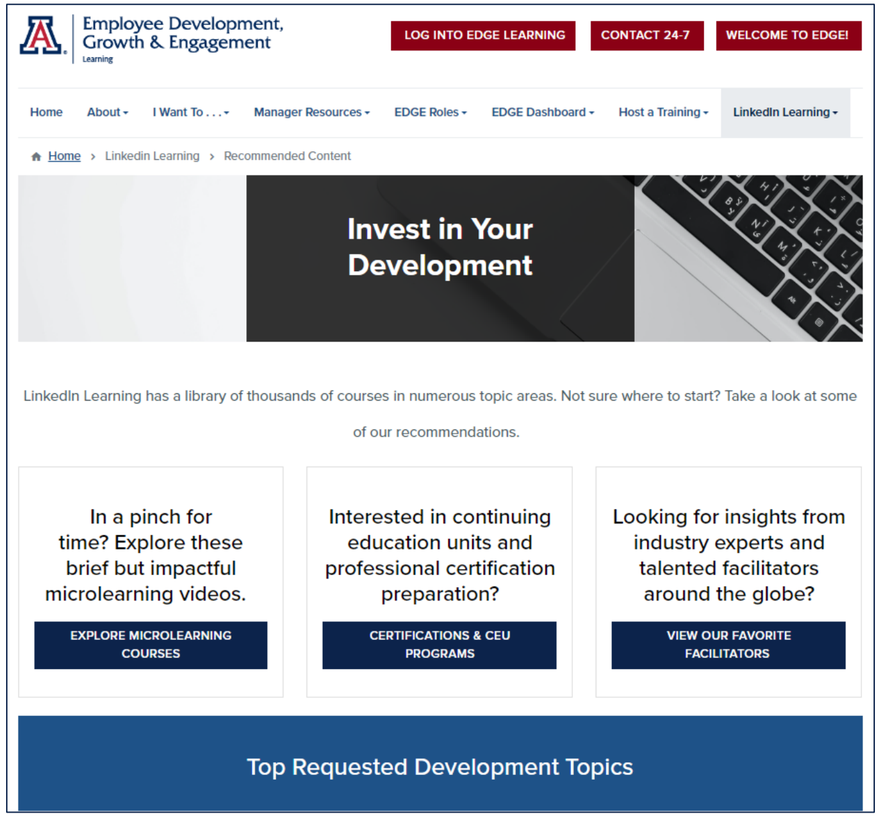
Invest In Your Development Demo

University Recommended Content
by role at arizona.sabacloud.com

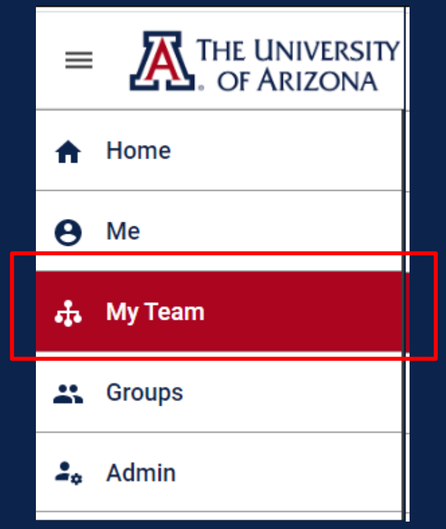
Invest in Your Development - If you want to grow your skills, but do not know where to begin, the following LinkedIn Learning and UArizona content offers a great place to start learning.

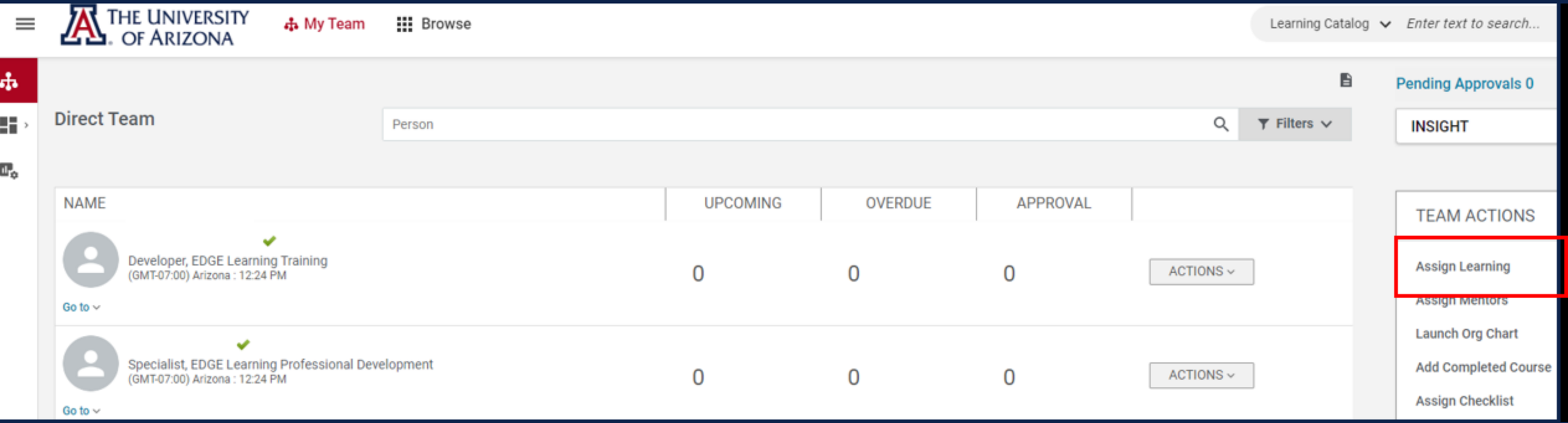
Professional Development for All	For Supervisors	For Faculty	For Researchers
Advocate for Allyship	Lead Hybrid Teams	Design Effective Learning	Research Compliance
Improve Your Meetings	Skills for New Managers	The Chronicle of Higher Education: Sign Up for Free with Arizona Email	Responsible Conduct of Research
Work From Home Successfully	Hone Your Management Skills	Improve Your Teaching Skills	Research Development and Administration
Make Technology Work for You	Supervisors Series Certificate	Education Advisory Board: Log in, New Account, and Events	Innovation and Impact
Advance Your Communication Skills	Education Advisory Board: Log in, New Account, and Events		

And at https://edgelearning.arizona.edu/



EDGE Learning Manager Assigning Learning Demo


THE UNIVERSITY OF ARIZONA
Home
Me
My Team
Groups
Admin


THE UNIVERSITY OF ARIZONA
My Team
Browse
Learning Catalog
Enter text to search...
Pending Approvals 0
Direct Team
Person
Filters
INSIGHT
NAME
UPCOMING
OVERDUE
APPROVAL
TEAM ACTIONS
Developer, EDGE Learning Training
(GMT-07:00) Arizona : 12:24 PM
0
0
0
ACTIONS
Go to
Assign Learning
Assign Mentors
Launch Org Chart
Add Completed Course
Assign Checklist
Specialist, EDGE Learning Professional Development
(GMT-07:00) Arizona : 12:24 PM
0
0
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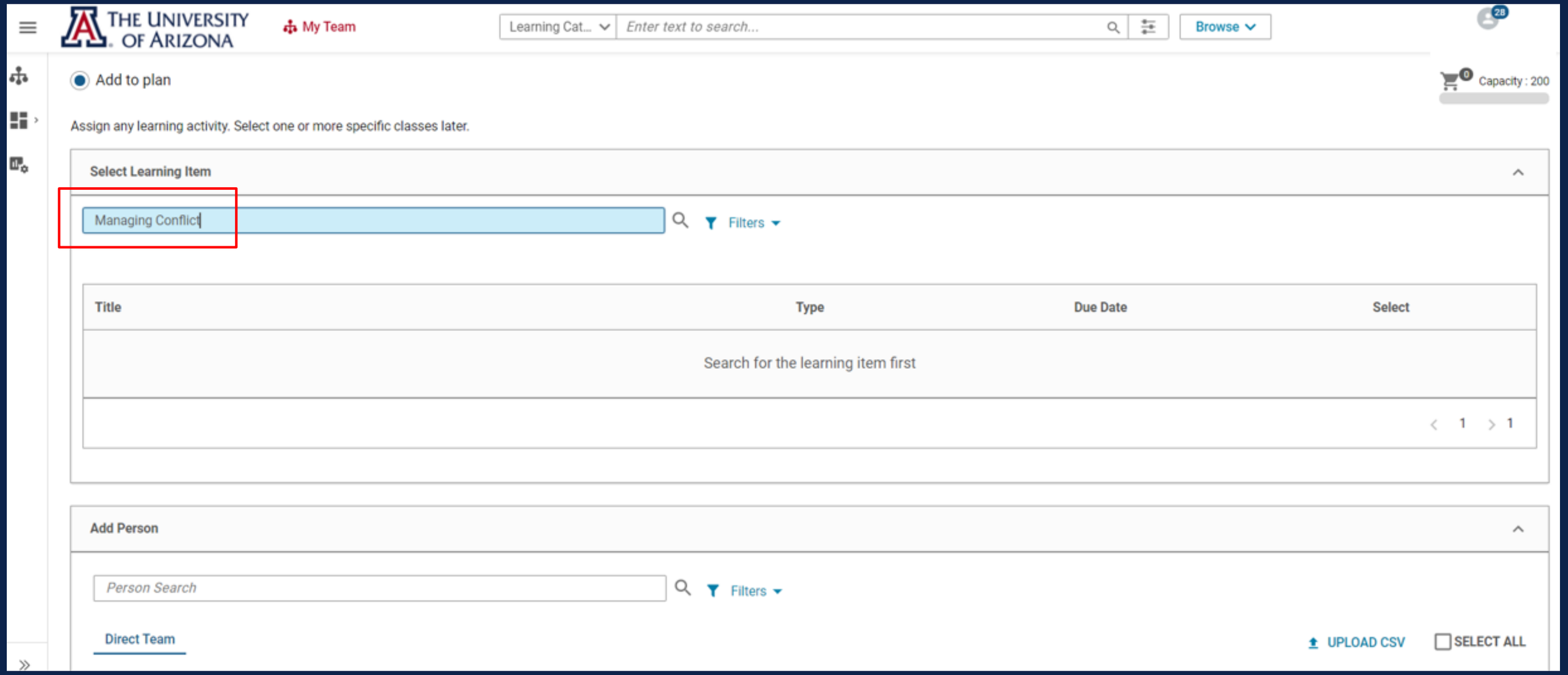
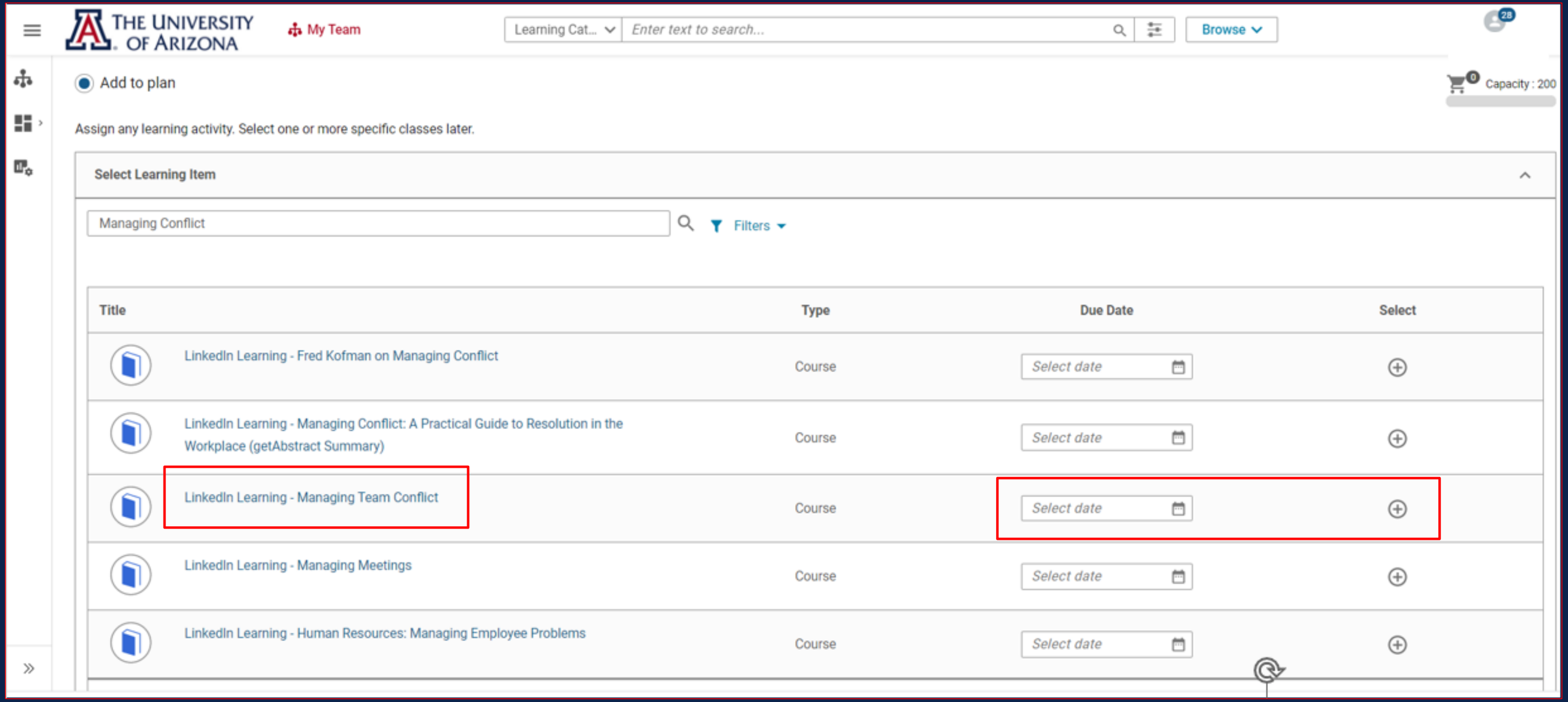
ACTIONS
Go to


THE UNIVERSITY OF ARIZONA
My Team
Learning Cat...
Enter text to search...
Browse
28
Add to plan
Capacity : 200
Assign any learning activity. Select one or more specific classes later.
Select Learning Item
Managing Conflict
Filters
Title
Type
Due Date
Select
Search for the learning item first
1
1
Add Person
Person Search
Filters
Direct Team
UPLOAD CSV
SELECT ALL


THE UNIVERSITY OF ARIZONA
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Enter text to search...
Browse
Add to plan
Capacity : 200
Assign any learning activity. Select one or more specific classes later.
Select Learning Item
Managing Conflict
Filters
Title
Type
Due Date
Select
LinkedIn Learning - Fred Kofman on Managing Conflict
Course
Select date
LinkedIn Learning - Managing Conflict: A Practical Guide to Resolution in the Workplace (getAbstract Summary)
Course
Select date
LinkedIn Learning - Managing Team Conflict
Course
Select date
LinkedIn Learning - Managing Meetings
Course
Select date
LinkedIn Learning - Human Resources: Managing Employee Problems
Course
Select date

Add Person

Person Search

Filters

Direct Team

UPLOAD CSV

SELECT ALL

Name	Manager	Select
Admin Sppt Asst II-2055547 (Human Resources)	D	
Organization Develop Pro III-2066589 (Human Resources)	D	
	D	
	D	
Employee Rltns Pro IV-2057457 (Human Resources)	D	

2 3

CUSTOMIZE

CANCEL

ADD TO PLAN

We Want to Hear From You

https://bit.ly/UAprodevo

General Resources

- Required training information: https://compliance.arizona.edu/training
- EDGE Learning website: https://edgelearning.arizona.edu/
- Manager Dashboard: https://edgelearning.arizona.edu/roles-resources/manager
- LinkedIn Learning: https://edgelearning.arizona.edu/linkedin-learning/about

UAccess Analytics Resources

- Provisioning for the UAccess Analytics EDGE Learning Dashboards: https://edgelearning.arizona.edu/edge-dashboard/dashboard-access

- UAccess EDGE Learning Analytics Training & Guides: https://edgelearning.arizona.edu/edge-dashboard/dashboard-resources

- UAIR office hours: https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/app/me/learningeventdetail/cours000000000003163;spf-url=common%2Fledetail%2Fcours000000000003163

Questions?