EMPLOYEE LEARNING PROGRAM

Learning that shifts **U**

Learning Suites

About Learning Suites:
Learning Suites are comprehensive bundles of several courses around a central theme or skill set. Suites are designed to provide in-depth knowledge and expertise in a specific area of learning. Courses in a Learning Suite can be taken individually or as part of a Learning Series.

Learning Series

About Learning Series:
A Learning Series consists of a sequence of related courses that are meant to build upon each other. Learning Series are perfect for those looking to enhance skills in a specific area of learning that relates to their professional development goal. Completion of a Learning Series often takes 1-2 years. Series completion certificates are intended to signal a specific skill set and potential readiness to the campus community.

Tracking Learning:
1. **Manually:** You are invited to print this document and track your learning manually.
2. **Learning Central:** Any **Learning that Shifts U** course you register for and complete (online or face-to-face) is tracked in Learning Central. You can learn how to manage your courses, share your learning records, and download course completion certificates here →How to Manage My Courses in Learning Central
3. **Series Completion:**
   - Once you have completed all the courses in a Learning Series, enroll in the Brightspace Series to upload your completion certificates, and complete a series reflection.
   - Once you've done this, your series completion certificate will be automatically generated in **Brightspace** and sent to your personal email. **Learning Central** will also record your series completion, making it accessible for your supervisor to view.

Learning that shifts U

EMPLOYEE LEARNING PLAN TEMPLATE

Name		Job title	
Department		Supervisor	
Start Date		Review Date	

PROFESSIONAL DEVELOPMENT GOALS
What professional development goals have you discussed with your supervisor, for the next 12 months, as part of your Performance & Development Cycle?

Goal 1:

Goal 2:

Goal 3:

SKILL/KNOWLEDGE DEVELOPMENT
What are some specific skills or knowledge areas to develop in order to achieve your goals?

Goal 1:

Goal 2:

Goal 3:

LEARNING PLAN
*Identify which courses in the **Learning that Shifts U** program can support your skill development.*
Go to Employee Learning HUB – Course Catalogue for detailed course descriptions.

Goal 1:

Goal 2:

Goal 3:

EMPLOYEE LEARNING PROGRAM

Learning that shifts **u**: Learning Suites

UVIC CITIZEN | *CONNECT WITH THE UNIVERSITY COMMUNITY AND CULTURE*

☐	UC11: Navigate UVic 🌐	
☐	UC12: Indigenous Cultural Acumen Training	
☐	UC13: Thrive in Your Team	
☐	UC14: Provide Excellent Service	
☐	UC15: Support Student Success	

UNDERSTANDING SELF AND OTHERS| *DEEPEN YOUR SELF-AWARENESS AND RELATE BETTER TO OTHERS*

☐	US21: Discover Personality Using Lumina
☐	US22: Building Personal Resilience
☐	US23: Adapt to Change
☐	US24: Cultural Intelligence in the Workplace
☐	US25: Emotional Intelligence in the Workplace

CLEAR COMMUNICATION| *STRENGTHEN YOUR WRITTEN AND SPOKEN COMMUNICATION SKILLS*

☐	CC31: Write for the Workplace
☐	CC32: Speak to Engage Others
☐	CC33: Interpersonal Communication
☐	CC34: Holding Difficult Conversations

PERSONAL EFFECTIVENESS| *BE MORE PRODUCTIVE AT WORK*

☐	PE41: Write Meaningful Goals
☐	PE42: Plan and Prioritize Work
☐	PE43: Make Meetings Matter
☐	PE44: Creative and Critical Thinking

🌐 Indicates an online course or resource

CONFLICT FLUENCY | *DIALOGUE RESPECTFULLY AND PRODUCTIVELY ACROSS DIFFERENCE*

☐	US21: Discover Personality Using Lumina
☐	US24: Cultural Intelligence in the Workplace
☐	US25: Emotional Intelligence in the Workplace
☐	CC33: Interpersonal Communication
☐	CC34: Holding Difficult Conversations

Additional Courses Leaders Must Take

☐	MP57: Coaching Others Through Conflict
☐	LT61: Lead Change

MANAGE PEOPLE| *EFFECTIVELY SUPERVISE EMPLOYEES*

☐	MP51: Performance and Development Conversations
☐	MP52: Labour Relations Best Practices for Supervisors
☐	MP53: Orienting Your New Employees
☐	MP54: Moment of Choice Coaching
☐	MP55: Recognize Employees
☐	MP56: Plan and Delegate Work
☐	MP57: Coaching Others Through Conflict

LEAD TEAMS| *CREATE AND ENGAGE STRONG TEAMS*

☐	LT61: Lead Change
☐	LT62: Strategic Planning
☐	LT63: Rethinking Service as a Leader
☐	LT64: Build Teams that Flourish
☐	LT65: Facilitate Collaboration
☐	LT66: Systems Thinking

Indicates an online course or resource