

TALENT MANAGEMENT

Summer 2009



Talent Management coordinates two distinct types of training: Computer & Business Systems and Professional Development. Here's a sample of our summer offerings.

Computer & Business Systems

Software	
Excel 2007 (GEM301)	7/16/09
Outlook 2007 Intermediate (CMPOT1)	7/14/09
Academic Support Functions	
OASIS Holds (OASHLD) OASIS Permitting (OASPR) OASIS Registration (OASREG)	7/1/09, 7/8/09, 7/15/09, 7/22/09, 7/29/09, 8/5/09, 8/12/09, 8/19/09, 8/26/09 3 classes on each day
Human Resource Functions	
GEMS ALT Leave Coordinator (GEMALT)	7/8/09, 8/6/09
GEMS Appointment Training (GEM200)	7/8/09
Attendance & Leave Policies & Procedures (BPC109)	7/7/09, 8/4/09
Financial Functions	
Billing & Accounts Receivables (FST300)	7/21/09, 8/13/09
General Ledger (FST200)	7/17/09, 8/21/09
Making Cents of Accounting (FST150)	7/15/09, 8/19/09
P-Card Reconciliation (FST102)	7/23/09, 8/27/09
PERT Department Rep Workshop (GMPDRW)	7/21/09, 7/23/09
USF Finance Mart Reporting (FST250)	7/23/09, 8/25/09
USF Financial Systems Overview (FST110)	7/14/09, 8/19/09
Travel Submission (FSTR1)	6/29/09, 7/22/09

Professional Development

On-Boarding	
Discover USF: Employee Orientation (DUSF)	7/13/09, 7/27/09, 8/3/09, 8/17/09, 8/31/09
USF101: Stuff You Need to Know (USF101)	7/20/09
Skill Development	
Disability Etiquette (DIV109)	7/8/09, 7/28/09, 8/18/09, 8/27/09
Building and Developing Teams (TAL201)	7/28/09
Workplace Communication (PRC207)	7/22/09



Talent Management serves USF employees by providing performance improvement and professional development opportunities that contribute to the achievement of the university's mission.

Visit our [Training Workshop Index](http://usfweb2.usf.edu/human-resources/Talent-Management/Training-Workshops.asp) for location, time and registration information:

<http://usfweb2.usf.edu/human-resources/Talent-Management/Training-Workshops.asp>



For more information, contact Talent Management at (813) 974-3090 or training@admin.usf.edu