

Spring 2026 Class Schedule

Lean into Learning! Series

	Session	Date/Time/ Location	Description
February	Dream It, Plan It, Do It: Career Goal Setting Made Simple	2/11 10 am - 12 pm Virtual	Ready to turn your career aspirations into achievable results? In this interactive, hands-on session, you'll learn the essential steps to effective goal setting and discover what makes a goal truly SMART. We'll show you how to break big, long-term goals into manageable milestones, create strategies to track your progress, and overcome common obstacles along the way. Bring one or two career goals to work on during the session and leave with a clear, personalized action plan to move forward with confidence.
March	Navigating Percipio: Learn, Lead, and Succeed	3/26 10 am - 12 pm Virtual	Unlock the full potential of Skillsoft Percipio with this hands-on walkthrough designed for both learners and managers. You'll gain a complete understanding of how to navigate the platform, utilize learning resources, track progress, and manage learning effectively. Learners will learn to personalize their development experience, track progress, and access content seamlessly, supported by new features like CAISY, the Role Advisor and AI Assistant. Managers will gain insight into assigning content, reviewing engagement data, and driving performance through learning analytics. With live walkthroughs and best practice tips, this course equips participants to confidently navigate Percipio's features and apply them to real workplace learning goals.

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APRIL	Speak with Confidence: Mastering the Art of Public Speaking	April 15 and April 22 10 am – 12 pm In-person	Whether you're an administrative assistant, a dean, or a university president, public speaking is an essential skill that can set you apart. At some point, you'll need to communicate your ideas clearly—whether to make a point, inspire action, or lead change. This interactive session will help you feel prepared and confident when that moment arrives. You'll learn the key skills for effective public speaking, understand the purpose and structure of a speech, and practice crafting and delivering a 5-minute presentation on a topic you choose. We'll also share practical tips to manage speech anxiety so you can speak with clarity and poise. Leave with strategies you can use immediately to communicate with impact. NOTE: This class has 2 sessions. You must attend both sessions for completion of the class.
	Resume Writing Tips	April 29 11 am - 12 pm In-person	Finding a new job starts with writing a great resume, one that speaks to your personal and professional strengths. This session provides practical, ready-to-use resume writing tips to improve your resume writing skills, whether a seasoned professional or just starting out in the field. This includes choosing the right format, tailoring information to match job requirements, and how to showcase talents and best qualities.



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May	Interviewing Best Practices for Hiring Managers	May 6 12 pm – 1:30 pm In-person	Interviews are designed to assess whether a candidate can successfully perform and serve as good fit for the position. This session will offer interviewing best practices for hiring managers and supervisors, including discussion of acceptable and unacceptable interview questions, interview considerations and dos and don'ts, with helpful tools and resources.
	Thriving Through Change: Strategies for Success in Times of Transition	May 19 10 am – 12 pm Virtual	Change is inevitable—but how you navigate it can make all the difference. In this interactive two-hour session, you'll gain practical tools and insights to manage change with confidence and resilience. We'll explore the different types of change and the emotional journey that often accompanies them, using the Change Curve as a guide. You'll learn how change impacts both mind and body, and discover strategies to reduce stress, communicate effectively, and build strong support systems. Through real-life examples and hands-on activities, you'll practice techniques for staying adaptable, leading others through uncertainty, and thriving in today's evolving workplace. Leave with actionable tips to strengthen resilience and embrace change as an opportunity for growth.



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June	June 3 11 am - 12 pm Virtual	This session takes a deeper look into self-service reporting capabilities of Quantum One. Learn about the reports available to you and how to get the most out of dashboards.
	June 9 12 pm – 1 pm Virtual	This session provides university staff members with a foundational understanding of compensation principles, policies, and practices. Session will outline the university's approach to fair, competitive, and equitable pay.

Employee Learning and Development (ELD) provides high quality programming for UMB employees. We serve as a strategic partner to leverage growth opportunities for employees to achieve their full potential.



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