

Training and Organization Development

Our mission is to enhance faculty and staff knowledge and skills with high-quality, accessible training and professional development opportunities to support UMBC's vision of becoming the best public research university of our size. Visit our website for a list of current programs.

We are dedicated to supporting the campus community and being a strategic partner to help other departments meet their objectives. As a result of these partnerships, our professional development opportunities create a UMBC workplace that is efficient, effective, and a good steward of resources.

T&OD Contact Information

Telephone: 410-455-6262

Email: hrtraining@umbc.edu

Website: <http://www.umbc.edu/hr/T&OD/T&ODindex.html>

SkillSoft e-Learning

This 24/7 online development tool provides a wide variety of free courses that will assist in building competencies needed for your position and developing your potential as you prepare for advanced assignments. For information on SkillSoft, a demo, FAQ's and a Quick Start Guide go to www.umbc.edu/skillsoft.

UMBC Training Registration Site

Go to www.umbc.edu/training to register for programs offered by T&OD, the Division of Information Technology (DoIT), and other campus departments.

PeopleSoft Finance & Human Resources Training

The website: www.umbc.edu/peoplesoft has information about PeopleSoft training available. Just click on the "Training" tab at the top.

PeopleSoft Student Administration Training

The website: www.umbc.edu/sa has information about training available. Just click on the "End-User Support" tab at the top.

Required/Recommended Training

Sexual Harassment Prevention

All employees are required to complete this online program within 60 days of hire. You can access this online module from the T&OD webpage or <http://training.newmedialearning.com/psh/umbc/> When you finish it, print your certificate of completion and share a copy with your supervisor.

Introduction to PeopleSoft

Introduction to PeopleSoft is the prerequisite to all other PeopleSoft Classes. It covers an overview of the PeopleSoft system, what additional training you should take depending on your role, and how you can get help and more information. If you won't currently be using PeopleSoft, we recommend you attend this introductory program for a general understanding of the functions of our fundamental systems for processing human resources, financial, and student information and transactions.

Internal Control Education Session

All new employees are strongly encouraged to attend this session, as well as existing employees who would benefit from reviewing internal controls such as separation of duties.

Procurement Training

Training is required for anyone who will have or supervise a Procurement Card (P-Card). The sequence of PeopleSoft classes is: "Introduction to PeopleSoft," "PeopleSoft Fundamentals," and then "P-Card Reallocation." Register at www.umbc.edu/training

In addition, before taking the PeopleSoft “P-Card Reallocation” class, you must attend P-Card training with the Procurement Department. After visiting the training website, please contact the P-Card Program Administrator, Sharon Quinn, at ext. 5-2540.

For procurement forms, policies, and procedures go to <http://www.umbc.edu/adminaffairs/procurement> and click on “Departmental Information.”

Performance Management Process (PMP)

PMP Training is required for all supervisors of Regular and Contingent II staff. We also provide a program for non-supervisory staff. Sessions are offered on an ongoing basis. For additional information, contact Human Resources at 410-455-2337.

Additional Professional Development Resources

Faculty Development Center

The Faculty Development Center supports UMBC faculty in their teaching, research and creative activity, and service. It promotes initiatives that improve undergraduate and graduate education by valuing teaching as well as research and helping to link the two. It also serves to enhance faculty members' lives during all phases of their careers by connecting faculty with resources for innovation and renewal. For more information go to <http://www.umbc.edu/fdc/>.

Career Services Center

Information on Career Services for students, faculty, and staff: www.careers.umbc.edu. Under “Resources” on the right side click the link to their Career Development Guide. This guide includes relevant career planning, resume and interviewing tips.

UMBC Academic Programs

UMBC academic programs are eligible for tuition remission.

Visit <http://www.umbc.edu/undergrad/> for information about our undergraduate programs and resources.

Visit <http://www.umbc.edu/gradschool/> for information about our graduate programs and resources.

UMBC Continuing and Professional Studies

UMBC Continuing and Professional Studies offers customized, high-quality, credit and non-credit certificate, training and graduate degree programs that reflect the values of a major research university and the performance of a private company. Enrolling over 12,500 students and professionals annually, the combined enterprise offers programs on-campus, onsite, online and at the Universities at Shady Grove in Rockville, MD.

The Division of Professional Education and Training (DPET) undergraduate courses through Special Sessions, graduate certificates, and masters programs are eligible for tuition remission. For more information, go to <http://www.cps.umbc.edu/aps/default.asp>

UMBC Training Centers provides high quality professional, scientific and technical training to individual students and organizations. UMBC employees and their families receive a 50% discount. For more information go to <http://www.umbc.edu/trainctr/>