

Training Checklist for Supervisors/New Employees in the Division of Business Services

Employee Name:

Start Date:

Directions for Supervisors: For each training, indicate REQ (required) or REC (recommended). Leave blank if neither. On request, Dawn will update "Next Class" dates.

| | REQ or REC? | Next Class | Completed |
|---|-------------|------------|-----------|
| *Benefits 101 | REQ | | |
| Required of all UW FTEs within first 30 days In catalog, listed under "Benefits Education" | | | |
| Online HIPAA Training | | | |
| Required annually of all <u>Accounting Services</u> staff | | | |
| *Intro to the Financial Environment at UW-Madison | | | |
| Offered every 2 months by Accounting Services & Campus Rep In catalog, listed under "Business Topics" | | | |
| 21 North Park Street Orientation with Dawn | | | |
| For student & FTEs in 21 NPS. Schedule with Dawn | | | |
| *OHR's New Employee Orientation | | | |
| All morning. Includes trolley tour. Offered monthly. In catalog, listed under "New Employee Orientation" | | | |
| *WISDM for Dept/Div Admin | | | |
| Offered monthly by FRAS in Accounting Services In catalog, listed under "Business Topics" | | | |
| *How to Purchase Goods & Services: Overview | | | |
| Offered 3x/year by Purchasing Services In catalog, listed under "Business Topics" | | | |
| *How to Purchase Goods & Services: Intermediate Topics | | | |
| Offered 3x/year by Purchasing Services In catalog, listed under "Business Topics" | | | |
| *How to Purchase Goods & Services: Processing Reqs & Managing PO Encumbrances | | | |
| Offered 3x/yr by Purchasing Services In catalog, listed under "Business Topics" | | | |
| *Principles of Supervision & Management Series | | | |
| Required of all who supervise FTEs In catalog, listed under "Fully Prepared to Manage" | | | |
| Red Folder/WiGrow Trainings | | | |
| Required of all who supervise students. See Dawn. | | | |
| HRS Training | | | |
| Check with your supervisor about this. | | | |

*Log in and register for sessions here: <https://www.ohrd.wisc.edu/home/>

Add'l Trainings Per Supervisor

| | Required | Next Class | Completed |
|--|----------|------------|-----------|
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Watch for These Distinguished Learning Opportunities Offered Annually at UW-Madison

| Name | Usual Month | Usual Duration | Usual Cost |
|--|----------------------|----------------|----------------------|
| UW-Madison Showcase Exhibits & Workshops: Best Practices on Campus | April | All AM | \$0 |
| Conference for Office Professionals Workshops for skill building and networking | April | All Day | \$100 early regis |
| Leadership & Management Development Conference Keynote & workshops for aspiring leaders on campus | November | All Day | \$100 early regis |
| Thrive at UW Series Workshops to gain better understanding of self and campus culture. Sessions include: <ul style="list-style-type: none"> Building Work Relationships Communication Inclusion Enhancing Well-Being Creativity & Innovation Knowing the UW Thriving in a Time of Change | Throuout the year | 3-hr workshops | \$0 |

More than 2400 free/low-cost learning opportunities are offered annually on campus.

Go here to see them all: <https://www.ohrd.wisc.edu/home/>