

# 2026 Learning Network Workshops

The Human Resources Department is pleased to share the 2026 Learning Network course schedule, designed to support your professional growth and skill development. This year’s offerings include workshops focused on communication, leadership, collaboration, and technical skills.

Brief course descriptions are available by clicking on each workshop title and are also provided at the end of this document. To register, please submit a [Class Registration Request Form](#) for each course at least one week prior to the scheduled session (one form per class). Registered participants will receive course details, including the meeting link or in-person location, via email. For questions, please contact [Vanessa Claris](#).

## For All Employees

Workshop Title	Dates Offered	Time	Format
<a href="#">Changing Your Perspective on Change</a>	September 23, 2026 November 10, 2026	1:00 PM–5:00 PM	In-Person Classroom
<a href="#">Collaborative Communication in the Workplace</a>	September 1, 2026 October 6, 2026 November 4, 2026	9:00 AM–5:00 PM	In-Person Classroom
<a href="#">Handling Conflict with Confidence</a>	September 29, 2026 December 9, 2026	9:00 AM–12:30 PM	In-Person Classroom
<a href="#">Microsoft Excel – Level I</a>	July 14, 2026 September 3, 2026 October 20, 2026 November 3, 2026 December 1, 2026	8:30 AM–5:00 PM	Virtual Classroom
<a href="#">Microsoft Excel – Level II</a>	July 21, 2026 September 10, 2026 October 27, 2026 November 10, 2026 December 8, 2026	8:30 AM–5:00 PM	Virtual Classroom

# 2026 Learning Network Workshops

## For All Employees (continued)

Workshop Title	Dates Offered	Time	Format
<a href="#"><u>Microsoft Excel – Level III</u></a>	September 17, 2026	8:30 AM–5:00 PM	Virtual Classroom
<a href="#"><u>Microsoft PowerPoint – Level I</u></a>	August 4, 2026 October 6, 2026 October 13, 2026	8:30 AM–5:00 PM	Virtual Classroom
<a href="#"><u>Presenting With Impact</u></a>	October 14, 2026 November 11, 2026	9:30 AM–4:30 PM	In-Person Classroom
<a href="#"><u>Writing in the Workplace</u></a>	October 8, 2026	9:00 AM–12:00 PM	In-Person Classroom

## For Leaders, Faculty, and Administrators

Workshop Title	Dates Offered	Time	Format
<a href="#"><u>Conversations That Count</u></a>  <i>(Previously GROW Coaching for Leaders)</i>	September 30, 2026 November 12, 2026	9:00 AM–1:00 PM	Virtual Classroom

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## Course Descriptions

The 2026 Learning Network courses are designed to support continuous learning and professional development across a variety of topic areas. The descriptions below provide an overview of each workshop's focus and key learning outcomes to help you select the courses that best align with your development goals.

Workshop Title	Description
<p><b>Changing Your Perspective on Change</b></p>	<p>This interactive workshop helps participants recognize personal responses to change and explore strategies for viewing change as an opportunity rather than an obstacle. Through video, self-reflection, small-group discussion, and engaging activities, participants discover how to reposition change and become more open to the possibilities it can present, including fostering adaptability and creativity.</p> <p><b>Participants will:</b></p> <ul style="list-style-type: none"> <li>• Explain the four primary change styles and their characteristics</li> <li>• Examine personal responses to change</li> <li>• Identify opportunities within a change you are facing</li> <li>• Formulate next steps to achieve your change opportunity</li> </ul> <p><b>Audience:</b> All Employees</p>
<p><b>Collaborative Communication in the Workplace</b></p>	<p>This foundational course provides individuals with a powerful set of interaction skills that enable more effective communication with colleagues, leaders, and clients. Participants learn how effective communication builds trust, strengthens partnerships, and helps achieve desired results.</p> <p><b>Participants will:</b></p> <ul style="list-style-type: none"> <li>• Identify and use communication styles to interact more successfully with others</li> <li>• Discover others' communication styles and demonstrate their perspectives</li> <li>• Exhibit empathy and active listening to conduct more effective discussions</li> </ul> <p><b>Audience:</b> All Employees</p>

<p><b>Conversations That Count</b></p> <p><i>(Previously GROW Coaching for Leaders)</i></p>	<p>This program focuses on building communication skills that enable clear, effective conversations between leaders and their teams. The coaching methodology in this course emphasizes the use of strategic questions to unlock potential, improve performance, boost accountability, and deliver feedback effectively.</p> <p><b>Participants will:</b></p> <ul style="list-style-type: none"> <li>• Approach everyday conversations with a coaching mindset</li> <li>• Use the GROW model and foundational coaching skills</li> <li>• Practice feedback conversations</li> <li>• Conduct development conversations</li> <li>• Build accountability through ongoing check-ins</li> </ul> <p><b>Audience:</b> Leaders, Faculty, and Administrators with direct reports</p>
<p><b>Handling Conflict with Confidence</b></p>	<p>While conflict can lead to discoveries such as new ideas and innovation, if allowed to escalate, it can damage critical working relationships. This course teaches participants how to recognize the signs of escalating conflict and engage those involved to take appropriate action using coaching and mediation strategies.</p> <p><b>Participants will:</b></p> <ul style="list-style-type: none"> <li>• Reduce the damaging effects of workplace conflict on individuals and teams</li> <li>• Effectively address conflict to enhance productivity, efficiency, and morale</li> <li>• Support others in taking responsibility for resolving conflict</li> <li>• Promote trust and mutual respect within work groups</li> </ul> <p><b>Audience:</b> All Employees</p>
<p><b>Microsoft Excel – Level I</b></p>	<p>Microsoft Excel helps organize, calculate, analyze, revise, update, and present data to support decision-making. This course provides a foundation for Excel knowledge and skills.</p> <p><b>Participants will:</b></p> <ul style="list-style-type: none"> <li>• Get started with Microsoft Excel</li> <li>• Perform calculations</li> <li>• Modify and format worksheets</li> <li>• Print and manage workbooks</li> </ul> <p><b>Audience:</b> All Employees</p>
<p><b>Microsoft Excel – Level II</b></p>	<p>This course builds upon the knowledge presented in Microsoft Excel – Level I and helps participants begin creating more advanced workbooks and worksheets that deepen their understanding of organizational data.</p> <p><b>Participants will:</b></p> <ul style="list-style-type: none"> <li>• Work with functions and lists</li> <li>• Analyze data and visualize data using charts</li> <li>• Use PivotTables and PivotCharts</li> </ul> <p><b>Audience:</b> All Employees</p>

<p><b>Microsoft Excel – Level III</b></p>	<p>This advanced course builds upon Excel Levels I and II and focuses on using more complex analysis techniques and advanced features to improve efficiency and productivity.</p> <p><b>Participants will:</b></p> <ul style="list-style-type: none"> <li>• Use advanced formulas and functions</li> <li>• Apply data validation techniques</li> <li>• Analyze complex datasets</li> <li>• Automate tasks to increase efficiency</li> </ul> <p><b>Audience:</b> All Employees</p>
<p><b>Microsoft PowerPoint – Level I</b></p>	<p>In this course, participants use PowerPoint to begin creating engaging, dynamic multimedia presentations. By learning the features and functionality within PowerPoint, participants gain the ability to organize content, enhance it with high-impact visuals, and prepare for delivery.</p> <p><b>Participants will:</b></p> <ul style="list-style-type: none"> <li>• Identify basic PowerPoint features and functions</li> <li>• Develop a PowerPoint presentation</li> <li>• Perform text formatting</li> <li>• Add and arrange graphical elements</li> <li>• Prepare presentations for delivery</li> </ul> <p><b>Audience:</b> All Employees</p>
<p><b>Presenting With Impact</b></p>	<p>Presentation skills are essential for professional success, whether presenting in person or virtually. This course helps participants manage their presence, information, and audience so credibility remains strong.</p> <p><b>Participants will:</b></p> <ul style="list-style-type: none"> <li>• Project a polished and professional presence</li> <li>• Organize presentations for the greatest audience impact</li> <li>• Engage audiences with compelling visuals</li> <li>• Handle questions and answers with confidence</li> </ul> <p><b>Audience:</b> All Employees</p>
<p><b>Writing in the Workplace</b></p>	<p>This course focuses on improving clarity, tone, and effectiveness in workplace writing, including emails, documents, and professional communications.</p> <p><b>Participants will:</b></p> <ul style="list-style-type: none"> <li>• Improve clarity and organization in writing</li> <li>• Adapt tone for different audiences</li> <li>• Strengthen professional written communication</li> </ul> <p><b>Audience:</b> All Employees</p>