Human Resources Courses [1]

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Course	Audience	Description

CU: Americans with Disabilities Act (ADA)	Required for all CU faculty and staff members who either teach students and/or supervise employees or student employees.	This 30-minute course covers responsibilities under the Americans with Disabilities Act (ADA). Learn the correct actions to take toward your direct reports and students who indicate they have a disability. Learn how to determine reasonable accommodations and maintain proper respect for individuals with a disability. HCM Course Code: u00057 ?Skillsoft Library ID: _scorm12_cu_u00057_0001 Start Skillsoft [3]
CU: Discrimination and Sexual Misconduct - CU Denver | Anschutz	Required for CU Denver | Anschutz Medical Campus faculty, staff, and student employees who need to fulfill their initial sexual misconduct, discrimination, and harassment training requirement or the five-year refresher requirement.	This 45-minute course is designed to provide CU Denver | Anschutz Medical Campus faculty, staff, and student employees the most current information on the policies and procedures administered by the Office of Equity. HCM Course Code: u00067 ?Skillsoft Library ID: _scorm12_cu_u00067_0001 CU-SIS Course Code: SK016 Start Skillsoft [4]
CU: Discrimination and Sexual Misconduct - UCCS	Required for UCCS faculty, staff, student employees, and affiliates who need to fulfill their initial discrimination and sexual misconduct training requirement or the annual completion requirement.	This 45-minute course is designed to provide UCCS employees and affiliates with the most current information on the policies and procedures administered by the Office of Institutional Equity and Compliance. HCM Course Code: u00135 ?Skillsoft Library ID: _scorm12_cu_u00135_0001 CU-SIS Course Code: SK015 Start Skillsoft [5]

CU: Discrimination and Sexual Misconduct, CU Boulder and System	Required for CU Boulder faculty, staff, and student employees who need to fulfill their initial discrimination and harassment training requirements or the three-year requirement. Employees at System Administration are also required to complete this course.	This 45-minute course is designed to provide CU Boulder faculty, staff, and student employees, as well as employees at System Administration, the most current information on the policies and procedures administered by the Office of Institutional Equity and Compliance. For System, this course is administered by Human Resources, Office of the President. HCM Course Code: s10007 ?Skillsoft Library ID: _scorm12_cu_s10007_0001 CU-SIS Course Code: SK001 Start Skillsoft [6]
CU: Faculty Diversity Search and Hiring Committee Guidance	Required for all faculty members serving on a search committee.	This 30-minute course covers conducting a compliant and effective faculty search. HCM Course Code: u00112 ?Skillsoft Library ID: _scorm12_cu_u00112_0001 Start Skillsoft [7]
CU: Form I-9	Recommended for anyone wishing to be trained and authorized to help complete I-9 forms—typically payroll personnel liaisons (PPL), human resources (HR) liaisons, and administrative assistants who approve I-9 forms.	This 30-minute course covers university policies and procedures for completing the I-9 Employment Eligibility Verification Form. The I-9 Form must be completed for all new employees and verifies that new employees have documents showing that they are legally eligible to work in the United States. HCM Course Code: u00072 ?Skillsoft Library ID: _scorm12_cu_u00072_0001 Start Skillsoft [8]

CU: HR Confidentiality Training	Required for all HR personnel, designees, and those with access to HR data upon hire and again as-needed.	This 10-minute online acknowledgment is intended to provide expectations and guidelines for ensuring the confidentiality of data and information related to human resources (HR) at the University of Colorado. HCM Course Code: u00232 ?Skillsoft Library ID: _scorm12_cu_u00232_0001 Start Skillsoft [9]
CU: Implicit Bias and Recruitment in Review	This course may be required for faculty, trainees, and staff who participate in recruitment or the admissions process..	This 60-minute annual training on implicit bias may be required for faculty, trainees, and staff who participate in recruitment or the admissions process. This module is intended to serve as a refresher course for faculty, trainees, and staff who have previously participated in Implicit Bias training as it relates to recruitment. The module will review the impact of, and strategies to mitigate, implicit bias throughout the recruitment process. HCM Course Code: u00233 ?Skillsoft Library ID: _scorm12_cu_u00233_0001 Start Skillsoft [10]
CU: Inclusive Staff Hiring	Recommended for hiring committee members at CU Boulder.	This 35-minute course introduces the strategies and best practices for hiring diverse staff at CU Boulder. HCM Course Code: u10101_0001 ?Skillsoft Library ID: _scorm12_cu_u10101_0001 Start Skillsoft [12]

CU: Introduction to Cornerstone	This course is required for new employees joining departments that use Cornerstone for performance management. This course is recommended for newly-hired supervisors who will use the system to view and approve their direct reports' goals. New employees should work with their supervisor to create goals within 30 days of hire.	This 30-minute course introduces Cornerstone, the performance cycle timeline, and practice exercises for creating and approving goals. HCM Course Code: u00221 ?Skillsoft Library ID: _scorm12_cu_u00221_0001 Start Skillsoft [13]
CU: Employee Services New Hire Orientation	This course is required for Employee Services new hires.	This 75-minute course is to orientate new employees to the department of Employee Services. HCM Course Code: u00231 ?Skillsoft Library ID: _scorm12_cu_u00231_0001 Start Skillsoft [14]
CU: New Employee Orientation - System (SYS)	Recommended for all new CU System employees.	This 15-minute course covers how CU System is organized and what you need to do as a new employee. HCM Course Code: u00070 ?Skillsoft Library ID: _scorm12_cu_u00070_0001 Start Skillsoft [15]
CU: Performance Development Overview for System Administration	This course is required for all CU System Administration staff.	This 15-minute long course provides an explanation of the new performance development program and the role everyone plays in the new process. Existing and new employees need to take this course as a foundation for understanding performance development at System Administration. HCM Course Code: u00241 ?Skillsoft Library ID: _scorm12_cu_u00241_0001 Start Skillsoft [16]

CU: Performance Management	Required for all managers and supervisors of classified staff.	This hour-long course covers performance management for state classified staff. You will learn how to rate performance, set goals, and coach classified staff. HCM Course Code: u00062 ?Skillsoft Library ID: _scorm12_cu_u00062_0001 Start Skillsoft [17]
CU: Skills for Mental Health	This course is recommended for CU Boulder staff.	This 15-minute course introduces the Recognize, Respond, and Refer framework you can follow when a member of the CU Boulder community is experiencing mental health challenges. This course is a prerequisite for the in-person Recognize, Respond, Refer: Skills and Practice course. HCM Course Code: u10120 ?Skillsoft Library ID: _scorm12_cu_u10120_0001 Start Skillsoft [18]
CU: Skills for Mental Health Support - CU Denver	This course is recommended for CU Denver staff.	This 15-minute course introduces the Recognize, Respond, and Refer framework you can follow when a member of the CU Denver community is experiencing mental health challenge. HCM Course Code: u00223 ?Skillsoft Library ID: _scorm12_cu_u00223_0001 Start Skillsoft [19]
CU: Skills for Mental Health Support - UCCS	This course is recommended for UCCS staff.	This 15-minute course introduces the Recognize, Respond, and Refer framework you can follow when a member of the UCCS community is experiencing mental health challenges. HCM Course Code: u00234 ?Skillsoft Library ID: _scorm12_cu_u00234_0001 Start Skillsoft [20]

CU: Performance Management for Supervisors of Classified Employees - CU Boulder	Required for CU Boulder supervisors of classified staff.	This 45-minute course covers the process for performance management, including requirements and deadlines for classified employees. HCM Course Code: u00115 ?Skillsoft Library ID: _scorm12_cu_u00115_0001 Start Skillsoft [21]
CU: Reasonable Suspicion Supervisor Training - UCCS	Required for UCCS supervisors.	This 30-minute course covers the policies and procedures regarding the reasonable suspicion and alcohol testing policy for UCCS processes. HCM Course Code: u40063 ?Skillsoft Library ID: _scorm12_cu_u40063_0001 Start Skillsoft [22]
CU: Search Committee Training, Recruiting Diverse Talent to the University	Recommended for members of a search committee, including the hiring authority, before the first search committee meeting.	This hour-long course covers how to conduct a CU job search that complies with state and federal regulations, and maximizes your chance of finding the best person for the position. HCM Course Code: u00066 ?Skillsoft Library ID: _scorm12_cu_u00066_0001 Start Skillsoft [23]
CU: Understanding and Applying State Classified Rules	Required for supervisors and managers of state classified employees.	This 2-hour course is required for supervisors and managers to understand their role in the State Personnel System. In this course, we will discuss the State Personnel Board Rules and Personnel Director's Administrative Procedures handbook. HCM Course Code: u00193 ?Skillsoft Library ID: _scorm12_cu_u00193_0001 Start Skillsoft [24]

CU: Writing SMART Performance Goals	Recommended for CU employees.	This 60-minute course will teach users how to describe the difference between hard and soft skills, describe the components of a SMART goal, develop SMART goals for both hard and soft skills, and understand the importance of planning SMART goal actions and tracking SMART goals. HCM Course Code: u00192 ?Skillsoft Library ID: _scorm12_cu_u00192_0001 Start Skillsoft [25]

Groups audience:
Employee Services

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