

Human Resources Courses ^[1]

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Course	Audience	Description
<p>AMC: New Hire Orientation</p>	<p>Required for all Anschutz Medical Campus new employees.</p>	<p>This 120-minute course covers new employee orientation for Anschutz Medical Campus.</p> <p>HCM Course Code: u60010 ?</p> <p>Start Course [3]</p>
<p>CU: ADA and Religious Accommodations Training</p>	<p>Required for all UCCS faculty and staff members who either teach students and/or supervise employees or student employees.</p>	<p>This 30-minute course designed to provide UCCS employees with a foundational understanding of how to navigate and manage workplace and classroom accommodations under the Americans with Disabilities Act (ADA) and Title VII of the Civil Rights Act of 1964.</p> <p>HCM Course Code: u40065 ?</p> <p>Start Course [4]</p>
<p>CU: Americans with Disabilities Act (ADA)</p>	<p>Required for all CU faculty and staff members who either teach students and/or supervise employees or student employees.</p>	<p>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.</p> <p>HCM Course Code: u00057 ?</p> <p>Start Course [5]</p>

Course	Audience	Description
<p>CU: Compensation Fundamentals</p>	<p>This course is recommended for CU Denver supervisors, managers, and the CU Denver campus community.</p>	<p>This 40-minute course was created as a part of the Comprehensive Compensation Collaborative (CCC) project and is designed to provide foundational information and understanding of key compensation terms and concepts.</p> <p>HCM Course Code: u60009 ?</p> <p>Start Course [6]</p>
<p>CU: Denver Search Committee Member Training</p>	<p>This course is required for CU Denver employees who wish to participate on active search recruitments.</p>	<p>This 45-minute course addresses best practices, legal requirements, university expectations, and general dos and don'ts related to search committee practices and participation.</p> <p>HCM Course Code: u00297</p> <p>Start Course [7]</p>
<p>CU: Becoming a Student Supervisor</p>	<p>This course is recommended for all supervisors of student employees.</p>	<p>In this 45-minute Acknowledge your responsibilities and requirements as a student supervisor. Learn about work study and student hourly differences, processes for interviewing and hiring students as well as following best practices for training, motivation, evaluation, development, and recognition. This course should take about 45 minutes to complete..</p> <p>HCM Course Code: u40064</p> <p>Start Course [8]</p>

Course	Audience	Description
CU: Form I-9	<p>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.</p>	<p>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.</p> <p>HCM Course Code: u00072</p> <p>Start Course ^[9]</p>
CU: HR Confidentiality Training	<p>Required for all HR personnel, designees, and those with access to HR data upon hire and again as-needed.</p>	<p>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.</p> <p>HCM Course Code: u00232</p> <p>Start Course ^[10]</p>
CU: Implicit Bias and Recruitment in Review	<p>This course may be required for faculty, trainees, and staff who participate in recruitment or the admissions process..</p>	<p>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.</p> <p>HCM Course Code: u00233</p> <p>Start Course ^[11]</p>

Course	Audience	Description
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 Start Course ^[13]
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 Start Course ^[14]
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 Start Course ^[15]

Course	Audience	Description
<p>CU: Module 1: Introduction to the HR Service Center</p>	<p>This course is recommended for new HR practitioners. /font></p>	<p>This 45-minute course overviews what the HR Service Center does at CU Boulder and how they partner with HR practitioners to process employment transactions across the employee lifecycle. You will learn how the HR Service Center is structured across specialized teams, what each team supports at a high level, and how Unit HR and the HR Service Center share responsibility for accurate, timely processing. This module also introduces key terms and expectations you will see throughout the Learning Journey, including when to initiate a case and what helps submissions move forward efficiently.</p> <p>HCM Course Code: u10148</p> <p>Start Course [16]</p>
<p>CU: Module 2: HR Service Center's Core Services and Supports</p>	<p>This course is recommended for new HR practitioners. /font></p>	<p>This 45-minute course overviews the HR Service Center's core services and supports that keep HR transactions and related processes running smoothly. You will review common transaction types and what typically drives timely processing, including accurate data, complete documentation, and clear context. You will also explore how transactions connect to payroll timing, what deadlines can affect outcomes, and how to reduce rework by using the HR Processes & Standards and other support resources.</p> <p>HCM Course Code: u10149</p> <p>Start Course [17]</p>

Course	Audience	Description
<p>CU: Module 1: Introduction to Employee Relations</p>	<p>This course is for HR Practitioners and supervisors who want an orientation to Employee Relations at CU Boulder. /font></p>	<p>This 30-minute course covers what Employee Relations does, when to reach out, what to expect from a consultation, and how to partner effectively.</p> <p>HCM Course Code: u10142</p> <p>Start Course [18]</p>
<p>CU: Module 2: Exploring University Law and Policy</p>	<p>This course is for HR Practitioners and supervisors who need a practical overview of the policies and laws that can shape workplace decisions at CU Boulder. /font></p>	<p>This 30-minute course covers where to find reliable guidance and common topic areas such as pay equity, discrimination and harassment, leave protections, and employee conduct expectations.</p> <p>HCM Course Code: u10143</p> <p>Start Course [19]</p>
<p>CU: Module 3: Supporting Performance Management</p>	<p>This course is for HR Practitioners and supervisors who support performance conversations and documentation at CU Boulder. /font></p>	<p>This 30-minute course covers CU Boulder’s approach to performance management, coaching and feedback practices, and how to identify whether a concern relates to performance, behavior, or a potential policy issue.</p> <p>HCM Course Code: u10144</p> <p>Start Course [20]</p>
<p>CU: Module 4: Supporting Progressive Discipline</p>	<p>This course is for HR Practitioners and supervisors who may need to support progressive discipline processes at CU Boulder. /font></p>	<p>This 30-minute course covers the purpose of progressive discipline, the difference between informal and formal steps, and why consistency and documentation matter.</p> <p>HCM Course Code: u10145</p> <p>Start Course [21]</p>

Course	Audience	Description
CU: Module 5: Supporting Separation	This course is for HR Practitioners and supervisors who support employee separations at CU Boulder. font>	This 30-minute course covers common types of separations (resignations, retirements, layoffs, and terminations), your role in supporting the process, and key policy and risk considerations. HCM Course Code: u10146 Start Course [22]
CU: Module 6: Supporting Leave	This course is for HR Practitioners and supervisors who support employees and supervisors through leave-related questions at CU Boulder. /font>	This 30-minute course covers core leave concepts, including job-protected leave, paid parental leave, sick and vacation leave, and other common leave types. HCM Course Code: u10147 Start Course [23]
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 Start Course [24]
CU: Nondiscrimination, Sexual Misconduct, and Reporting	Required for all new CU employees.	This 90-minute This course is required for all new employees and must be retaken as often as required by your campus. Completion is recommended for volunteers and affiliates. This course applies to CU Boulder, CU Denver, CU Anschutz, University of Colorado Colorado Springs (UCCS), and CU System Administration. HCM Course Code: u00283 Start Course [25]

Course	Audience	Description
<p>CU: Performance Development Overview for System Administration</p>	<p>This course is required for all CU System Administration staff.</p>	<p>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.</p> <p>HCM Course Code: u00241</p> <p>Start Course [26]</p>
<p>CU: Performance Management</p>	<p>Required for all managers and supervisors of classified staff.</p>	<p>This hour-long course covers performance management for state classified staff. You will learn how to rate performance, set goals, and coach classified staff.</p> <p>HCM Course Code: u00062 ?</p> <p>Start Course [27]</p>
<p>CU: Skills for Mental Health</p>	<p>This course is recommended for CU Boulder staff.</p>	<p>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.</p> <p>HCM Course Code: u10120</p> <p>Start Course [28]</p>

Course	Audience	Description
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 Start Course [29]
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 Start Course [30]
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 ? Start Course [31]
CU: Reasonable Suspicion Supervisor Training – Arts and Sciences	Required for all AAC supervisors.	This 30-minute course covers compliance with federal and state law regarding suspicion of substance use in the workplace. HCM Course Code: u10136 ? Start Course [32]

<p>CU: Reviewing FAMLI Pay for HR Contacts</p>	<p>Recommended for campus HR contacts who enter FAMLI pay information for employees.</p>	<p>This 20-minute course will guide you through a series of step-by-step videos on navigating to the payroll register, reviewing FAMLI earning codes, and reviewing FAMLI pay.</p> <p>HCM Course Code: u00291 ?</p> <p>Start Course [35]</p>
<p>CU: Search Committee Training, Recruiting Diverse Talent to the University</p>	<p>Recommended for members of a search committee, including the hiring authority, before the first search committee meeting.</p>	<p>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.</p> <p>HCM Course Code: u00066</p> <p>Start Course [36]</p>
<p>CU: Search Process Guidelines</p>	<p>This course is recommended for all members of UCCS search committees.</p>	<p>This 30-minute course introduces the structure and application of the general and abbreviated search processes. After completing this course, members will be able to distinguish between the models, know when each is appropriate, and be able to apply consistent, fair, and compliant practices across both models.</p> <p>HCM Course Code: u00286</p> <p>Start Course [37]</p>
<p>CU: Supporting Survivors of Trauma: How to Respond and Refer</p>	<p>This course is recommended for CU Boulder students, faculty, and staff.</p>	<p>This 40-minute course introduces the services and purpose of OVA, describe how to refer someone to OVA, list at least two ways to support a survivor of trauma, and reflect on self-care in relation to supporting survivors.</p> <p>HCM Course Code: u10013</p> <p>Start Course [38]</p>

Course	Audience	Description
<p>CU: Understanding and Applying State Classified Rules</p>	<p>Required for supervisors and managers of state classified employees.</p>	<p>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.</p> <p>HCM Course Code: u00193</p> <p>Start Course [39]</p>
<p>CU: Writing SMART Performance Goals</p>	<p>Recommended for CU employees.</p>	<p>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.</p> <p>HCM Course Code: u00192</p> <p>Start Course [40]</p>

Groups audience:
Employee Services

Source URL: <https://www.cu.edu/employee-services/human-resources-courses>

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