Career options and opportunities for growth in an academic medical environment

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Career Planning
Support Staff Learning and Development

HRS Programs and Workshops

- HPaWS Lunch and Learn Presentations
- New Staff Orientation
- Pre-Retirement Workshops for Support Staff
- Supervisory Development
- UofA Advantage Program
- Workplace Learning Workshops
- Customized Learning and Development Programs
- EFAP Online Courses
- EFAP Workshops & Seminars
Staff Learning & Development -  www.hrs.ualberta.ca/learning
The Learning Shop - http://www.learningshop.ualberta.ca/LearningShop.do

- Offers a wide variety of development courses
HRS Programs and Workshops

The following programs and workshops are offered for Support Staff through various departments in Human Resource Services.

**EFAP Online Courses**
Designed by psychology experts, these courses help manage and understand a variety of issues without leaving the privacy of your own home.

**EFAP Workshops & Seminars**
These workshops are offered through Human Solutions, and include topics such as fitness and nutrition, balancing work life, etc.

**HPaWS Lunch and Learn Presentations**
Noon hour workshops focusing on Mental Health, Physical Health and Just for Fun series.

**New Staff Orientation**
Provides new staff with an overview of the University’s mission and structure, information on essential contracts, services, and programs.

**Pre-Retirement Workshops for Support Staff**
Planning to retire within the next 10 years? These workshops are designed for Support Staff and their spouses who may be contemplating retirement.

**Supervisory Development**
Interactive, experiential workshop sessions that feature case studies, planning exercises, self-assessments, and role-plays to gain insight and develop strategies for improving supervision.

**UofA Advantage Program**
For UofA Support Staff who are seriously interested in professional development and whose supervisor is willing to commit to a supporting role.

**Workplace Learning Workshops**
Workshops designed to be of interest to a cross section of the campus community and include a wide range in topics from personal to professional.

**Customized Learning and Development Programs**
Programs customized to meet the specific needs of your department.

For more information:

Email: staff.learning@hrs.ualberta.ca

Please subscribe to the workplace learning mailing list for more course offerings

Employee & Family Assistance Program (EFAP)

• Available to ALL University of Alberta staff and their eligible dependents

• Provides a wide range of services in
  • Counselling
  • Work Life
  • Wellness

• Including Career Counselling
Career Counselling

• Offers individualized counselling to help you identify and articulate skills, aptitudes, values, personality traits and interests

• Services provided include:
  • Assessment
  • Review of Work Accomplishments
  • Career Planning
  • Exploration of Career Possibilities
  • Suitability of fit for Employment Positions
  • Job Search and Entrepreneurial Skills
  • Goal-setting
E-Learning Courses

• Learn both Work Skills and Life Skills
• Work at your own pace and on your own schedule
• New topics appear regularly.
For more information:

www.hrs.ualberta.ca/efap
Human Resources Development Fund

• Allows eligible employees to access learning opportunities to
  - enhance their capacity to perform work
  - prepare for an expanded or different role, or
  - enhance eligible employee wellness.

• [www.hrs.ualberta.ca/Learning/Funding/HRDF.aspx](http://www.hrs.ualberta.ca/Learning/Funding/HRDF.aspx)
Questions?