Talent@GW - Learning

The Talent@GW - Learning module is an online hub with easy-to-use resources that support you in a successful career at GW. The learning module provides a single destination for online and in-person training opportunities. You can view and sign up for instructor-led training that’s relevant to you and easily find and complete online training.

Training you complete will appear on your transcript, so you can track your development and record progress toward your performance goals. In addition managers can use the tool to identify, recommend or assign trainings to help employees advance in their career paths.

Log in using your netID and search for training modules that interest you. Below are some suggested trainings and is in no way an exhaustive list.

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Technical Training

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EAS

- EAS Navigation Guide (PDF)
  Reference Link | Finance
  EAS Log on and Navigation

- EAS Folder Form Tips (PDF)
  Reference Link | Finance
  EAS Folder Form Tips (PDF)

- EAS Navigation Video
  Reference Link | Finance
  EAS Navigation Video Tutorial

- EAS General Ledger Overview (PDF)
  Reference Link | Finance
  EAS General Ledger Overview (PDF)

- EAS Login Guide (PDF)
  Reference Link | Finance
  Enterprise Accounting System (EAS) EAS Website and Login

- EAS Virtual Browser Instructions (PDF)
  Reference Link | Finance
  How to obtain the EAS Virtual Browser

- EAS Navigation and Shortcuts (PDF)
  Reference Link | Finance
  EAS Navigation and Shortcuts Quick Reference Guide
<table>
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<th>GWEmail, Directory &amp; Calendar</th>
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<td><strong>GWEmail Contacts</strong></td>
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<td>Google Tutorials for GWEmail Contacts</td>
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<td><strong>GWEmail - Introduction to the GWemail Interface</strong></td>
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<td>Google tutorials for the GWemail Interface</td>
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<td><strong>GWemail Drive - Uploading files in GWemail</strong></td>
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<tr>
<td>Tips for uploading files in the GWemail Drive environment.</td>
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<td><strong>GWemail Drive - Sharing Files in GWemail</strong></td>
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<tr>
<td>Reference Link</td>
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<td>How to share files internally and externally in GWemail Drive</td>
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<td><strong>GWemail Drive Quick Reference (PDF)</strong></td>
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<td><strong>GWemail - Google Help Center</strong></td>
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<td>Reference Link</td>
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<td>Help page containing tutorials for all GWemail functions</td>
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<td><strong>GWemail - Send / Reply Basics (document)</strong></td>
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<td>Reference Link</td>
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<td><strong>GWemail - Calendar Basics</strong></td>
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<td>Reference Link</td>
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<tr>
<td>Vendor tutorials and documentation to guide you through setting up your calendar</td>
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<td><strong>GWemail - Delegated Mail and Calendar</strong></td>
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<td>Reference Link</td>
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<td>Google resource page for delegated mail and calendar. Contact the GWIT Service Center for assistance with setting up specific delegated mail and calendar accounts. <a href="http://helpdesk.gwu.edu">http://helpdesk.gwu.edu</a></td>
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<td><strong>GW Online Directory Training - Recording</strong></td>
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<td>Recorded Training</td>
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<td>GW Online Directory Training - Modify departmental information - Modify department people - Set a primary coordinator - Change the order of contacts - Preview department listing</td>
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<td><strong>Google Calendar Advanced Tips and Tricks</strong></td>
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<tr>
<td>Online Class</td>
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<td>Boost your productivity by going beyond basic Google Calendar features. In this course, Jess Stratton helps you become a Google Calendar power user. She demonstrates how to create events with video capabilities, change event time zone settings, and she takes you beyond individual events into managing your entire calendar. She shows you how to use A...</td>
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<tr>
<td><strong>Google Calendar Essential Training</strong></td>
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<tr>
<td>Online Class</td>
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<tr>
<td>Manage your personal and professional schedules more effectively with Google Calendar. In this concise course, staff instructor Jess Stratton shows how to get started scheduling events, keeping track of your to-dos, and accessing it all on the go. Jess begins by showing how to change the way Google Calendar looks and acts to make it better suit you...</td>
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Stipends

- Processing Retroactive Stipends
  Reference Link | Finance
  Information you need to prepare before entering the retroactive stipend information. How to process the retroactive stipend in the system.

- Create a Stipend - GW Student
  Reference Link | Finance
  Create and edit a stipend for a GW student.

- Creating a Stipend - Non GW Student
  Reference Link | Finance
  This tutorial will open full screen. Please click on the link provided to start the tutorial.

Time Reporting / Kronos

- Kronos TRS-New User Training: WebEx
  Event | Finance WebEx Meeting
  Kronos TRS-New User WebEx

- Kronos Exceptions Quick Reference Guide - PDF
  Reference Link | Division of Information Technology
  Workforce Central - Reviewing Alerts and Notifications 1 page

- Kronos Changes in Clocking Procedures - PDF
  Reference Link | Division of Information Technology
  Google Docs vs. Google Drive

- Kronos TRS-New User Training: Classroom
  Event | Finance
  Kronos TRS-NEW USER Training: Classroom

- Kronos Manager Navigator Overview - PDF
  Reference Link | Division of Information Technology
  The Manager Navigator Job Aid is an overview consisting of 4 pages: 1) Parts of a Navigator 2) Opening Widgets and Workspaces 3) Managing the Active Workspace 4) Using a Wizard
Knowledge Building

Finance for Non-Financial Managers
Online Class | lynda.com
If you're looking to grow your career and take on greater responsibility within your organization, you'll need to demonstrate a basic understanding of financial management—even if you're not in a financial role. You don't have to be a numbers person! You just have to appreciate their role in business. In this course, accounting professor Jim Stice ...

Finance Foundations: Fundamentals
Online Class | lynda.com
At its core, finance is about deciding what to buy, getting the money you need to buy it, and efficiently managing your resources after making the purchase. In this course, Brigham Young University business professors Jim and Kay Stice provide a comprehensive overview of finance, and touch on everything from reading a balance sheet to understanding...

Accounting Foundations: Budgeting
Online Class | lynda.com
Growing companies don't have a long history to guide management decisions. But they can't go on reacting to one crisis after another without a plan. Such companies need to harness the power of budgeting to identify and solve problems on paper before they arise in the real world. This course covers budgets, production budgets, hiring bud...

Soft Skills Training

Communication

Interpersonal Communication
Online Class | lynda.com
Communicating effectively isn't an innate talent that some people have and others don't—it's something that anyone can learn and practice. In this course, learn strategies that can help you hone and master your interpersonal communication skills. Join personal branding and career expert Dorie Clark as she shares techniques for getting your message ...

Communication
Online Class | lynda.com
Effective communication is more than what you say. Make your message more impactful, and get the results you want in work and life. In this course, author and UGA Anderson School Professor John Ullmen, PhD, walks you through strong and clear communication strategies that will help you improve your listening, your message, your delivery, and your e...

Communication within Teams
Online Class | lynda.com
Communication is an integral part of strong teamwork. In this course, Kelley School of Business professor Dr. Daisy Lovelace walks managers through how to cultivate the communication practices of high-performing teams. She highlights the foundations of successful teams, and explains how to craft a team charter to establish ground rules for how you ...

Effective Listening
Online Class | lynda.com
Listening is a critical competency, whether you are interviewing for your first job or leading a Fortune 500 company. Surprisingly, relatively few of us have ever had any formal training in how to listen effectively. In this course, communications experts Tatiana Kolovou and Brenda Bailey-Hughes show how to assess your current listening skills und...
Managing

Managing Up
Online Class | Lynda.com
Are you ready to take charge, do good work, and get noticed for it? If you don’t manage up, you may never have the opportunity to manage down. This course is designed to help you learn how to maximize your career by managing up. Leadership consultant and best-selling author Robert Matson explains what managing up is, what it isn’t, and why it is ...

Managing a Multigenerational Workforce
Online Class | Lynda.com
The workforce is more diverse than ever, especially when it comes to age. Getting multiple generations to work together effectively is critical for business success. In this course, leadership expert Robert Matson helps managers gain an understanding of the complexity of leading a workforce comprised of four or even five generations: traditional...

Managing Teams
Online Class | Lynda.com
Group dynamics impact productivity and employee satisfaction, so it’s important for managers to cultivate positive relationships among coworkers. Join Todd Dewett as he explains how to effectively manage teams. This course covers motivating your team, managing team performance, establishing your identity and authority within a group, addressing con...

Managing To-Do Lists
Online Class | Lynda.com
Discover top techniques for tracking to-dos on paper as well as apps for effectively managing your digital to-do lists. Organization expert Suzanne Kaye explains how to approach to-do lists and prioritize items using various proven techniques. She then explores the top five apps for digital to-do list management, exploring their strengths, weaknesses...

Human Resources: Managing Employee Problems
Online Class | Lynda.com
Every company has people problems. Managing them is one of the core responsibilities for human resources. So how should an HR professional approach the inevitable conflicts that can arise in the workplace? In this course, John Corley explains the role of an administrator—enforcing policy and legal rules—as well as the need and role of an advisor—...

Managing Your Time
Online Class | Lynda.com
In this short course, author Todd Dewett, PhD, shares four time-management tips that help everyone from busy executives to new employees get more out of their work day. Learn how to think differently about time management, embrace the 80% rule, find your “Einstein” window, protect that window, and broadcast your availability to ensure others know w...

Dealing with a Difficult Boss
Online Class | Lynda.com
Author and professional coach Todd Dewett helps you address the challenge of working with a difficult boss by helping you identify, understand, and manage the triggers that contribute to your problematic relationship. He also outlines actions you can take, such as correctly documenting events, knowing when to speak up, and—sometimes—not taking any ...
Effective time management is an indispensable skill. Best-selling author and business coach Dave Crenshaw lays the theoretical and practical foundations for managing your time and becoming more productive. Learn how to get more done in the shortest time possible and avoid the obstacles and distractions that can get in the way of good time manage...