



LEARNING AT DU

LMS USER GUIDE

How to Register for an Instructor-Led Training (ILT)

1. Log in to Pioneer@Work.
2. Scroll down the page and click on "View Training Calendar".

Pioneer@Work

Your Action Items

	Due Date
Launch: Preventing Harassment and Discrimination: Supervisors	12/4/2020
Launch: Preventing Harassment and Discrimination: Non-Supervisors	12/4/2020
Launch: FERPA Training	None
View: Supervisor Core Competencies - Workshop 1 (Starts 10/9/2020 9:00 AM)	None
View: Supervisor Core Competencies - Workshop 2 (Starts 10/16/2020 9:00 AM)	None

Special Announcements

CHANGES TO 2019-2020 PERFORMANCE REVIEW

Given the impact of COVID-19 on our DU staff community, we have decided to put a hold on the rated, standard appraisal and instead require all managers to hold a formal, non-rated check-in meeting in its place.

July 27th - Academic Cycle (July 1 through June 30) will receive the 2019-2020 Year End Check-in form.

September 10th - Merit Cycle (October 1 through September 30th) will receive the 2019-2020 Year End Check-in form.

October 1st - Performance Planning for the 2020-2021 year will launch to all benefited staff.

Learn more about the Year-End Check-in on the Performance Management Website

View Available Courses & Trainings

Invest in You!
Keep learning something new at DU

GET STARTED

Training Calendar

Register for Instructor-Led Trainings

VIEW TRAINING CALENDAR

3. Click on an event that you would like to request.

Events Calendar

October, 2020

Today: Tuesday, September 08, 2020

Filters

Title

Session ID

Location

All

Session Instructor

All

☐ Completed Sessions

☒ Add Subject(s) filters

October, 2020

SUNDAY **MONDAY** **TUESDAY** **WEDNESDAY** **THURSDAY** **FRIDAY** **SATURDAY**

27	28	29	30	1	2	3
4	5	6	7	8	9 Supervisor Core Competencies - Workshop 1 9:00 AM MDT - Zoom	10
11	12	13	14	15	16 Supervisor Core Competencies - Workshop 2 9:00 AM MDT - Zoom	17



4. The session details will appear. Click on “Request.”

The screenshot shows the Pioneer@Work interface. On the left, a sidebar displays the event title 'Supervisor Core' and a list of topics: Managing Diverse Populations, Team Building, Conflict Resolution and Negotiation, and Managing Meetings. The main panel shows session details for 'Supervisor Core 21'. The details include the date and time (Fri, Oct 16, 2020, 9:00 AM - 11:30 AM MDT), a registration deadline (Register by Fri, Oct 16, 2020, 8:00 AM MDT), the location (Zoom USA), duration (2 hours, 30 minutes), language (English (US)), and a category (Management and Supervisory). It also shows 50 out of 50 seats available and the instructor's name, Bella Peccolo. At the bottom right, there are two buttons: 'Assign' and 'Request'. The 'Request' button is circled in red.


5. A notification will appear that you have successfully requested the session.

This screenshot shows the same Pioneer@Work interface as the previous one, but with a notification at the bottom left. The notification is a green box with a white checkmark icon and the text 'You have successfully requested Session Details!'. The notification box is circled in red. The main panel still shows the session details for 'Supervisor Core 21'. At the bottom right, the 'Assign' button is now disabled, and a new 'View Training Details' button with a dropdown arrow has appeared.



6. You will receive a calendar invite confirming your registration. To add the event to your calendar, click "Accept".

Bella, You Are Registered for Supervisor Core Competencies - Workshop 2 (10/16/2020)



learning@du.edu

Required Bella Peccolo


✓ Accept


? Tentative


✗ Decline


...

Tue 9/8/2020 4:15 PM

 The organizer has not requested a response for this meeting.
This appointment conflicts with another one on your calendar.

 Friday, October 16, 2020 9:00 AM-11:30 AM

 Zoom



Hello Bella Peccolo,

You have registered for the following training:

Course: Supervisor Core Competencies - Workshop 2

Course Description:

This interactive workshop is geared towards new supervisors looking for a foundation to begin their supervisory role, or for experienced supervisors seeking back-to-basics competencies and tools to improving their role as a manager and leader.

Content covers:

- Managing Diverse Populations
- Team Building
- Conflict Resolution and Verbal Deescalation
- Managing Meetings