



December Development Opportunities

The Most Important Skill for Managing Your Work and Life in 2022

Tuesday, December 7th 1:00 pm – 2:00 pm ET

Join David Allen, international bestselling author and creator of *Getting Things Done*®, and Justin Hale, co-creator of Crucial Learning's GTD® course are offering a free 45-minute webinar.

In it, you'll learn:

- How to better evaluate when to say no.
- How to say no without coming off as a complainer.
- How to focus your time and attention on the projects and actions that really matter.

Register [HERE](#)

UT Office of Employee Development (EOD) Topic of the Month: Critical Thinking

Thursday, December 16th 11:00 am – 12:00 pm ET

We talk about often about the skills it takes to be successful in the workplace. However, have you thought about reskilling or upskilling to be successful in your role? As employees, we are asked to pivot quickly and endure significant changes. In this session, we will explore the concepts of reskilling and upskilling as a strategy to retain talent, attract motivated candidates and support expertise and innovation that benefit the organization.

Register [HERE](#)

Looking for some last-minute Holiday Health and Wellness learning?

On the [K@TE](#) homepage, you will find a link to **14 one to five-minute courses** on topics such as change, resilience, psychological safety and mindfulness.

All free and available throughout the remainder of the year.

Resources of the Month:

Video (4 minutes): [Crucial Learning: Afraid to Speak Up? Skills to Confidently Hold Today's Most Crucial Conversations](#)

E-newsletter: [Optum - Give Gratitude, Get Healthier](#)

Register for TIAA's live webinars!

Each month, TIAA hosts several live webinars. You can also view recordings of past webinars.

Find the topics and register at www.tiaa.org/webinars.



[You can also visit the UTC Training Calendar by clicking here or visiting the HR Professional Development webpage.](#)

[There is NO cost to attend any of the above trainings and events.](#)