

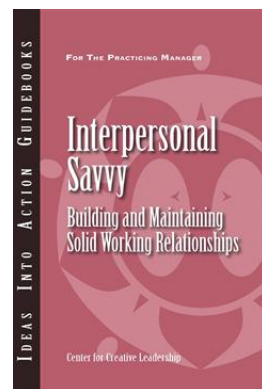
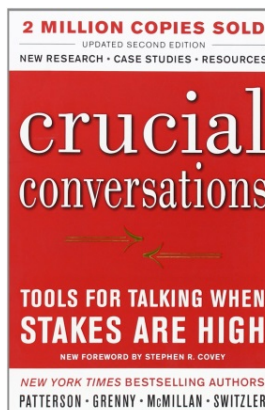
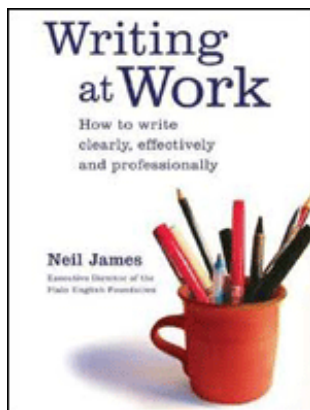
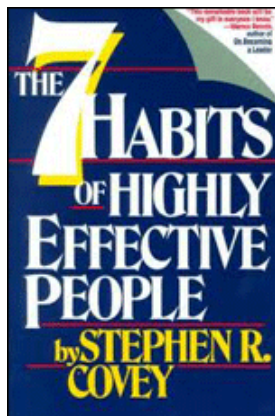
Resources to Support & Enhance Job Performance

I. COMMUNICATION* - The exchange of thoughts, messages or information with others (Includes Skill and Clarity; Interpersonal Characteristics; Teamwork; Builds and Enhances Relationships; Straightforwardness and Composure)

ONLINE COURSES

- ☐ Interpersonal Communication: Targeting Your Message
- ☐ Interpersonal Communication: Listening Essentials
- ☐ Communicating with Professionalism and Etiquette
- ☐ Strategies for Communicating with Tact and Diplomacy
- ☐ Communicating Across Cultures
- ☐ Business Writing: How to Write Clearly and Concisely
- ☐ Writing With Intention

BOOKS



To Access Resources:

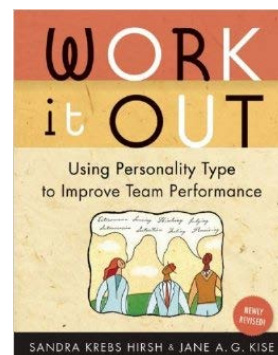
Log in to **UAOnline**
Select **Employee**
Services →

Employee E-Learning →
SkillSoft → **Submit**

TOOLS

This book is available in Books24x7®

The Myers-Briggs Type Indicator® may be available at regional campuses' student services, career services or the advising & testing center.



*Recommending a Skillsoft course, book or other resource available to all UA employees?
Email details or questions to ua-hrtraining@alaska.edu*

* 2014 UA Performance Appraisal – Performance Factor

Note: UA Employees and supervisors are in the best position to determine appropriateness and relevancy of resource relative to an employee's knowledge, skills and abilities.