

## Internal Expert Annual Training Program

Semester	Prefix	Title	Competencies
Spring	ASM	Assessment	Assessment
Spring	DEI	DEI and supporting each other	Institutional- Workplace Standards
Spring	F&S	CPR & AED (every 2 years for select employees)	Public Services
Spring	F&S	Emergency Preparedness	Institutional
Spring	F&S	Response to the Active Shooter - UFPD	Institutional
Spring	FAC	T&P Series: Academic Personnel Question and Answer Session	Faculty
Spring	FAC	T&P Series: Annual Faculty Overview and Dean's/Director's Expectations	Faculty
Spring	FAC	T&P Series: Faculty Evaluation Process	Human Resources
Spring	FAC	T&P Series: Professional Development & Scholarship Criterion	Faculty
Spring	FAC	T&P Series: Working with your Chair and Mentor	Faculty
Spring	FIC	Budget Overview	Management
Spring	HRS	Faculty Assignment Report (FAR)	Faculty
Spring	HRS	New Employee Orientation & Tour	Institutional
Spring	HRS	OPS Recruitment	Management
Spring	HRS	Staff Performance Appraisal Process	Management
Spring	HRS	Writing and Updating Position Descriptions	Management
Spring	SCC	Scholarly Communication - Fair Use or Endangered Data week (February)	Scholarly Communication
Spring	TEC	Conference Room Training	Technology
Spring	TEC	Team Collaboration and Messaging	Technology
Spring	WEL	Working with Troubled & Disruptive Students - UF Counseling and Wellness Center	Health and Wellness
Summer	ARS	Interlibrary Loan and Uborrow at UF Libraries	Public Services
Summer	C&P	Preservation & Conservation	Professional- Interpersonal
Summer	CAT	Metadata	Cataloging
Summer	DEI	DEI reflection on the year and where do we go from here?	Professional- Interpersonal

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Summer	DEI	Diversity: Disability Awareness - UF Disability Resource Center	Institutional- Workplace Standards
Summer	EXH	Exhibits	Exhibits
Summer	FAC	T&P Series: Research and Responsibility Narratives	Faculty
Summer	FAC	T&P Series: Service Criteria	Faculty
Summer	HRS	New Employee Orientation & Tour	Institutional
Summer	IPS	Retirement Planning, TIAA-CREF	Professional- Interpersonal
Summer	PSV	PubMed for Non-Medical Librarians & Staff	Public Services
Summer	SCC	How to Use the IR@UF: Uploading Content & Rights Management	Scholarly Communication
Summer	TEC	Web Conferencing	Technology
Fall	ARS	Interlibrary Loan and Uborrow at UF Libraries	Public Services
Fall	ASM	Assessment	Assessment
Fall	C&P	Preservation & Conservation: The Future of Collections	Preservation
Fall	CAT	Metadata	Cataloging-Metadata
Fall	DEI	DEI and the people we serve	Institutional- Workplace Standards
Fall	FAC	T&P Series: Mentoring Program in the Libraries	Faculty
Fall	FAC	T&P Series: Mid Career Review Overview	Faculty
Fall	FAC	T&P Series: OPT Process Overview	Faculty
Fall	FIC	Library Budgets	Management-Budget & Funding
Fall	GMP	Lightning Talks: Grants Showcase	Grants
Fall	HRS	New Employee Orientation & Tour	Institutional
Fall	HRS	OPS Recruitment	Management
Fall	PSV	Institutional Repository	Faculty
Fall	PSV	Library Instruction	Public Services- Instruction
Fall	SCC	Scholarly Communication - Open Access Week (Oct.)	Scholarly Communication

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Semester	Prefix	Title	Competencies
Fall	TEC	Conference Room Training	Technology
Fall	TEC	UF Library Technology	Technology
Winter	ARS	Interlibrary Loan and Uborrow at UF Libraries	Public Services
Winter	C&P	Preservation & Conservation	Preservation
Winter	DEI	Global/International/Multicultural Competencies	Institutional- Workplace Standards
Winter	HRS	New Employee Orientation & Tour	Institutional
Winter	IPS	Employee Education Program (EEP)	Professional- Interpersonal
Winter	IPS	Retirement Planning, TIAA-CREF	Professional- Interpersonal
Winter	PSV	Course Reserves	Public Services
Winter	TEC	Document Management and Collaboration: UF and the Libraries	Technology
Winter	TEC	IT Security Threat Training	Technology
Winter	TEC	Managing Library Web Pages	Technology
Winter	WEL	Wellness in the Workplace, Employee Assistance Program (EAP) & UF Wellness/Gatorcare	Health and Wellness