

Office of Compliance

The Office of Compliance is excited to announce the Workplace Certificate Program Level I Certification. The curriculum explores foundational concepts essential to enhancing an organizational culture that supports a welcoming work environment through lectures, experiential activities, and independent learning activities.

The six-week certificate program's curriculum builds knowledge, understanding, and application of methodologies to address dynamics within a workplace like UT Health Science Center, an academic health science center. Those who pursue this certificate will learn more about ways to assist and improve their ability to contribute to a positive work culture through thoughtful behaviors.



WORKPLACE CERTIFICATE PROGRAM - LEVEL I

OVERVIEW

To qualify for the Workplace Certificate Level I, participants must complete five (5) required courses. Additionally, participants must participate in two (2) elective courses to complete and participate in experiential learning activities. Overall, participants must attend seven (7) courses.

To qualify for the certificate, participants must complete the five core course quizzes with a 75% or higher score. These quizzes will be administered during the program via Microsoft Teams.

CORE COURSES

UT Health Science Center 101: Mission and Values

Abigail Caritan

Understanding our mission and values is crucial for fostering a positive work environment, boosting employee engagement, and driving organizational success. Learn how to feel connected to UT Health Science Center's Mission and Values.

Communicating Effectively in the Workplace

Debbie Long

Communication is a key element in any environment, especially the workplace. The world of work requires multiple ways of communicating - from written to verbal to using your senses - you are constantly communicating. This session will discuss using various strategies on how to communicate more effectively in the world of work.

Emotional Intelligence in the Workplace

Erin McElyea

Emotional Intelligence (EI) is a key ingredient for success in both personal and professional realms. In this course, participants will uncover the nuances of emotional intelligence, learning how to identify, understand, manage, and utilize emotions constructively. This course will explore the four core pillars of EI: Understanding Emotions, Managing Emotions, Perceiving Emotions and Using Emotions. Participants will take a brief assessment to measure their emotional intelligence and learn strategies to improve areas of weakness. Enhancing emotional intelligence allows participants to foster more meaningful relationships both personally and professionally while achieving a greater sense of self-understanding.

Harassment at Work

Omar Malik

A course with an overview of professional boundaries and harassment at work. Take an in-depth review and discussion about setting boundaries, sexual harassment, other types of harassment, inappropriate conduct, and other University policies and how they can impact you at work.

Self-Care in the Modern World

Erin McElyea

In today's fast-paced and demanding environment, prioritizing self-care is essential for maintaining overall well-being. This course focuses on equipping participants with practical tools and strategies to design a personalized self-care plan tailored to their unique needs and lifestyles. Through interactive discussions and guided exercises, participants will explore the core principles of self-care, identify areas for improvement, and develop actionable steps to enhance their physical, mental, and emotional health. Whether you are beginning your self-care journey or seeking to refine existing practices, this course offers valuable insights and resources to help you thrive in the modern world.

ELECTIVE COURSES

Active Listening

Dr. Michael Alston

Are you a good listener in the office, meetings, and training? Did you know that active listening skills help create positive work environments and achieve department objectives? We will explore if you have what it takes to become an active listener in this class.

Dealing with Conflict at Work

Dr. Chandra Alston

Rarely do things go well all the time! When there is conflict, we need to be able to identify it, determine the best method to resolve it and ensure that conflict does not erode progress or great teams. Participants will explore concepts and ideas around conflict management and resolution and determine their level of comfort with direct confrontation of challenging people and situations.

Engaging in the Interactive Process

Abigail Caritan

Applied under the Americans with Disabilities Act for accommodation requests and religious accommodation requests, the interactive process is an informal dialogue between the employee and the relevant department involved. During this process, we clarify the individual's needs, discuss options for potential accommodations, and ultimately identify an effective reasonable accommodation(s) as it relates to the individual's disability or religion. Participants in this course will learn relevant concepts, how the Interactive Process is facilitated at UT Health Science Center for religious and ADA accommodation requests, and the importance of implementing reasonable accommodations.