

# Resources to Support & Enhance Job Performance

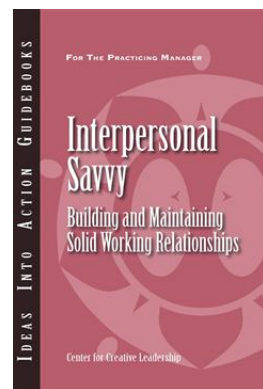
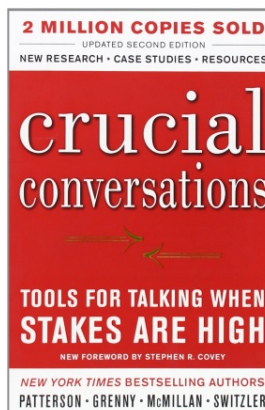
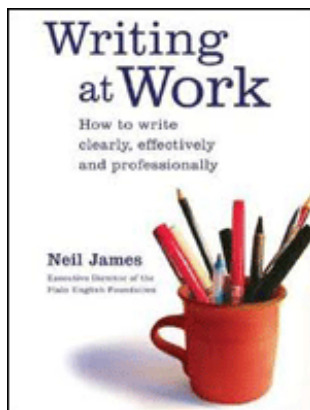
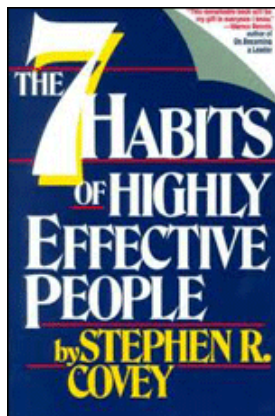
## I. COMMUNICATION\*

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** →

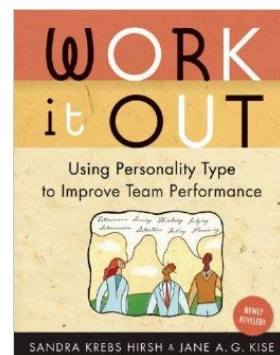
**Employee E-Learning** →

**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.*



*The above are examples of free resources available to all UA employees. Do you have a recommendation? Email details to [ua-hrtraining@alaska.edu](mailto:ua-hrtraining@alaska.edu)*

\* 2014 UA Performance Appraisal – See Performance Factors for more detailed definitions.

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