



## HCM TRAINING OPPORTUNITIES

Greetings,

As we near the deadline for performance evaluations on March 31<sup>st</sup>, we want to let you know about some HCM Training Opportunities available regarding performance. During March, there will be performance and goal training sessions as well as working labs to assist you with processes pertaining to performance.

In addition, the HCM team continues to offer general Open Labs where users can ask questions on any HCM related topic.

Both performance and general HCM Open Labs are available for registration through the Employee LearnCenter. To register, access the [Employee LearnCenter](#) from the WyoWeb home page. Select [Course Catalog](#) and search “performance” or “HCM Open Lab” in the search bar.

### Upcoming training opportunities available:

HCM Open Labs	Classified Staff Performance and Goal Training Session	Administrative Performance and Goal Training Session	Performance and Goal Working Lab
<ul style="list-style-type: none"><li>•Wednesday, March 6th</li><li>•Wednesday, March 13th</li><li>•Wednesday, March 20th</li><li>•Wednesday, March 27th</li></ul>	<ul style="list-style-type: none"><li>•Thursday, February 28th</li><li>•Thursday, March 7th</li><li>•Thursday, March 14th</li><li>•Monday, March 18th</li></ul>	<ul style="list-style-type: none"><li>•Monday, March 4th</li><li>•Monday, March 11th</li><li>•Thursday, March 21st</li></ul>	<ul style="list-style-type: none"><li>•Monday, March 25th</li><li>•Thursday, March 28th</li></ul>

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Additionally, HCM phase two training will be available mid-March and will include required online trainings and optional in-person practice sessions. If your department has a large number of hourly employees and would like to request a department specific in-person practice session, please contact Kaylen Harrison-Hopkins at [kaylen.harrisonhopkins@uwyo.edu](mailto:kaylen.harrisonhopkins@uwyo.edu).

If you have any questions regarding WyoCloud, please contact the Help Desk at [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu) or 307-766-4357, Option #1. WyoCloud Open Labs are also a great resource for individualized assistance from subject matter experts.

Best,  
The WyoCloud Team

## Contact Information

The WyoCloud Team  
Email: [wyocloud@uwyo.edu](mailto:wyocloud@uwyo.edu)  
[www.uwyo.edu/wyocloud](http://www.uwyo.edu/wyocloud)

**Need help with WyoCloud?**  
Contact the UW Help Desk  
766-4357, Option #1  
[userhelp@uwyo.edu](mailto:userhelp@uwyo.edu)