



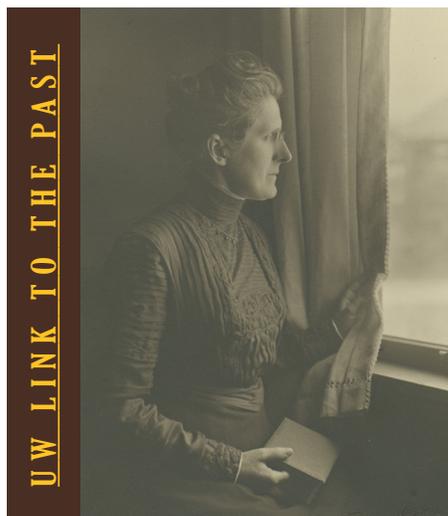
Dr. Grace R. Hebard with a group of women. Photo courtesy of American Heritage Center.

Women's History Month

You don't have to look very far in Wyoming to find amazing women past and present, who have made history and are still acting as trailblazers for this great state.

For this month's Link to the Past, we looked to Dr. Grace Raymond Hebard (July 2, 1861 - October 1936) for inspiration. Dr. Hebard was a Wyoming historian, suffragist, pioneering scholar, prolific writer, political economist and noted University of Wyoming educator. In addition she served as the first female on the University of Wyoming Board of Trustees. She established the university's first library in 1894 acting as the first librarian. Moreover, Dr. Hebard served as a professor for 28 years. Dr. Hebard was also the first woman admitted to the Wyoming State Bar Association (1898); admitted to practice before the Wyoming Supreme Court (1914); and appointed by her peers as vice president of the National Society of Women Lawyers.

You can read more about this amazing woman's life and history on this [Wikipedia web page](#). Click the 'Link to the Past', enter her name in the American Heritage Center search bar to uncover more historical photos.



*"I met with many discouragements and many sneers and much opposition to my enrolling in the scientific course, which was then entirely a man's college... All kinds of discouraging predictions were made that I would fail, that it was impossible for a woman to do the kind of work I was undertaking."
Dr. Grace Hebard*

IMPORTANT DATES

- March-Women's History Month
- 3/22-New Employee Orientation
- 3/24 & 3/25-Wyoming Health Fair blood screening in Classroom Building. Click to [schedule an appointment](#).
- 3/31-Performance evaluation due date.
- 3/31-Flexible Benefit Plan claims and reimbursements due for 2021.

ADDRESS CHANGES

End of semester is fast approaching so all student employees are reminded to update their addresses in HCM. Should you have questions on how to update this along with your personal information, please review the Quick Reference Guide, [Updating Personal Information](#). If employment has ended and access to HCM has been removed, email records@uwyo.edu and our Records office will update your address on your behalf. Retaining accurate address information is important for end of year tax reporting.

TALENT ACQUISITION UPDATE

Lindsey Kelly, Employment and Staffing Partner will be leaving Human Resources effective 3/23/2022. She has been an amazing asset to the Talent Acquisition team and will be greatly missed. She will send correspondence to any active searches as to who their new recruiter will be. While we search for her replacement, please reach out to Human Resources via jobapps@uwyo.edu or 307-766-2377 for assistance.



DEPARTMENT SPOTLIGHT

HUMAN RESOURCES TRAINING & DEVELOPMENT

The Human Resources Training and Development unit is comprised of two main employees, Jesse Begin, Manager of Employee Relations and Development, and Jennifer Brown, HR Training Specialist. Jennifer is new to the Human Resources department, and we are excited for the changes and fresh ideas that she has in store for the UW campus community. We asked the unit to share a little bit of information on what they do. Read on for more information.

Q: I have noticed that HR trainings are mainly composed of both compliance based and system based courses. What are the differences between the two?

A: Compliance based trainings are critical to informing employees of organizational policies, regulations, and adherence to federal laws. Compliance based trainings include, but are not limited to, preventing sexual harassment and discrimination, established by Title IX of the Education Amendments of 1972, and accommodating disabilities within the workplace, associated with the Americans with Disabilities Act (ADA) of 1990. These might not be the most glamorous trainings available. However, these mandatory trainings provide essential information and resources for employees that serve to protect the integrity of our institution. In essence, compliance based trainings are necessary to the comprehension of UW operational standards.

System based trainings are courses that are designed by the department to assist employees in navigating institutional software programs, namely WyoCloud HCM. HCM or the Human Capital Management system is the principal software utilized by the HR Department to maintain employment records and personnel data. HR encourages employees to be proactive about changes and updates to their personal information. Therefore, all employees are required to complete a series of system based trainings that demonstrate how to use the WyoCloud HCM program efficiently. Once these trainings are completed, employees are granted with HCM basic access permissions to view and edit their contact information, emergency contacts, employment paylips, W-2 documents, and etc. For future reference, employees can locate WyoCloud HCM guides and tutorials in the UW IT Knowledge Base.

Q: Across campus, I keep hearing about LinkedIn Learning. What is LinkedIn Learning and how can it benefit employees?

A: LinkedIn Learning is an on-demand online learning platform that is a fantastic resource for organizational employees. For one thing, LinkedIn Learning is absolutely FREE. UW pays the monthly licensing costs for all employees regardless of department or position. The LinkedIn Learning catalog offers thousands of educational videos that range from a few minutes to hours. LinkedIn Learning covers a wide array of topics including, career and professional development, the latest technology software, and creative tools on 3D modeling and web design. Also LinkedIn Learning courses provide continuing education and professional development for employees that are maintaining certifications in their respective field. However, UW employees are welcome to utilize LinkedIn Learning as they desire - perhaps to research personal interests, hobbies, or the latest wellness issues. Course content is developed by esteemed industry professionals who are considered experts in their respective fields. Personnel access to LinkedIn Learning highlights UW's unwavering commitment to employee personal and professional growth. LinkedIn Learning can be accessed via WyoWeb using UW account log-in credentials.

Q: This spring the HR Training Team has implemented a weekly email campaign titled "Professional Development Series" and "HR Tips and Tricks." Tell us more about this departmental initiative.

A: The "Professional Development Series" grew from the need for more advanced managerial trainings across campus. The objective of the series is to introduce a monthly professional development theme. For instance, in February, we focused on "Psychological Safety" and its impact on high-performing teams. We additionally highlighted specific LinkedIn Learning courses that further delved into the subject and provided work based examples, which included industry experts Amy Edmondson and Adam Grant. Throughout March, our team has targeted "Effective Feedback" in preparation for upcoming performance evaluations due on March 31st. The overarching impetus is to develop supervisory awareness of concepts that improve team efficiency and effectiveness in conjunction to establishing a learning trajectory on LinkedIn Learning. Our "HR Tips and Tricks" segment supplements the series by providing on topic resources and valuable WyoCloud HCM user tips and tricks.

Q: What can the HR Training Team provide to other UW Departments?

A: The HR Training Team can collaborate with departmental managers to establish targeted training courses for their employees or campus. For instance, the team just worked with the UW Office of Safety to develop a RISE 360 training for blood borne pathogens. The HR Training Team is equipped to create user friendly courses with content specified by individual departments. If you have a departmental training need, but lack the time and resources to create an effective course, the HR Training Team can assist you with this endeavor.