

UPCOMING TRAINING

FEBRUARY 2026



FEB 03

10 – 11:30 AM
MICROSOFT TEAMS

Timecard Entry & Approval in UWinsite People

Master the process of submitting and managing payroll timecards in UWinsite People. This session covers step-by-step, system-based tasks for creating, editing, and submitting timecards across employee groups, including hourly, student, full-time salaried, and part-time Unifor 2458 employees. Participants will learn how to record exception time (such as overtime, call-in time, and lieu time), make corrections to timecards at various stages, and navigate the manager side of the process, including reviewing, approving, correcting timecards, and setting up or managing timecard approval delegation, to ensure accurate and timely payroll reporting. Designed for employees and people-leads managing time reporting.

FEB 09

9 – 11 AM
MICROSOFT TEAMS

Taking Minutes at UWindsor

Minutes are the legal and historical record of the proceedings, discussions, and decisions of a meeting. Taking minutes can be an intimidating task. This session will provide an overview of the key principles for minute taking and templates/samples for use and reference. It will also outline what information to record during the meetings, how to successfully write concise summaries and take good notes.

FEB 11

9 – 11 AM
MICROSOFT TEAMS

How to Use TeamDynamix

Learn how to use TeamDynamix, UWindsor's platform for project management, service requests, and workflow automation. In this session, you will learn how to navigate the interface, manage tickets, and use key features to streamline your work. Whether you are new to TeamDynamix or looking to sharpen your skills, this workshop will provide practical tips and best practices to boost your productivity.

FEB 12

9 – 11 AM
MICROSOFT TEAMS

Subtle Acts of Inclusion in the Workplace

Inclusion is built not only through big initiatives, but also through the everyday actions that shape how people feel at work. This workshop explores how small, intentional behaviors—subtle acts of inclusion—can create a sense of belonging, strengthen team culture, and support equity in the workplace. Participants will learn practical strategies for recognizing opportunities to include others, fostering respect, and ensuring all voices are valued.

FEB 25

9 – 11 AM
LEDDY LIBRARY G101A

Mastering Office 365: A 3-Part Workshop Series - Outlook Essentials (Part 1)

Unlock the full potential of Office 365 tools in this comprehensive 3-part workshop series. Each session builds on the previous one, so participants are encouraged to attend all three to gain a complete understanding of how these tools work together to streamline your daily workflow and enhance team productivity. In Part 1, discover tips and tricks for managing your email, calendar, and tasks efficiently in Outlook, helping you stay organized and on top of your schedule.



for session description, location and to register, visit:

met.uwindsor.ca/hr/workshops

HUMAN RESOURCES