

# Training and Development's On-Line Learning Modules

On-Line Training Modules help deliver important training topics across the University campus. Each module is approximately 15 minutes in length, but can be stopped and started at any point in case you are unable to view the entire module in one sitting. Training modules use audio and video as well as interactive quizzes to discuss the topic presented.

## New Employee Orientation Parts II – VI

**Please Note:** If you are a first time user, you must register with Breeze (the on-line training program). To register go to the link below:

<http://www.hr.uncc.edu/Training/OnLineModules.asp>

<b>Presentation Title</b>	<b><i>Welcome to the University!</i></b> - New Employee Orientation - Part II
<b>Training Description</b>	During this module we will share our University's history, vision and administration, as well as, a review of our working environment and basic work responsibilities.
<b>Presentation Title</b>	<b><i>Benefits and Services</i></b> - New Employee Orientation - Part III
<b>Training Description</b>	You will learn basic benefits of being a UNC Charlotte state employee, the services offered here on campus, plus instructions on how to access both your personal benefit information and university facilities.
<b>Presentation Title</b>	<b><i>Employment Policies and Procedures</i></b> -New Employee Orientation-Part IV
<b>Training Description</b>	An overview of University policies and procedures related to employment for both SPA and EPA employees.
<b>Presentation Title</b>	<b><i>Safety – The Right to Know</i></b> - New Employee Orientation - Part V
<b>Training Description</b>	This module will introduce you to Supervisor and Employee safety responsibilities, how to report an on-the-job injury/illness, how to respond to an emergency, UNC Charlotte's safety training programs, and familiarize you with the Hazard Communication Right-to-Know procedures.
<b>Presentation Title</b>	<b><i>Time and Attendance Reporting</i></b> - New Employee Orientation - Part VI
<b>Training Description</b>	Reporting of employee's work hours on time cards, different types of employee leave and process for completing leave slips.