Training by Topic

Opportunities to expand your abilities at Cornell are limited only by your ambition. Talk to your supervisor about ways you can best take advantage of training benefits.

Technical and Business Systems Training

Cornell's Information Technologies (CIT) offers a wide range of workshops for beginners to advanced users on office productivity tools and essential computer skills, such as Microsoft Office and Adobe Creative Suite products, as well as training for audio-visual technologies, financial reporting, and project management.

Current IT Training

To browse the entire course catalog for IT training, Microsoft Office, and Adobe Creative Cloud classes, go to CULearn.cornell.edu, log in to the site, click on "browse the complete course catalog," then filter by Job Skills and Professional Development. You can also search for a specific course. If you are interested in attending a course that does not yet have a class scheduled, use the 'Request Learning' option to show your interest.

Kuali Financial System (KFS)

Cornell's accounting system.

A guide to trainings available for the Kuali Financial System (KFS), including classes and tutorials, is available on the Division of Financial Affairs (DFA) website. Click the training icon and filter by "DFA Training." Click here for procedure and support PDFs.

Workday Training

Cornell's benefits and personal information database. Use Workday to keep contact information up to date, manage benefits, request and approve time off, maintain a professional profile, and apply for jobs.

 How-To Guides for Employees and Managers

How-To Guides for HR Professionals & Partners

Career Skills

Workshops presented by Organizational Development & Talent Management

Administrative Academy : Take individual courses or earn a certificate to develop administrative skills such as MS Office

basics, communication, time management, and more.

Management Academy : Take individual courses or earn a certificate to develop management skills such as problem solving, decision making, delegation and important conversations.

Leadership Academy : Courses and workshops designed to develop leadership and supervisory skills, including the Turning Point Program, Harold D. Craft Leadership Program, Building Teams and Leading Change, and others. Staff must be nominated by a supervisor, and some courses require HR approval.

Professional Development : Workshops and certificate programs to support professional skills such as giving and receiving feedback, identifying strengths, and Franklin Covey courses, including "*The 7 Habits of Highly Effective People.*"

Unit/Division Specific Programs: Workshops designed to aid staff in meeting their unit/division specific goals. Contact Organizational Development & Talent Management at Org_Dev@cornell.edu to schedule a session or retreat.

►*Also see Academic Development: Organizational development for the academic community, including the Cornell Faculty Leadership Program, Post Doctoral Leadership Pgrogram, Conflict Resolution Skills for Faculty, and more.*

Classes offered by the Community Learning and Service Partnership (CLASP)

CLASP: Want to brush up your computer skills, exercise your math muscles, or improve your English for non-native speakers? Whatever your particular learning goals are, CLASP volunteers look forward to meeting with you. Many employees, with their supervisor's approval, have been able to use paid work time to meet with their partners and work to reach their goals.

Online Training

Learn at your own pace

Lynda.com is a free online tool available to all faculty, students and staff with an active Net ID. It offers 2,500 detailed courses with over 80,000 high-quality instructional videos on the latest software, creative, and business skills for people at all experience levels. Sharpen your Excel skills, learn how to create a PowerPoint presentation, master negotiation techniques, and much more. More details…

SkillSoft offers thousands of free online courses, books, and short videos in various information technology and business-related curricula. Log on to SkillSoft using your Cornell Net ID and password. You can also check out courses that match Cornell's **Skills for Success**: Job Skills, Inclusiveness, Adaptability, Self-Development, Communication, Teamwork, Service-Minded, Stewardship and Innovation. More details…

eCornell : Written by Cornell University faculty, eCornell offers online courses and certificates which are available at a discounted rate of $100 each to Cornell employees. Assignments are reviewed and commented on by course instructors or Learning Team members, and generally take 5-7 hours over the course of two weeks. Certificates are offered in Business Management, Healthcare, Hospitality and Foodservice Management, Human Resources, Project Leadership and System Design and Sales Growth. More details…

Diversity & Inclusion:

Trainings that raise awareness and enhance campus culture.

Respect @Cornell: Addressing Sexual Assault and Sexual Harassment

A brief online course (less than 1 hour) expected of all CU faculty and staff, addressing sexual violence, harassment, and discrimination. Federal law requires that all faculty and staff receive information about sexual assault/violence, dating violence (also known as intimate partner violence), and stalking prevention and response. We expect that all Cornell faculty and staff will take this course as part of our commitment to maintaining a safe and respectful academic and workplace environment.

Inclusive Excellence Academy (IEA)

Programs designed to advance an inclusive educational environment and workplace, incorporating interactive theater and experienced speakers that engage audiences, open eyes, and change minds. IEA workshops and courses are offered throughout the year.

Cornell Interactive Theatre Ensemble (CITE)

CITE is Cornell's acclaimed theatrical ensemble that presents programs to academic and corporate clients nationwide. CITE's interactive workshops present a contemporary dramatization of themes and relationships to foster dialogue from multiple points of view about some of the challenges of working and living together in a diverse world.

Other Diversity Training Resources:

- SHARE (Sexual Harassment and Assault – Response and Education)
- Code of Conduct
- Ethical Conduct Policy
- Cornell's Commitment to Diversity
- A Guide for Responding to Harassment and Discrimination (pdf)
- Disability Training for Managers

Wellbeing

Training that supports personal, physical, emotional, and financial wellbeing. Having a baby? Caregiving for an elder? Want to learn more about flexible work options? Cornell offers workshops to support these and other life transitions, as well as classes in finances, healthy cooking, life coaching, weight loss, knitting, meditation, outdoor education and more.

- HR Wellbeing Workshops
- Financial Education & Tools
- Flexible Work at Cornell
- Cornell Wellness Programs and Events
- Cornell Outdoor Education Classes

Cornell University Police

Programs that promote safety and security. CUPD presents a range of programs that include alcohol awareness, cash handling, crime prevention, identity theft, property protection, personal safety, rape prevention, violence in the workplace, and winter driving techniques. More details

Research Administration

Trainings from the Office of Sponsored Programs which support research. Courses include the Research Administration Certification Program, recommended for staff whose work supports sponsored projects, particularly those new to the field or new to Cornell University.