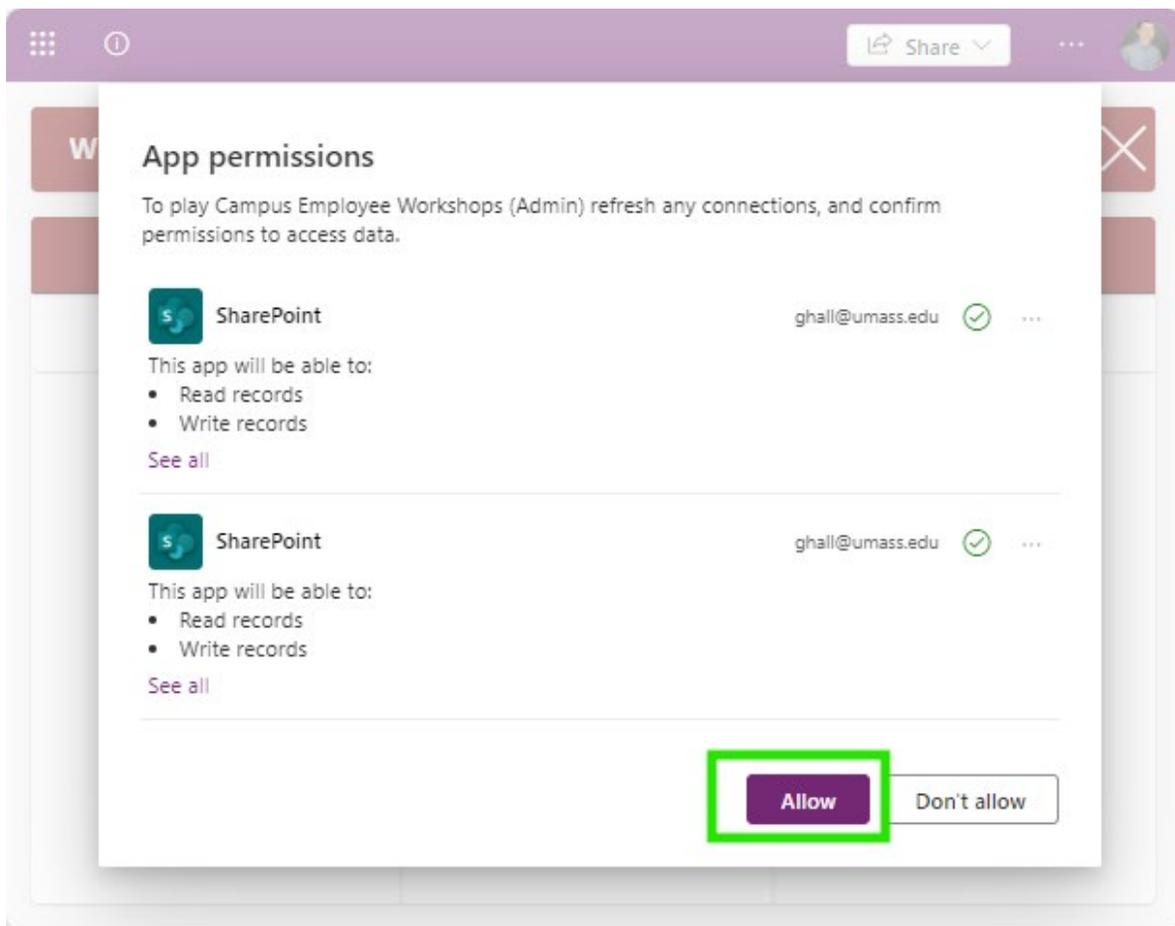


Workshop Registration on the WLD Website

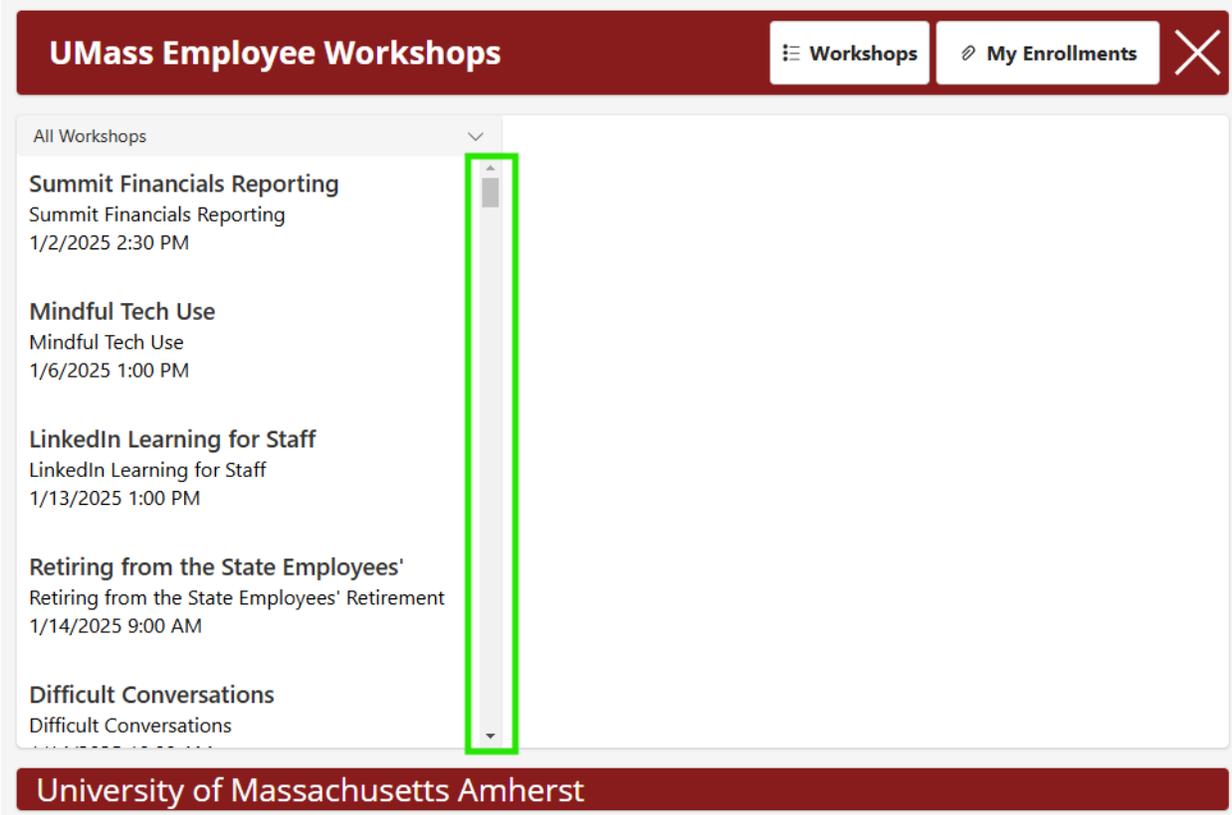
Allow App Permissions (the first time you use the site)

The first time you use the registration page and log in with your UMass email and password, you will see a pop up asking you to allow SharePoint permission to read and write records. You will need to click “Allow” to be able to use the workshop registration system. You will only need to do this the first time you use the site



Browse all workshops

You can browse all the workshop sessions currently listed by using the scroll bar in the middle of the screen



Filter by workshop title

You can use the drop down menu to look at all the sessions for a particular workshop

The screenshot displays the UMass Employee Workshops interface. At the top, a dark red header contains the text "UMass Employee Workshops" on the left, and two buttons on the right: "Workshops" (with a hamburger menu icon) and "My Enrollments" (with a magnifying glass icon), followed by a close button (X). Below the header, a dropdown menu is open, showing a list of workshop titles. The first item, "Communication with the Generations", is highlighted with a blue bar. A green box highlights the dropdown menu and its contents. The list of workshop titles includes: "All Workshops", "Difficult Conversations", "Mindful Tech Use", "Crafting Your Workplace Culture", "Summit Financials Reporting", "LinkedIn Learning for Staff", "Communication with the Generations", "Retiring from the State Employees' Retirement System", "Focused Active Listening: Navigating Workplace Misunderstandings", "Improve Your Decision-Making Skills", "The Art of Positive Language", "Strengthening Team Connections: Formal and Informal Interactions", "Adaptability in Action", "Managing Work Fundamentals for Supervisory Skill Development", and "Coaching Fundamentals for Supervisory Skill Development". Below the dropdown menu, the main content area is empty. At the bottom of the interface, a dark red footer contains the text "University of Massachusetts Amherst".

UMass Employee Workshops Workshops My Enrollments X

Communication with the Generations

- All Workshops
- Difficult Conversations
- Mindful Tech Use
- Crafting Your Workplace Culture
- Summit Financials Reporting
- LinkedIn Learning for Staff
- Communication with the Generations
- Retiring from the State Employees' Retirement System
- Focused Active Listening: Navigating Workplace Misunderstandings
- Improve Your Decision-Making Skills
- The Art of Positive Language
- Strengthening Team Connections: Formal and Informal Interactions
- Adaptability in Action
- Managing Work Fundamentals for Supervisory Skill Development
- Coaching Fundamentals for Supervisory Skill Development

UMass Employee Workshops Workshops My Enrollments X

Communication with the Generations

- Communication with the Generations**
Communication with the Generations
2/11/2025 10:30 AM
- Communication with the Generations**
Communication with the Generations
3/19/2025 12:00 PM
- Communication with the Generations**
Communication with the Generations
4/22/2025 2:00 PM

University of Massachusetts Amherst

Click on a session to view details and enroll

Click on a session to view full details about it. Click the blue enroll button to sign up.

The screenshot shows the 'UMass Employee Workshops' interface. At the top, there are navigation buttons for 'Workshops' and 'My Enrollments'. A dropdown menu is open, showing a list of sessions under the category 'Communication with the Generations'. The selected session is 'Communication with the Generations' on 2/11/2025 at 10:30 AM. The detailed view on the right shows the session title, 'Workplace Skills' category, and instructor 'Danielle Johnson'. The description states: 'Learning how to effectively communicate is important for workplace morale and productivity. However, research has shown that the different generations currently in the workforce have different communication styles, which can complicate supervision, collaboration, and day-to-day tasks. In this session, we will examine the traits of each'. The session is scheduled for February 11, 2025, from 10:30 AM to 12:00 PM, in Campus Center Room 805. A blue 'Enroll' button is highlighted with a green box.

In the pop up window, state any accommodations you will need, such as closed captions or an interpreter, and tell us how you heard about the session. Click “Enroll Now” to finish registering

Communication with the Generations
February 11, 2025 (10:30 AM - 12:00 PM)
Campus Center Room 805

Registrant Gordon Hall

Accessibility or Accommodation Request
Please inform us if you have questions about accessibility or to request accommodations...

Who referred you?
Tell us how you heard about this workshop: Email from Human Resources (HR), HR Website, your supervisor, Inside UMass News, WLD poster, or other. Please be specific.

My Enrollments view

After you sign up for a workshop you will automatically be taken to the “My Enrollments” view where you can see all the current sessions you have signed up for, and cancel your enrollment if needed. You can sign up for additional workshops by clicking the “Workshops” button

My Enrollments Workshops My Enrollments

Communication with the Generations - February
February 11, 2025 (3:30 PM - 5:00 PM)
Campus Center Room 805

Cancel Enrollment

For any questions about workshop registration please contact Workplace Learning and Development at wld.admin@umass.edu