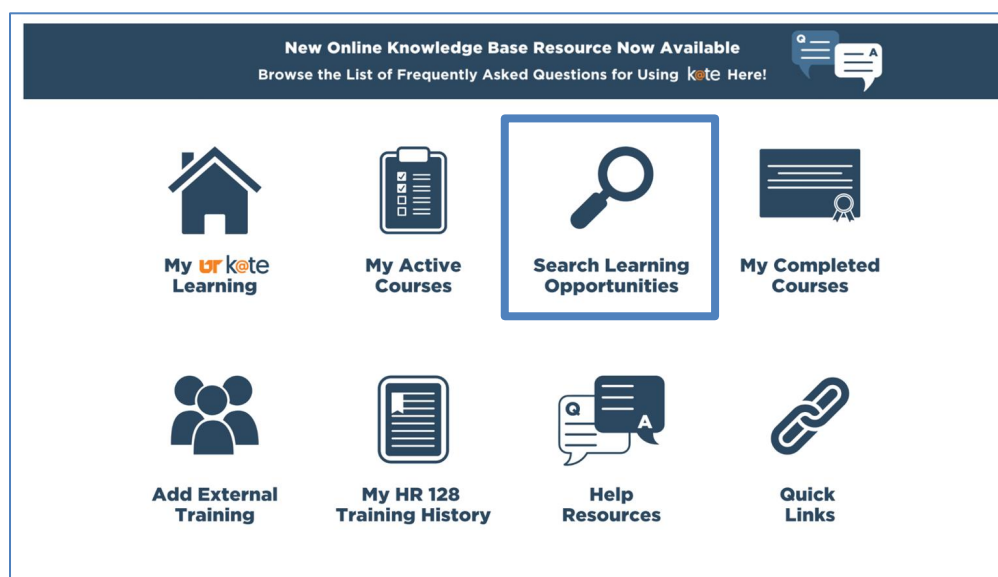


Adding Events To K@TE: A Job Aid

1. Gather important information about your event including:
 - Name of event
 - Event description
 - Event date(s) and time(s)
 - Any cost or requirements for attendance
 - Anticipated audience (staff, faculty, etc.)
 - Attendance limits (minimum/maximum)
 - Instructors
 - Point of contact
 - Special requests (automatic emails, surveys, resources, etc.)
2. Contact Alexis Bishop at abisho15@utk.edu at **least 2 weeks before your event** to request for your event to be added to K@TE using the above information.
3. Once your event is listed, instruct your potential attendees to sign up for the event in K@TE by searching for the event under “Search Learning Opportunities.”



- From there, they will search for the event they want and click on it. Then, “View Details” and “Request” the session to sign up.

Details

A request for coaching usually comes from a place of aspiration for individual growth or as a way to address needed improvement with job or task performance. In either situation, there are key principles for coaching that should be hardwired into the process. As leaders, we will discuss coaching and how you can best support individuals needing coaching to grow and improve.

[Show More](#)

Upcoming Sessions

Date (Ascending) ▼ 1 Session

OCT **Session Details**

5 Wed, Oct 5, 2022, 9:00 AM - 10:30 AM EDT
Register by Wed, Oct 5, 2022, 9:00 AM EDT
360 Student Union, 3rd Floor UTK Student Union,
Student Union, University of Tennessee - Knoxville

[View Details](#) ▼
18 seats available

English (US)

Last Updated 07/06/2022 Duration 1 hour, 30 minutes

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Session Details

Wed, Oct 5, 2022, 9:00 AM - 10:30 AM EDT
Register by Wed, Oct 5, 2022, 9:00 AM EDT

University of Tennessee - Knoxville > Student Union > 3rd Floor UTK Student Union > 360 Student Union
1502 Cumberland Ave., Knoxville, TN, USA 37916

1 hour, 30 minutes

English (US)

Professional and Organizational Development

18 out of 20 seats available

William Ploskonka
865-974-2889
WPLOSKON@TENNESSEE.EDU

[Request](#) ▼

- At your event, track attendance using a roster sheet with attendees’ names and NetIDs.
- Send your completed roster including names and NetIDs to Alexis Bishop at abisho15@utk.edu to give your attendees credit through K@TE.

Please Note: If your event is not entered into K@TE ahead of time, your attendees will have to submit a request for external training credit through K@TE using this link to get credit:

New Online Knowledge Base Resource Now Available
Browse the List of Frequently Asked Questions for Using k@te Here!



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Search Learning Opportunities

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Add External Training

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