

## UNIVERSITY OPERATIONS TRAINING

<b>Electronic Personnel Action Forms for Originators - (EMPLOYEES), by Keunta McPhearson – Human Resources</b>	
<b>MS E-Center - SDC Lab, Department of Human Resources</b>	
June 22, 2017 from 2:00 - 4:00 p.m.	<a href="#">(Click Here to Register)</a>
July 20, 2017 from 2:00 - 4:00 p.m.	<a href="#">(Click Here to Register)</a>
August 17, 2017 from 9:00 a.m. – 12 noon	<a href="#">(Click Here to Register)</a>
September 21, 2017 from 9:00 a.m. – 12 noon	<a href="#">(Click Here to Register)</a>
October 19, 2017 from 9:00 a.m. – 12 noon	<a href="#">(Click Here to Register)</a>
This training session is designed to increase employee understanding of EPAFs, Originating EPAFs, Tracking and Submitting EPAFs in PAWs. (Who should attend? Persons responsible for <b>executing departmental PAFs (Personnel Action Forms)</b> ).	

Employees

<b>Electronic Personnel Action Forms for Approvers - (MANAGEMENT), by Linda Wilson – Human Resources</b>	
<b>MS E-Center - SDC Lab, Department of Human Resources</b>	
June 22, 2017 from 2:00 - 4:00 p.m.	<a href="#">(Click Here to Register)</a>
July 20, 2017 from 2:00 - 4:00 p.m.	<a href="#">(Click Here to Register)</a>
August 17, 2017 from 2:00 - 4:00 p.m.	<a href="#">(Click Here to Register)</a>
September 21, 2017 from 2:00 - 4:00 p.m.	<a href="#">(Click Here to Register)</a>
October 19, 2017 from 2:00 - 4:00 p.m.	<a href="#">(Click Here to Register)</a>
This training session is designed to increase the understanding of Approving and Tracking the New Online Electronic Personnel Action Forms (EPAFs) in PAWs. (Who should attend? Persons responsible for <b>approving departmental PAFs (Personnel Action Forms)</b> ).	

Management

<b>BUDGET &amp; POSITION CONTROL TRAINING - All EMPLOYEES, by Latasha Chambers – Budget &amp; Financial Analysis</b>	
<b>College of Liberal Art, 2nd Floor – Room 205</b>	
May 18, 2017 from 2:00 – 4:00 p.m.	<a href="#">(Click Here to Register)</a>
June 15, 2017 from 2:00 – 4:00 p.m.	<a href="#">(Click Here to Register)</a>
July 20, 2017 from 2:00 – 4:00 p.m.	<a href="#">(Click Here to Register)</a>
August 17, 2017 from 2:00 – 4:00 p.m.	<a href="#">(Click Here to Register)</a>
September 20, 2017 from 2:00 – 4:00 pm	<a href="#">(Click Here to Register)</a>
October 19, 2017 from 2:00 – 4:00 pm	<a href="#">(Click Here to Register)</a>
November 16, 2017 from 2:00 – 4:00 pm	<a href="#">(Click Here to Register)</a>
This workshop is designed to provide a general overview of fund accounting, the definition and uses of each element of a FOAPAL, a general overview of Position Control, as well as describing how this information can be used in various departments/divisions. (Who should attend? <b>Persons responsible for departmental budgets</b> )	

Employees

Travel and Expense Module – <b>EMPLOYEE FEEDBACK</b> , by <i>Stephanie Weekly – Purchasing &amp; Travel</i>	
College of Liberal Art, 2nd Floor – Room 205	
July 20, 2017 from 9:00 a.m. – 11:00 a.m.	<a href="#">(Click Here to Register)</a>
August 17, 2017 from 9:00 a.m. – 11:00 a.m.	<a href="#">(Click Here to Register)</a>
September 20, 2017 from 9:00 a.m. – 11:00 a.m.	<a href="#">(Click Here to Register)</a>
October 19, 2017 from 9:00 a.m. – 11:00 a.m.	<a href="#">(Click Here to Register)</a>
November 16, 2017 from 9:00 a.m. – 11:00 a.m.	<a href="#">(Click Here to Register)</a>
<p>This training session is designed to increase employee understanding of the new Travel &amp; Expense Module. This hands on training session will focus on developing a user profile, submitting online travel request, approving and tracking transactions in JSU PAWs. (Who should attend? <a href="#">Travelers and Persons responsible for submitting and approving departmental travel request</a>)</p>	

All Employees

Web-Time Entry Supervisor Training (on & off campus) by <i>The Student Employment Center</i>	
Federal Work Study & College Work Aid/Graduate Assistantship	
July 7, 2017 from 9:30-11:30 a.m. Student Center Theatre, Rm 2200	<a href="#">(Click Here to Register)</a>
July 14, 2017 from 9:30-11:30 a.m. Student Center-Theatre, Room 2200	<a href="#">(Click Here to Register)</a>
July 14, 2017 from 2:30-4:30 p.m. Student Center-Theatre, Room 2200	<a href="#">(Click Here to Register)</a>
<p>This training session is designed to inform Student Worker Supervisors (On &amp; Off Campus) of the essentials and Logistics for WEB-TIME entry; as well as policies and procedures supervising STUDENT Workers. (Who should attend? Persons responsible for supervising and approving payroll for STUDENT WORKERS.)</p>	

STUDENT MNGR

Web-Time Entry Student Training Session (on & off campus) by <i>The Student Employment Center</i>	
Federal Work Study & College Work Aid/Graduate Assistantship	
August 16, 2015 from 2:30-4:30 p.m. Student Center-Theatre, Room 2200	<a href="#">(Click Here to Register)</a>
August 17, 2015 from 2:30-4:30 p.m. Student Center-Theatre, Room 2200	<a href="#">(Click Here to Register)</a>
August 18, 2015 from 2:30-4:30 p.m. Student Center-Theatre, Room 2200	<a href="#">(Click Here to Register)</a>
August 22, 2015 from 2:30-4:30 p.m. Student Center-Theatre, Room 2200	<a href="#">(Click Here to Register)</a>
August 24, 2015 from 2:30-4:30 p.m. Student Center-Theatre, Room 2200	<a href="#">(Click Here to Register)</a>
August 30, 2015 from 2:30-4:30 p.m. Student Center-Theatre, Room 2200	<a href="#">(Click Here to Register)</a>
<p>This training session is designed to inform Student Worker of the essentials and logistics for WEB-TIME entry; as well as policies and procedures for STUDENT Workers. (Who should attend? ANY STUDENT WORKER THAT MISSED A PREVIOUS SESSION.)</p>	

STUDENT

## PROFESSIONAL DEVELOPMENT TRAINING & WORKSHOPS

<b>CONFLICT MANAGEMENT – All EMPLOYEES, by Kym Wiggins – Intrepidus, Inc.</b>		All Employees
<b>College of Liberal Arts 1<sup>st</sup> Floor Room 166</b>		
<b>June 7, 2017 from 9:00 a.m. - 12:30 p.m.</b>	<a href="#">(Click Here to Register)</a>	
<b>August 24, 2017 from 9:00 a.m. - 12:30 p.m.</b>	<a href="#">(Click Here to Register)</a>	
<b>September 14, 2017 from 9:00 a.m. - 12:30 p.m.</b>	<a href="#">(Click Here to Register)</a>	
<p>Conflict is a part of our daily life, at work, at home, and in other settings. This session helps you identify how you personally react to conflict and provides you with some tools for handling conflict with friends, family and coworkers. Learn how to turn conflict into positive outcomes. <b>(Who should Attend? All Employees)</b></p>		

<b>MANAGING CONFLICT EFFECTIVELY - MANAGEMENT - by Kym Wiggins – Intrepidus, Inc.</b>		Management
<b>College of Liberal Arts 1<sup>st</sup> Floor Room 166</b>		
<b>July 13, 2017 from 9:00 a.m. - 2:30 p.m.</b>	<a href="#">(Click Here to Register)</a>	
<p>Conflict is a part of our daily life, at work, at home, and in other settings. This session helps you identify how you personally react to conflict and provides you with some tools for handling conflict with friends, family and coworkers. Learn how to turn conflict into positive outcomes. <b>(Who should Attend? Supervisors, Managers, Directors, Administrators)</b></p>		

<b>TEAMBUILDING – Built to Last - ALL EMPLOYEES &amp; TEAMS, by Kym Wiggins – Intrepidus, Inc.</b>		All Employees
<b>College of Liberal Arts 1<sup>st</sup> Floor Room 166</b>		
<b>June 22, 2017 from 9:00 a.m. - 12:30 p.m.</b>	<a href="#">(Click Here to Register)</a>	
<b>July 20, 2017 from 9:00 a.m. - 12:30 p.m.</b>	<a href="#">(Click Here to Register)</a>	
<b>September 7, 2017 from 9:00 a.m. - 12:30 p.m.</b>	<a href="#">(Click Here to Register)</a>	
<p>At the heart of any successful organization is a high-performing, cohesive team. Teamwork involves different people and different groups across the organization working together to maximize efficiency and to reach goals. This course will explore the essentials that team members and leaders need to understand and achieve team success. This session addresses the core competencies of Interpersonal Relations, Teamwork and Collaboration, and Interpersonal Communication. <b>Team building</b> is a half-day session designed for all employees. <b>(Who should attend? All Employees, Teams, Managers, Departments, Management Groups &amp; Employee Groups)</b></p>		

<b>PROFESSIONALISM – ALL EMPLOYEES – by Terri Torrance – Torrence Consulting</b>		All Employees
<b>College of Liberal Arts 1<sup>st</sup> Floor Room 166</b>		
<b>June 1, 2017 from 9:00 a.m. - 12:30 p.m.</b>	<a href="#">(Click Here to Register)</a>	
<b>August 15, 2017 from 9:00 a.m. - 12:30 p.m.</b>	<a href="#">(Click Here to Register)</a>	
<b>September 12, 2017 from 9:00 a.m. - 12:30 p.m.</b>	<a href="#">(Click Here to Register)</a>	
<p>Professionalism encompasses a worker's behavior, appearance, and workplace ethics. Employees who have high standards of professionalism are frequently perceived as being more credible and reliable than their co-workers. As a result, professional employees are frequently regarded as their company's leaders. With the workplace becoming more and more competitive, <b>this course is designed to train employees on how to showcase themselves and stand out among the crowd. (Who should attend? All Employees)</b></p>		

<b>EMOTIONAL INTELLIGENCE – The Other Kind of Smart - ALL EMPLOYEES, by Terri Torrence – Torrence Consulting</b>
<b>College of Liberal Arts 1<sup>st</sup> Floor Room 166</b>
June 28, 2017 from 1:00 p.m. – 4:30 p.m. <a href="#">(Click Here to Register)</a>
August 31, 2017 from 1:00 p.m. – 4:30 p.m. <a href="#">(Click Here to Register)</a>
Studies and statistics have proven that the most successful people in life and business possess a certain level of technical ability coupled with a high level of Emotional Intelligence. <b>This class is designed to introduce the concepts of Emotional Intelligence and allow participants to individually evaluate themselves in the area of Emotional Intelligence.</b> Additionally, participants are provided information that could significantly change the course of their careers by increasing their level of emotional intelligence. <b>(Who should attend? All Employees)</b>

All Employees

<b>EVERYDAY ETHICS - ALL EMPLOYEES – by Joe Goff – Goff, Inc.</b>
<b>College of Liberal Arts 1<sup>st</sup> Floor Room 166</b>
July 26, 2017 from 9:00 a.m. – 12:30 p.m. <a href="#">(Click Here to Register)</a>
September 8, 2017 from 9:00 a.m. – 12:30 p.m. <a href="#">(Click Here to Register)</a>
Ethical behavior is essential to everyone both at work and in daily life. This course provides you the opportunity to understand what is meant by ethical behavior, to identify ethical values, to recognize ethical dilemmas, and to relate ethical decision making to your role at Jackson State University. This class provides participants an opportunity to frankly discuss the role of ethics in an organization and to identify the common reasons for unethical behavior. The class provides practical application of ethics principles with exercises in recognizing ethical dilemmas. Participants will be better equipped to apply ethical values to common situations that they face every day. This session address core competencies of Work Ethics, Accountability, and Service Excellence. <b>Everyday Ethics is a half-day session for all employees and is a pre-requisite for the supervisor/manager course Organizational Ethics for Managers.</b> (Who Should Attend? All Employees)

All Employees

<b>Legal Toolbox for Managers – MANAGEMENT - by Joe Goff – Goff, Inc.</b>
<b>College of Liberal Arts 1<sup>st</sup> Floor Room 166</b>
July 11, 2017 from 9:00 a.m. - 12:30 p.m. <a href="#">(Click Here to Register)</a>
At the heart of any successful organization is a high-performing, cohesive team. Teamwork involves different people and different groups across the organization working together to maximize efficiency and to reach goals. This course will explore the essentials that team members and leaders need to understand and achieve team success. This session addresses the core competencies of Interpersonal Relations, Teamwork and Collaboration, and Interpersonal Communication. <i>Team building</i> is a half-day session designed for all employees. <b>(Who should attend? All Employees, Teams, Managers, Departments, Management Groups &amp; Employee Groups)</b>

Management

<b>ORGANIZATIONAL ETHICS FOR MANAGERS – MANAGEMENT – by Joe Goff – Goff, Inc.</b>
<b>College of Liberal Arts 1<sup>st</sup> Floor Room 166</b>
June 14, 2017 from 1:00 p.m. - 4:30 p.m. <a href="#">(Click Here to Register)</a>
August 22, 2017 from 1:00 p.m. - 4:30 p.m. <a href="#">(Click Here to Register)</a>
Managers have an obligation to not only set an ethical example for the workplace, but be aware of specific ethics laws and regulations applicable to staff. Managers must also be prepared to answer questions from employees concerning possible ethics and conflict of interest situations and provide resources to staff facing ethical dilemmas. This class not only reviews ethical principles specific to supervisors, but also provides practical instruction on Mississippi's ethics and conflict of interest laws. Mississippi Ethics Commission decisions are reviewed along with Jackson State University's own policies concerning ethics and conflicts of interest for staff. Participants will be challenged to recognize the role of perception in the workplace and to objectively assess the impressions they create by their actions. <b>Organizational Ethics for Managers</b> is a half-day session. <b>(Who Should Attend? ALL Supervisors, Managers, and Directors)</b>

Management

## Seating Capacity

When the seating capacity for a particular location is reached, the date will no longer be available for selection in the drop down menu. If there are no available training dates available, then all scheduled sessions have reached maximum capacity.

## Cancelations

Due to the finite resources allocated for professional development as well as the seating capacity for each session scheduled, your commitment to attend training is viewed as a vital component to the process. Your attendance and/or participation in our activities ensures the maximum return on investment (ROI) of the funds, time, and staffing required to deliver meaningful competency based development to our JSU community. By registering for one of our training sessions, you've effectively reserved a seat that is no longer available to the general campus population. To this end, last minute cancelations and/or "no shows" tend to increase the per employee cost as well as prevents other interested employees from reserving that seat.

To maintain the lowest Cost to Train, we ask that you inform us of your cancelation as early as possible or perhaps recommend another non-registered employee to attend in your place.

### Where can I find access to all SDC Training Activities?

- The Staff Development **Website Link:**  
<http://www.jsums.edu/professionaldevelopment/events/category/staff-development-events/>
- The Human Resources Website Link:  
<http://www.jsums.edu/professionaldevelopment/events/upcoming/>
- Contact **Rod Denne'** at [rod.denne@jsums.edu](mailto:rod.denne@jsums.edu) using the **email title: Training Calendar Request**

