**UNIVERSITY OPERATIONS TRAINING**

### ELECTRONIC PERSONNEL ACTION FORMS FOR ORIGINATORS - EMPLOYEES - Department Human Resources

**College of Business H.R Training Lab, Department of Human Resources**

- **August 22, 2019 from 9:00 a.m. – 11:00 a.m.**  
  (Click Here to Register)
- **September 26, 2019 from 9:00 a.m. – 11:00 p.m.**  
  (Click Here to Register)
- **October 24, 2019 from 9:00 a.m. – 11:00 p.m.**  
  (Click Here to Register)

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 executing departmental PAFs (Personnel Action Forms)).

### ELECTRONIC PERSONNEL ACTION FORMS FOR APPROVERS – MANAGEMENT - Department Human Resources

**College of Business H.R Training Lab, Department of Human Resources**

- **August 22, 2019 from 2:00 p.m. – 3:30 p.m.**  
  (Click Here to Register)
- **September 26, 2019 from 2:00 p.m. – 3:30 p.m.**  
  (Click Here to Register)
- **October 24, 2019 from 2:00 p.m. – 3:30 p.m.**  
  (Click Here to Register)

This training session is designed to increase the understanding of Approving and Tracking the Online Electronic Personnel Action Forms (EPAFs) in PAWs.  
(Who should attend? Persons responsible for approving departmental PAFs (Personnel Action Forms)).

### LEAVE MANAGEMENT: UNDERSTANDING FMLA – ALL EMPLOYEES - Department of Human Resources

**College of Business H.R Training Lab, Department of Human Resources**

- **August 20, 2019 from 10:00 a.m. - 11:30 a.m.**  
  (Click Here to Register)
- **September 11, 2019 from 10:00 a.m. - 11:30 a.m.**  
  (Click Here to Register)
- **October 15, 2019 from 10:00 a.m. - 11:30 a.m.**  
  (Click Here to Register)

This training will provide attendees with an understanding of Leave Management and the Family Medical Leave Act (FMLA).  
(Who should attend? All Employees)

### SEXUAL MISCONDUCT ADJUDICATION PANEL TRAINING – ALL EMPLOYEES

**Office of Student Diversity and Inclusion**

**College of Business H.R Training Lab, Department of Human Resources**

- **August 28, 2019 from 9:00 a.m. – 12:00 p.m.**  
  (Click Here to Register)
- **September 26, 2019 from 9:00 a.m. – 12:00 p.m.**  
  (Click Here to Register)

This training is a Title IX Coordinator led session that seeks to increase the capacity of those who desire to serve on a sexual misconduct panel on their campus.  
This track goes beyond basic compliance and understanding of legal requirements to a trauma informed approach to reviews and hearings that are informed by cultural competence.  
This track shifts from a theoretical framework to practicing skills such as how to determine what questions to ask and how to evaluate information obtained in reports.  
(Who should attend? Student conduct administrators, Title IX Coordinators, student conduct hearing committee members, public safety, human resource staff, and any campus partners (including instructors) who work with or are interested in a better understanding of the dynamics of sexual assault.)
### SEARCH COMMITTEE TRAINING – CURRENT & FUTURE COMMITTEE MEMBERS – Department of Human Resources

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Notes</th>
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<tbody>
<tr>
<td>August 22, 2019</td>
<td>10:00 a.m. - 11:30 a.m.</td>
<td>College of Business H.R Training Lab, Department of Human Resources</td>
<td>(Click Here to Register)</td>
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<tr>
<td>September 18, 2019</td>
<td>10:00 a.m. - 11:30 a.m.</td>
<td>(Click Here to Register)</td>
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<tr>
<td>October 17, 2019</td>
<td>10:00 a.m. - 11:30 a.m.</td>
<td>(Click Here to Register)</td>
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This training is designed to provide current, new, and future search committee members with the guidance needed to manage, conduct, and implement an effective talent search. Participants will be introduced to the stages of the search process, the committee’s role, and the critical process of identification, assessment, and selection of qualified candidates.  
*(Who should attend? Current and Future Search Committee Members)*

### BUDGET & POSITION CONTROL TRAINING - All EMPLOYEES - Budget & Financial Analysis

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<th>Date</th>
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<tbody>
<tr>
<td>September 19, 2019</td>
<td>2:00 p.m. – 4:00 p.m.</td>
<td>College of Business H.R Training Lab, Department of Human Resources</td>
<td>(Click Here to Register)</td>
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<tr>
<td>October 17, 2019</td>
<td>2:00 p.m. – 4:00 p.m.</td>
<td>(Click Here to Register)</td>
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<tr>
<td>November 21, 2019</td>
<td>2:00 p.m. – 4:00 p.m.</td>
<td>(Click Here to Register)</td>
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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? Persons responsible for or managing departmental budgets)*

### UNDERSTANDING EQUAL EMPLOYMENT OPPORTUNITY AND PROTECTION UNDER LAW – ALL EMPLOYEES

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<th>Date</th>
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<tr>
<td>August 29, 2019</td>
<td>10:00 a.m. - 11:30 a.m.</td>
<td>New Student Union, 3rd Floor Conference Room 3241</td>
<td>(Click Here to Register)</td>
</tr>
<tr>
<td>September 26, 2019</td>
<td>10:00 a.m. - 11:30 a.m.</td>
<td>(Click Here to Register)</td>
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This training will provide the University community with a comprehensive understanding of the laws enforced by EEOC and how to prevent and correct discrimination in the workplace. It will also provide trends and updates of Title VII policies, and share information regarding University policies and processes to ensure the University’s compliance with federal and state laws.  
*(Who should attend? All Employees)*

### New Hire Customer Service Onboarding - (NEW HIRES) – Department of Human Resources

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<tr>
<td>August 20, 2019</td>
<td>1:00 p.m. – 3:30 p.m.</td>
<td>New Student Union, 3rd Floor Senate Chambers – Room 3250</td>
<td>(Invitation Only)</td>
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<tr>
<td>September 25, 2019</td>
<td>1:00 p.m. – 3:30 p.m.</td>
<td>(Invitation Only)</td>
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<tr>
<td>October 22, 2019</td>
<td>1:00 p.m. – 3:30 p.m.</td>
<td>(Invitation Only)</td>
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This training session is designed to orientate new employees to the JSU mission, values, and long legacy of achievement. Attendees will also be learn the University service expectations for internal and external customer / students as well as the five basic customer needs and the five (5) dimensions of JSU One Service.  
*(Who Should Attend? Recently Hired Employees)*

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Staff Development Center Training Calendar, August 2019 – October 2019
PROFESSIONAL DEVELOPMENT TRAINING & WORKSHOPS

“IF I HAVE TO DO IT, WHY DO I NEED YOU?”: MANAGEMENT TECHNIQUES FOR MOTIVATING EMPLOYEES – MANAGEMENT
Department of Human Resources
Sampson Library 2nd Floor of the Auditorium
August 28, 2019 from 9:00 a.m. - 12:00 p.m.   (Click Here to Register)
October 10, 2019 from 9:00 a.m. - 12:00 p.m.   (Click Here to Register)

As a manager, you’re charged with figuring out how to motivate employees to accomplish work goals. Fortunately, you control the key environmental factors that are necessary to achieve this. This session will equip managers with a deeper understanding of what motivates employees and increases their level of satisfaction. (Who should attend? Supervisors, Managers, Directors, Administrators)

“DO YOU HEAR WHAT I HEAR?”: How to Become an Active Listener - MANAGEMENT – Department of Human Resources
INNOVATE Center – H.T. Sampson Library 1st Floor
September 26, 2019 from 9:00 a.m. - 12:00 p.m.   (Click Here to Register)

Research suggest that the average person hears between 20,000 and 30,000 words during the course of a 25-hour period, Developing good listening skills is important, especially when it comes to building strong professional and personal relationships. This session will challenge participants with exercises that will aid in becoming an effective listener by engaging their ears and brain to what is being said. (Who should attend? All Managers and Front-Line Employees)

“DON’T BEAT AROUND THE BUSH”: LEARNING THE SKILL OF ASSERTIVE COMMUNICATION - MANAGEMENT
Department of Human Resources
INNOVATE Center – H.T. Sampson Library 1st Floor
September 12, 2019 from 9:00 a.m. - 12:00 p.m.   (Click Here to Register)
October 24, 2019 from 9:00 a.m. - 12:00 p.m.   (Click Here to Register)

Studies reveal that being assertive can help you control stress and anger and improving coping skills. Being assertive is a core communication skill. Being assertive means that you express yourself effectively and stand up for your point of view, while also respecting the rights and beliefs of others. Employees will learn skills and strategies that will help them to stand up for themselves or others in a calm and positive way. This session reinforces the following behavioral competencies: communications, interpersonal relations, and customer service. (Who should attend? ALL Supervisors, Managers, Directors, Administrators)

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.

Staff Development Center Training Calendar, August 2019 – October 2019