




UNIVERSITY OPERATIONS TRAINING

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| Electronic Personnel Action Forms for Originators (EMPLOYEES), by Keunta McPhearson – Human Resources | | |
| MS E-Center - SDC Lab, Department of Human Resources | | |
| May 19, 2016 from 9:00 – 12 noon | (Click Here to Register) |  |
| June 23, 2016 from 9:00 – 12 noon | (Click Here to Register) | |
| July 21, 2016 from 9:00–12 noon | (Click Here to Register) | |
| August 18, 2016 from 9:00–12 noon | (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) .) | | |

Employees

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| Electronic Personnel Action Forms for Approvers (MANAGEMENT), by Linda Wilson – Human Resources | | |
| MS E-Center - SDC Lab, Department of Human Resources | | |
| May 19, 2016 from 2:00 p.m. – 4:00 p.m. | (Click Here to Register) |  |
| June 23, 2016 from 2:00 - 4:00 p.m. | (Click Here to Register) | |
| July 21, 2016 from 2:00 - 4:00 p.m. | (Click Here to Register) | |
| August 18, 2016 from 2:00 - 4:00 p.m. | (Click Here to Register) | |
| 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 approving departmental PAFs (Personnel Action Forms) .) | | |

Management

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| Travel and Expense Module - ALL EMPLOYEES , by Stephanie Weekly – Purchasing & Travel | | |
| College of Liberal Art, 2nd Floor – Room 205 | | |
| May 10, 2016 from 9:00 – 11:00 a.m. | (Click Here to Register) |  |
| May 25, 2016 from 3:00 – 4:30 p.m. | (Click Here to Register) | |
| June 15, 2016 from 9:00–11:00 a.m. | (Click Here to Register) | |
| July 28, 2016 from 9:00 - 11:00 a.m. | (Click Here to Register) | |
| August 17, 2016 from 3:00 – 4:30 p.m. | (Click Here to Register) | |
| September 28, 2016 from 3:00 – 4:30 p.m. | (Click Here to Register) | |
| This training session is designed to increase employee understanding of the new Travel & 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? Travelers and Persons responsible for submitting and approving departmental travel request) | | |

All Employees

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| Online Budget Transfers - E-TRANSFERS TRAINING - ALL EMPLOYEES , by Kimberly Jefferson – Budget & Financial Analysis | |
| College of Liberal Art, 2nd Floor – Room 205 | |
| e-Transfers Training - May 10, 2016 from 2:00 – 4:00 p.m. | (Click Here to Register) |
| e-Transfers Training – June 14, 2016 from 10:00 - 12:00 noon | (Click Here to Register) |
| e-Transfers Training – June 23, 2016 from 2:00 – 4:00 p.m. | (Click Here to Register) |
| e-Transfers Training – July 12, 2016 from 10:00 – 12:00 noon | (Click Here to Register) |
| e-Transfers Training – August 11, 2016 from 2:00 – 4:00 p.m. | (Click Here to Register) |
| In this workshop, we will discuss the procedures for submitting a departmental budget transfer electronically. We will also discuss the different types of transfers, inter-fund versus intra-fund adjustments, and allowable versus non-allowable transfers. (Who should attend? Persons responsible for departmental budgets) | |

Employees

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| BUDGET & POSITION CONTROL TRAINING - ALL EMPLOYEES , by Kimberly Jefferson – Budget & Financial Analysis | |
| College of Liberal Art, 2nd Floor – Room 205 | |
| Budget & Position Control Training - May 26, 2016 from 10:00 – 12:00 noon | (Click Here to Register) |
| Budget & Position Control Training – June 21, 2016 from 2:00 – 4:00 p.m. | (Click Here to Register) |
| Budget & Position Control Training – June 28, 2016 from 10:00 – 12:00 noon | (Click Here to Register) |
| Budget & Position Control Training – July 26, 2016 from 2:00 – 4:00 p.m. | (Click Here to Register) |
| Budget & Position Control Training – August 23, 2016 from 10:00 – 12:00 noon | (Click Here to Register) |
| 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 departmental budgets) | |

Employees

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| NEW HIRE CUSTOMER SERVICE ORIENTATION – NEWLY HIRED EMPLOYEES - INVITATION ONLY | |
| JSU Student Center, 3rd Floor - Senate Chamber | |
| February 23, 2016 from 9:00 a.m. – 4:00 p.m. | INVITATION ONLY |
| March 22, 2016 from 9:00 a.m. – 4:00 p.m. | INVITATION ONLY |
| April 19, 2016 from 9:00 a.m. – 4:00 p.m. | INVITATION ONLY |
| May 24, 2016 from 9:00 a.m. – 4:00 p.m. | INVITATION ONLY |
| June 21, 2016 from 9:00 a.m. – 4:00 p.m. | INVITATION ONLY |
| July 19, 2016 from 9:00 a.m. – 4:00 p.m. | INVITATION ONLY |
| August 23, 2016 from 9:00 a.m. – 4:00 p.m. | INVITATION ONLY |
| September 20, 2016 from 9:00 a.m. – 4:00 p.m. | INVITATION ONLY |
| This session is designed to orientate newly hired employees into the JSU family to the policies, procedures, values, mission and service expectations. (Who should attend? Newly Hired Employees) | |

New Employees



PROFESSIONAL DEVELOPMENT TRAINING & WORKSHOPS

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| PROFESSIONALISM – ALL EMPLOYEES – by Terri Torrance – Organizational Resource Solutions, Inc. | |
| MS E-Center, 2nd Floor – E-INNOVATIONS LAB | |
| May 13, 2016 from 9:00 a.m. – 4:00 p.m. | (Click Here to Register) |
| June 17, 2016 from 9:00 a.m. – 4:00 p.m. | (Click Here to Register) |
| July 14, 2016 from 9:00 a.m. – 4:00 p.m. | (Click Here to Register) |
| August 19, 2016 from 9:00 a.m. – 4:00 p.m. | (Click Here to Register) |
| 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, this course is designed to train employees on how to showcase themselves and stand out among the crowd. (Who should attend? All Employees) | |

All Employees

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| EVERYDAY ETHICS - ALL EMPLOYEES – by Joe Goff – Organizational Resource Solutions, Inc. | |
| MS E-Center, 2nd Floor – California Room | |
| May 10, 2016 from 9:00 – 12:30 p.m. | (Click Here to Register) |
| June 20, 2016 from 1:00 – 4:30 p.m. – 2 nd Floor E-INNOVATIONS LAB | (Click Here to Register) |
| July 13, 2016 from 1:00 – 4:30 p.m. | (Click Here to Register) |
| August 3, 2016 from 1:00 – 4:30 p.m. | (Click Here to Register) |
| Is it your job is it to be ethical? 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 unethical behavior, and to relate ethical decision making to your role at Jackson State University. For any organization to succeed and prosper, all of its employees must conduct themselves in an ethical manner. (Who Should Attend? All Employees) | |

All Employees

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| ORGANIZATIONAL ETHICS FOR MANAGERS – MANAGEMENT – by Joe Goff – Organizational Resource Solutions, Inc. | |
| MS E-Center, 2nd Floor – California Room | |
| May 25, 2016 from 9:00 – 12:30 p.m. | (Click Here to Register) |
| June 8, 2016 from 9:00 – 12:30 p.m. | (Click Here to Register) |
| July 27, 2016 from 9:00 – 12:30 p.m. | (Click Here to Register) |
| August 17, 2016 from 1:00 – 4:30 p.m. | (Click Here to Register) |
| Is it your job is it to be ethical? 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 unethical behavior, and to relate ethical decision making to your role at Jackson State University. For any organization to succeed and prosper, all of its employees must conduct themselves in an ethical manner. (Who Should Attend? All Employees) | |

New Management Course

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| CONFLICT MANAGEMENT – All EMPLOYEES , by Kym Wiggins – Organizational Resource Solutions, Inc. | | All Employees |
| MS E-Center, 2nd Floor – E-INNOVATIONS LAB | | |
| May 5, 2016 from 1:00 – 4:30 p.m. | (Click Here to Register) | |
| June 15, 2016 from 9:00 – 12:30 p.m. | (Click Here to Register) | |
| July 20, 2016 from 1:00 – 4:30 p.m. | (Click Here to Register) | |
| August 30, 2016 from 1:00 – 4:30 p.m. | (Click Here to Register) | |
| <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. (Who should Attend? All Employees)</p> | | |

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| MANAGING CONFLICT EFFECTIVELY - FRONT LINE EMPLOYEES , by Kym Wiggins – Organizational Resource Solutions, Inc. | | New Management Course |
| MS E-Center, 2nd Floor – E-INNOVATIONS LAB & CALIFORNIA ROOM | | |
| May 18, 2016 from 9:00 – 4:00 p.m. (Full Day) | MS e-Center - CALIFORNIA ROOM (Click Here to Register) | |
| June 2, 2016 from 9:00 – 4:00 p.m. (Full Day) | MS e-Center – E-INNOVATIONS LAB (Click Here to Register) | |
| July 7, 2016 from 9:00 – 4:00 p.m. (Full Day) | MS e-Center – E-INNOVATIONS LAB (Click Here to Register) | |
| August 24, 2016 from 9:00 – 4:00 p.m. (Full Day) | MS e-Center – E-INNOVATIONS LAB (Click Here to Register) | |
| <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. (Who should Attend? Supervisors, Managers, Directors, Administrators)</p> | | |

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| EMOTIONAL INTELLIGENCE – The Other Kind of Smart - ALL EMPLOYEES , by Terri Torrance – Organizational Resource Solutions, Inc. | | All Employees |
| H.T. Sampson Library, 1st Floor INNOVATE CENTER | | |
| May 19, 2016 from 1:00 – 4:30 p.m. | (Click Here to Register) | |
| June 29, 2016 from 1:00 – 4 30 p.m. | (Click Here to Register) | |
| July 29, 2016 from 1:00 – 4 30 p.m. | (Click Here to Register) | |
| August 31, 2016 from 1:00 – 4 30 p.m. | (Click Here to Register) | |
| <p>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. This class is designed to introduce the concepts of Emotional Intelligence and allow participants to individually evaluate themselves in the area of Emotional Intelligence. Additionally, participants are provided information that could significantly change the course of their careers by increasing their level of emotional intelligence. (Who should attend? All Employees)</p> | | |

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| DECISIONS, DECISIONS! – MANAGEMENT , by Marianne Gaudin – Organizational Resources Solutions, Inc. | | New Management Course |
| MS E-Center, 2nd Floor – E-INNOVATIONS LAB | | |
| August 25, 2016 from 9:00 – 12:30 p.m. | (Click Here to Register) | |
| <p>This ½ day course explores the role of the leader in individual and group decision making. A computer simulation is used to expose participants to various problems which are addressed by the teams, leading to consequences which impact both budget and customer service goals. Participants practice skills in consensus decision making, as well as interpersonal skills related to working with different personality preferences within the team. (Who should Attend? Supervisors, Managers, Directors, Administrators)</p> | | |
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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 the SDC Training Activities?

- The Staff Development **Website Link**:
<http://www.jsums.edu/professionaldevelopment/events/category/staff-development-events/>
- The **JSU Today** Daily Email Blast – “**Training Section**” (located at the bottom of the email blast)
- Contact **Rod Denne**’ at rod.denne@jsums.edu using the **email title: Training Calendar Request**

