

UNIVERSITY OPERATIONS TRAINING

Electronic Personnel Action Forms for Originators (EMPLOYEES), by Keunta McPhearson – Human Resources	
MS E-Center - SDC Lab, Department of Human Resources	
September 22, 2016 9:00–12 noon	(Click Here to Register)
October 20, 2016 9:00–12 noon	(Click Here to Register)
November 10, 2016 9:00–12 noon	(Click Here to Register)
December 08, 2016 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 <u>executing departmental PAFs (Personnel Action Forms)</u>).	

Employees

Electronic Personnel Action Forms for Approvers (MANAGEMENT), by Linda Wilson – Human Resources	
MS E-Center - SDC Lab, Department of Human Resources	
September 22, 2016 from 2:00 p.m. – 4:00 p.m.	(Click Here to Register)
October 20, 2016 from 2:00 - 4:00 p.m.	(Click Here to Register)
November 10, 2016 from 2:00 - 4:00 p.m.	(Click Here to Register)
December 08, 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 <u>approving departmental PAFs (Personnel Action Forms)</u>).	

Management

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? <u>Travelers and Persons responsible for submitting and approving departmental travel request</u>)	

All Employees

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 – September 13, 2016 from 2:00 – 4:00 p.m.	(Click Here to Register)
e-Transfers Training – October 20, 2016 from 10:00 - 12:00 noon	(Click Here to Register)
e-Transfers Training – November 8, 2016 from 2:00 – 4:00 p.m.	(Click Here to Register)
e-Transfers Training – November 17, 2016 from 10:00 – 12:00 noon	(Click Here to Register)
e-Transfers Training – December 13, 2016 from 10:00 – 12:00 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

BUDGET & POSITION CONTROL TRAINING - ALL EMPLOYEES , by Kimberly Jefferson – Budget & Financial Analysis	
College of Liberal Art, 2nd Floor – Room 205	
Budget & Position Control Training – September 13, 2016 from 2:00 – 4:00 p.m.	(Click Here to Register)
Budget & Position Control Training – September 29, 2016 from 10:00 – 12:00 noon	(Click Here to Register)
Budget & Position Control Training – October 4, 2016 from 2:00 – 4:00 p.m.	(Click Here to Register)
Budget & Position Control Training – October 18, 2016 from 10:00 – 12:00 noon	(Click Here to Register)
Budget & Position Control Training – October 20, 2016 from 2:00 – 4:00 p.m.	(Click Here to Register)
Budget & Position Control Training – November 3, 2016 from 10:00 – 12:00 p.m.	(Click Here to Register)
Budget & Position Control Training – November 8, 2016 from 2:00 – 4:00 p.m.	(Click Here to Register)
Budget & Position Control Training – November 17, 2016 from 10:00 – 12:00 p.m.	(Click Here to Register)
Budget & Position Control Training – December 8, 2016 from 2:00 – 4:00 pm	(Click Here to Register)
Budget & Position Control Training – December 13, 2016 from 10:00 -12 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

NEW HIRE CUSTOMER SERVICE ORIENTATION – NEWLY HIRED EMPLOYEES - INVITATION ONLY	
JSU Student Center, 3rd Floor - Senate Chamber	
September 20, 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
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

PROFESSIONALISM – ALL EMPLOYEES – by Terri Torrance – Organizational Resource Solutions, Inc.	
MS E-Center, 2 nd Floor – E-INNOVATIONS LAB	
September 7, 2016 from 9:00 a.m. – 4:00 p.m.	(Click Here to Register)
October 18, 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

EVERYDAY ETHICS - ALL EMPLOYEES – by Joe Goff – Organizational Resource Solutions, Inc.	
MS E-Center, 2 nd Floor – E-INNOVATIONS LAB	
September 8, 2016 from 9:00 – 12:30 p.m.	(Click Here to Register)
October 3, 2016 from 9:00 – 12:30 p.m.	(Click Here to Register)
November 7, 2016 from 9:00 – 12:30 p.m.	(Click Here to Register)
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. Everyday Ethics is a half-day session for all employees and is a pre-requisite for the supervisor/manager course Organizational Ethics for Managers. (Who Should Attend? All Employees)	

All Employees

ORGANIZATIONAL ETHICS FOR MANAGERS – MANAGEMENT – by Joe Goff – Organizational Resource Solutions, Inc.	
MS E-Center, 2 nd Floor – E-INNOVATIONS LAB	
August 17, 2016 from 1:00 – 4:30 p.m.	(Click Here to Register)
September 15, 2016 from 9:00 – 12:30 p.m.	(Click Here to Register)
October 27, 2016 from 9:00 am – 12:30 pm	(Click Here to Register)
November 15, 2016 from 9:00 – 12:30 p.m.	(Click Here to Register)
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. Organizational Ethics for Managers is a half-day session. (Who Should Attend? ALL Supervisors, Managers, and Directors)	

Management Course

CONFLICT MANAGEMENT – All EMPLOYEES , by Kym Wiggins – Organizational Resource Solutions, Inc.	
MS E-Center, 2nd Floor – E-INNOVATIONS LAB	
August 30, 2016 from 1:00 – 4:30 p.m.	(Click Here to Register)
September 21, 2016 from 9:00 – 12:30 p.m.	(Click Here to Register)
October 6, 2016 from 9:00 – 12:30 p.m.	(Click Here to Register)
November 17, 2016 from 9:00 – 12:30 p.m.	(Click Here to Register)
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)	


All Employees

MANAGING CONFLICT EFFECTIVELY - FRONT LINE EMPLOYEES , by Kym Wiggins – Organizational Resource Solutions, Inc.	
MS E-Center, 2nd Floor – E-INNOVATIONS LAB & CALIFORNIA ROOM	
August 24, 2016 from 9:00 – 4:00 p.m. (Full Day)	MS e-Center – E-INNOVATIONS LAB (Click Here to Register)
September 29, 2016 from 9:00 – 4:00 p.m. (Full Day)	MS e-Center – E-INNOVATIONS LAB (Click Here to Register)
October 12, 2016 from 9:00 – 4:00 p.m. (Full Day)	MS e-Center – E-INNOVATIONS LAB (Click Here to Register)
November 10, 2016 from 9:00 – 4:00 p.m. (Full Day)	MS e-Center – E-INNOVATIONS LAB (Click Here to Register)
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)	

Management Course

EMOTIONAL INTELLIGENCE – The Other Kind of Smart - ALL EMPLOYEES , by Terri Torrance – Organizational Resource Solutions, Inc.	
MS E-Center, 2nd Floor – E-INNOVATIONS LAB	
August 31, 2016 from 1:00 – 4 30 p.m.	(Click Here to Register)
September 22, 2016 from 9:00 – 12:30 p.m.	(Click Here to Register)
October 26, 2016 from 9:00 – 12:30 p.m.	(Click Here to Register)
November 21, 2016 from 9:00 – 12:30 p.m.	(Click Here to Register)
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)	

All Employees

TEAMBULDING – Built to Last ALL EMPLOYEES & TEAMS , by Kym Wiggins – ORS, Inc.		
MS E-Center, 2 nd Floor – E-INNOVATIONS LAB		
September 14, 2016 from 9:00 – 12:30 p.m.	(Click Here to Register)	
October 19, 2016 from 9:00 – 12:30 p.m.	(Click Here to Register)	
November 16, 2016 from 9:00 – 12:30 p.m.	(Click Here to Register)	
<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. Team building is a half day session designed for all employees. (Who should attend? All Employees, Teams, Managers, Departments, Management Groups & Employee Groups)</p>		

All Employees

All Employees

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.

Cancellations

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 cancellations 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 cancellation 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 Human Resources Website Link:
<http://www.jsums.edu/professionaldevelopment/events/upcoming/>
- Contact **Rod Denne'** at rod.denne@jsums.edu using the **email title: Training Calendar Request**