

UNIVERSITY OPERATIONS TRAINING

ELECTRONIC PERSONNEL ACTION FORMS FOR ORIGINATORS - EMPLOYEES - Department Human Resources	
College of Business H.R Training Lab, Department of Human Resources	
September 27, 2018 from 9:00 a.m. – 11:00 a.m.	(Click Here to Register)
October 25, 2018 from 9:00 a.m. – 11:00 a.m.	(Click Here to Register)
December 6, 2018 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)).	

Employees

ELECTRONIC PERSONNEL ACTION FORMS FOR APPROVERS - MANAGEMENT - Department Human Resources	
College of Business H.R Training Lab, Department of Human Resources	
September 27, 2018 from 2:00 p.m. – 3:30 p.m.	(Click Here to Register)
October 25, 2018 from 2:00 p.m. – 3:30 p.m.	(Click Here to Register)
December 6, 2018 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)).	

Management

DOCUMENTATION FOR SUPERVISORS: Processing for Success - MANAGEMENT - Department of Human Resources	
College of Business H.R Training Lab, Department of Human Resources	
November 13, 2018 from 9:00 a.m. - 11:00 a.m.	(Click Here to Register)
This presentation is intended for supervisors and other individuals who manage employees. It is designed to ensure that both proper documentation and that the university's policy and procedures are followed. Good documentation creates a record of employment, including facts of incidences about, discipline, medical leave such as FMLA, accommodations such as ADA, performance feedback, harassment claims, training and career development, pay practices, and recruiting practices. Come learn how to document effectively. (Who should attend? MANAGEMENT)	

Management

SEARCH COMMITTEE TRAINING - CURRENT & FUTURE COMMITTEE MEMBERS - Department of Human Resources	
College of Business H.R Training Lab, Department of Human Resources	
September 27, 2018 from 10:00 a.m. - 11:30 a.m.	(Click Here to Register)
October 25, 2018 from 10:00 a.m. - 11:30 a.m.	(Click Here to Register)
November 29, 2018 from 10:00 a.m. - 11:30 a.m.	(Click Here to Register)
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)	

All Employees

BUDGET & POSITION CONTROL TRAINING - All EMPLOYEES - Budget & Financial Analysis		All Employees
College of Liberal Art, 2 nd Floor-Room 205		
October 11, 2018 from 2:00 – 4:00 p.m.	(Click Here to Register)	
November 15, 2018 from 2:00 – 4:00 p.m.	(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)		

UNDERSTANDING EQUAL EMPLOYMENT OPPORTUNITY AND PROTECTION UNDER LAW – ALL EMPLOYEES		Newly Hired Employees
Division of General Counsel		
New Student Union, 3 rd Floor Conference Room 3241		
October 4, 2018 from 10:00 a.m. - 11:30 a.m.	(Click Here to Register)	
December 11, 2018 from 10:00 a.m. - 11:30 a.m.	(Click Here to Register)	
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		All Employees
New Student Union, 3 rd Floor Senate Chambers – Room 3250		
October 23, 2018 from 1:00 p.m. – 3:30 p.m.	(Invitation Only)	
November 13, 2018 from 1:00 p.m. – 3:30 p.m.	(Invitation Only)	
December 11, 2018 from 1:00 p.m. – 3:30 p.m.	(Invitation Only)	
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 dimensions of JSU One Service. (Who Should Attend? Recently Hire Employees)		

LEAVE MANAGEMENT: UNDERSTANDING FMLA – ALL EMPLOYEES - Department of Human Resources		
Sampson Library 2 nd Floor of the Auditorium		
October 30, 2018 from 10:00 a.m. - 11:30 a.m.	(Click Here to Register)	NEW COURSE TOPIC
November 16, 2018 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)		

All Employees

THE SUPERVISOR ROLE: SKILLS & TOOLS FOR SUCCESS – MANAGEMENT - Department of Human Resources			Management
Sampson Library 2 nd Floor of the Auditorium			
November 8, 2018 from 10:00 a.m. - 11:30 a.m.	(Click Here to Register)	NEW COURSE TOPIC	
This training is designed to provide current and new supervisors with a review of University policies, practices, and suggested skills for success within the academy. Participants will review the basics of effectively communicating a shared vision, employee motivation, performance management, and University compliance. (Who should attend? All Employees)			

PROFESSIONAL DEVELOPMENT TRAINING & WORKSHOPS

TEAMBUILDING – Built to Last - ALL EMPLOYEES & TEAMS– Department of Human Resources Sampson Library 2nd Floor of the Auditorium October 24, 2018 from 9:00 a.m. - 12:00 p.m. (Click Here to Register)	UPDATED COURSE	<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. <i>Team building</i> is a half-day session designed for all employees. (Who should attend? All Employees, Teams, Managers, Departments, Management Groups & Employee Groups)</p>
MANAGING DIFFICULT CONVERSATIONS – It's Not What You Say, It's How You Say It. – ALL EMPLOYEES Department of Human Resources Sampson Library 2nd Floor of the Auditorium October 10, 2018 from 9:00 a.m. - 12:00 p.m. (Click Here to Register)	NEW COURSE TOPIC	<p>This session is intended to help participants identify difficult people, identify personal triggers and reactions; and to equip them with practical skills to lessen the frustration associated with dealing with them. This course is developed as a three-hour course for supervisors and front-line employees. This course reinforces the following behavioral competencies: self-management, interpersonal skills, communication skills, emotional maturity, working through others, and problem-solving. (Who should Attend? All Employees)</p>
PROFESSIONALISM – ALL EMPLOYEES – Department of Human Resources Sampson Library 2nd Floor of the Auditorium September 28, 2018 from 9:00 a.m. -12:00 p.m. (Click Here to Register) December 13, 2018 from 9:00 a.m. -12:00 p.m. (Click Here to Register)		<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, this course is designed to train employees on how to showcase themselves and stand out among the crowd. (Who should attend? All Employees)</p>
EVERYDAY ETHICS - ALL EMPLOYEES – Department of Human Resources H.T. Sampson Library 2nd Floor Auditorium November 7, 2018 from 9:00 a.m. – 12:30 p.m. (Click Here to Register)		<p>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. <i>Everyday Ethics is a half-day session for all employees and is a pre-requisite for the supervisor/manager course Organizational Ethics for Managers.</i> (Who Should Attend? All Employees)</p>

ORGANIZATIONAL ETHICS FOR MANAGERS – MANAGEMENT – Department of Human Resources	
H.T. Sampson Library 2 nd Floor Auditorium	
November 28, 2018 from 9:00 a.m. - 12:30 p.m.	(Click Here to Register)
<p>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. <i>Organizational Ethics for Managers</i> is a half-day session. (Who Should Attend? ALL Supervisors, Managers, and Directors)</p>	

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.

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.

