

UNIVERSITY OPERATIONS TRAINING

ELECTRONIC PERSONNEL ACTION FORMS FOR ORIGINATORS - EMPLOYEES - Department Human Resources	
College of Business H.R Training Lab, Department of Human Resources	
May 22, 2019 from 9:00 a.m. – 11:00 a.m.	(Click Here to Register)
June 20, 2019 from 9:00 a.m. – 11:00 p.m.	(Click Here to Register)
July 25, 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)).	

Employees

ELECTRONIC PERSONNEL ACTION FORMS FOR APPROVERS – MANAGEMENT - Department Human Resources	
College of Business H.R Training Lab, Department of Human Resources	
May 22, 2019 from 2:00 p.m. – 3:30 p.m.	(Click Here to Register)
June 20, 2019 from 2:00 p.m. – 3:30 p.m.	(Click Here to Register)
July 25, 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)).	

Management

LEAVE MANAGEMENT: UNDERSTANDING FMLA – ALL EMPLOYEES - Department of Human Resources	
College of Business H.R Training Lab, Department of Human Resources	
May 15, 2019 from 10:00 a.m. - 11:30 a.m.	(Click Here to Register)
June 6, 2019 from 10:00 a.m. - 11:30 a.m.	(Click Here to Register)
July 24, 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)	

All Employees

DOCUMENTATION FOR SUPERVISORS: Processing for Success – MANAGEMENT - Department of Human Resources	
College of Business H.R Training Lab, Department of Human Resources	
June 12, 2019 from 9:00 a.m. - 11:00 a.m.	(Click Here to Register)
July 10, 2019 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 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

SEXUAL MISCONDUCT ADJUDICATION PANEL TRAINING – ALL EMPLOYEES		
Office of Student Diversity and Inclusion		
College of Business H.R Training Lab, Department of Human Resources		
May 16, 2019 from 9:00 a.m. – 12:00 p.m.	(Click Here to Register)	NEW COURSE TOPIC
June 13, 2019 from 9:00 a.m. – 12:00 p.m.	(Click Here to Register)	
July 11, 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.)		

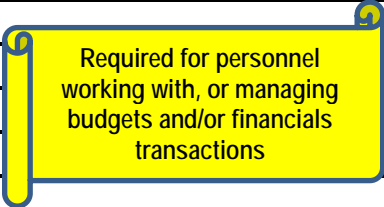
All Employees

All Employees

SEARCH COMMITTEE TRAINING – CURRENT & FUTURE COMMITTEE MEMBERS – Department of Human Resources		
College of Business H.R Training Lab, Department of Human Resources		
May 20, 2019 from 10:00 a.m. - 11:30 a.m.	(Click Here to Register)	NEW COURSE TOPIC
June 19, 2019 from 10:00 a.m. - 11:30 a.m.	(Click Here to Register)	
July 16, 2019 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)		

Search Committee

Search Committee

BUDGET & POSITION CONTROL TRAINING - All EMPLOYEES - Budget & Financial Analysis		
College of Business H.R Training Lab, Department of Human Resources		
April 30, 2019 from 9:00 a.m. – 11:00 a.m.	(Click Here to Register)	
April 30, 2019 from 2:00 p.m. – 4:00 p.m.	(Click Here to Register)	
May 1, 2019 from 9:00 a.m. – 11:00 a.m.	(Click Here to Register)	
May 1, 2019 from 2:00 p.m. – 4:00 p.m.	(Click Here to Register)	
May 7, 2019 from 9:00 a.m. – 11:00 a.m.	(Click Here to Register)	
May 7, 2019 from 2:00 p.m. – 4:00 p.m.	(Click Here to Register)	
May 9, 2019 from 9:00 a.m. – 11:00 a.m.	(Click Here to Register)	
May 9, 2019 from 2:00 p.m. – 4:00 p.m.	(Click Here to Register)	
May 14, 2019 from 9:00 a.m. – 11:00 a.m.	(Click Here to Register)	
May 14, 2019 from 2:00 p.m. – 4:00 p.m.	(Click Here to Register)	
May 15, 2019 from 9:00 a.m. – 11:00 a.m.	(Click Here to Register)	
May 15, 2019 from 2:00 p.m. – 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)		

Employees Working With or Managing Budgets

Employees Working With or Managing Budgets

THE SUPERVISOR ROLE: SKILLS & TOOLS FOR SUCCESS – MANAGEMENT - Department of Human Resources		
College of Business H.R Training Lab, Department of Human Resources		
May 29, 2019 from 10:00 a.m. - 11:30 a.m.	(Click Here to Register)	NEW COURSE TOPIC
June 4, 2019 from 10:00 a.m. - 11:30 a.m.	(Click Here to Register)	
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)		

Management

New Hire Customer Service Onboarding - (NEW HIRES) – Department of Human Resources		Newly Hired Employees
New Student Union, 3 rd Floor Senate Chambers – Room 3250		
April 23, 2019 from 1:00 p.m. – 3:30 p.m.	(Invitation Only)	
May 21, 2019 from 1:00 p.m. – 3:30 p.m.	(Invitation Only)	
June 18, 2019 from 1:00 p.m. – 3:30 p.m.	(Invitation Only)	
July 23, 2019 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 (5) dimensions of JSU One Service. (Who Should Attend? Recently Hired Employees)		

PROFESSIONAL DEVELOPMENT TRAINING & WORKSHOPS

EMOTIONAL INTELLIGENCE – The Other Kind of Smart - ALL EMPLOYEES - Department of Human Resources		All Employees
H.T. Sampson Library 2 nd Floor Auditorium		
June 5, 2019 from 9:00 a.m. – 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)		

WORK/LIFE BALANCE - ALL EMPLOYEES & TEAMS – Department of Human Resources		
Sampson Library 2 nd Floor of the Auditorium		
July 18, 2019 from 9:00 a.m. - 12:00 p.m.	(Click Here to Register)	NEW COURSE TOPIC
Achieving healthy Work/Life Balance is the ability to create harmony between the different aspects of an individual's life, with the intention of making individuals more productive and less stressed. Participants will engage in introspective, interactive work sessions aimed at identifying active, ongoing obligations, core work and personal values, and time management practices. This session will introduce practical strategies to enhance time and stress management skills. (Who should attend? All Employees, Teams, Managers, Departments, Management Groups & Employee Groups)		

All Employees

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	NEW COURSE TOPIC
July 9, 2019 from 9:00 a.m. - 12:00 p.m. (Click Here to Register)	
This session is intended to help participants identify difficult people, identify personal triggers and reactions; and to equip them with practice 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)	

Management

MANAGING CONFLICT EFFECTIVELY - MANAGEMENT - Department of Human Resources	
H.T. Sampson Library 2nd Floor Auditorium	NEW COURSE TOPIC
June 20, 2019 from 9:00 a.m. - 12:30 p.m. (Click Here to Register)	
Conflict is a part of our daily life, at work, at home, and in other settings. Research has shown that the typical supervisor spends 25-40% her time hearing, intervening, documenting or attempting to resolve workplace conflicts. This session will provide you with practical steps and techniques to address and establish employee accountability when limits are tested. This session addresses the core competencies Interpersonal Relations, Teamwork and Collaboration, and Interpersonal Communication. (Who should Attend? Supervisors, Managers, Directors, Administrators)	

All Employees

PROFESSIONALISM – ALL EMPLOYEES – Department of Human Resources	
Sampson Library 2nd Floor of the Auditorium	
April 23, 2019 from 9:00 a.m. -12:00 p.m. (Click Here to Register)	
July 17, 2019 from 9:00 a.m. -12:00 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

TEAMBUILDING – Built to Last - ALL EMPLOYEES & TEAMS – Department of Human Resources	
Sampson Library 2nd Floor of the Auditorium	
April 24, 2019 from 9:00 a.m. - 12:00 p.m. (Click Here to Register)	
June 27, 2019 from 9:00 a.m. - 12:00 p.m. (Click Here to Register)	
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)	

All Employees

CONFLICT MANAGEMENT – ALL EMPLOYEES - Department of Human Resources	All Employees
Sampson Library 2nd Floor of the Auditorium	
May 23, 2019 from 9:00 a.m. -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)	

EVERYDAY ETHICS – ALL EMPLOYEES - Department of Human Resources	
H.T. Sampson Library 2 nd Floor Auditorium	
June 11, 2019 from 9:00 a.m. - 12:30 p.m.	(Click Here to Register)
July 25, 2019 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 mean 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>	

All Employees

ORGANIZATIONAL ETHICS FOR MANAGERS – MANAGEMENT – Department of Human Resources		management
H.T. Sampson Library 2 nd Floor Auditorium		
May 22, 2019 from 9:00 a.m. - 12:30 p.m.	(Click Here to Register)	
July 2, 2019 from 9:00 a.m. - 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. <i>Organizational Ethics for Managers</i> is a half-day session. (Who Should Attend? ALL Supervisors, Managers, and Directors)		

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.

