## UNIVERSITY OPERATIONS TRAINING

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Register Link</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>May 22, 2019</td>
<td>9:00 a.m. – 11:00 a.m.</td>
<td>College of Business H.R Training Lab</td>
<td>[Click Here to Register]</td>
<td>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].)</td>
</tr>
<tr>
<td>June 20, 2019</td>
<td>9:00 a.m. – 11:00 p.m.</td>
<td>College of Business H.R Training Lab</td>
<td>[Click Here to Register]</td>
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</tr>
<tr>
<td>July 25, 2019</td>
<td>9:00 a.m. – 11:00 p.m.</td>
<td>College of Business H.R Training Lab</td>
<td>[Click Here to Register]</td>
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### ELECTRONIC PERSONNEL ACTION FORMS FOR APPROVERS – MANAGEMENT - Department Human Resources

<table>
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<tr>
<td>May 22, 2019</td>
<td>2:00 p.m. – 3:30 p.m.</td>
<td>College of Business H.R Training Lab</td>
<td>[Click Here to Register]</td>
<td>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].)</td>
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### LEAVE MANAGEMENT: UNDERSTANDING FMLA – ALL EMPLOYEES - Department of Human Resources

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<tr>
<td>May 15, 2019</td>
<td>10:00 a.m. - 11:30 a.m.</td>
<td>College of Business H.R Training Lab</td>
<td>[Click Here to Register]</td>
<td>This training will provide attendees with an understanding of Leave Management and the Family Medical Leave Act (FMLA). (Who should attend? All Employees)</td>
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<tr>
<td>June 6, 2019</td>
<td>10:00 a.m. - 11:30 a.m.</td>
<td>College of Business H.R Training Lab</td>
<td>[Click Here to Register]</td>
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</tr>
<tr>
<td>July 24, 2019</td>
<td>10:00 a.m. - 11:30 a.m.</td>
<td>College of Business H.R Training Lab</td>
<td>[Click Here to Register]</td>
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### DOCUMENTATION FOR SUPERVISORS: Processing for Success – MANAGEMENT - Department of Human Resources

<table>
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<tr>
<td>June 12, 2019</td>
<td>9:00 a.m. - 11:00 a.m.</td>
<td>College of Business H.R Training Lab</td>
<td>[Click Here to Register]</td>
<td>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)</td>
</tr>
<tr>
<td>July 10, 2019</td>
<td>9:00 a.m. - 11:00 a.m.</td>
<td>College of Business H.R Training Lab</td>
<td>[Click Here to Register]</td>
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### 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)
- **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.)

### 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)
- **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)

### 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)
### 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)
- **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)*

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

**New Student Union, 3rd 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 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**

**H.T. Sampson Library 2nd 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 2nd Floor of the Auditorium**

- **July 18, 2019 from 9:00 a.m. - 12:00 p.m.** (Click Here to Register)

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)*
### MANAGING CONFLICT EFFECTIVELY - MANAGEMENT - Department of Human Resources

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<td>H.T. Sampson Library 2nd Floor Auditorium</td>
<td>June 20, 2019</td>
<td>9:00 a.m. - 12:30 p.m.</td>
<td>(Click Here to Register)</td>
<td>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% of 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 of Interpersonal Relations, Teamwork and Collaboration, and Interpersonal Communication. (Who should Attend? Supervisors, Managers, Directors, Administrators)</td>
<td>Supervisors, Managers, Directors, Administrators</td>
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### PROFESSIONALISM – ALL EMPLOYEES – Department of Human Resources

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<td>Sampson Library 2nd Floor of the Auditorium</td>
<td>April 23, 2019</td>
<td>9:00 a.m. - 12:00 p.m.</td>
<td>(Click Here to Register)</td>
<td>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)</td>
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### TEAMBUILDING – Built to Last – ALL EMPLOYEES & TEAMS – Department of Human Resources

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<td>April 24, 2019</td>
<td>9:00 a.m. - 12:00 p.m.</td>
<td>(Click Here to Register)</td>
<td>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 &amp; Employee Groups)</td>
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<td>Sampson Library 2nd Floor of the Auditorium</td>
<td>June 27, 2019</td>
<td>9:00 a.m. - 12:00 p.m.</td>
<td>(Click Here to Register)</td>
<td>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 &amp; Employee Groups)</td>
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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.