

**UNIVERSITY OPERATIONS TRAINING**

Electronic Personnel Action Forms for Approvers - <b>(MANAGEMENT)</b> , by <i>Linda Wilson – Human Resources</i>	Persons Originating EPAFs
College of Business H.R Training Lab, Department of Human Resources – Suite 530	
February 20, 2020 from 2:00 p.m. – 3:30 p.m. <a href="#">(Click Here to Register)</a>	
March 19, 2020 from 2:00 p.m. – 3:30 p.m. <a href="#">(Click Here to Register)</a>	
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 <b>approving departmental PAFs (Personnel Action Forms)</b> ).	

Electronic Personnel Action Forms for Originators- <b>(EMPLOYEES)</b> , by <i>Linda Wilson – Human Resources</i>	Persons Approving EPAFs
College of Business H.R Training Lab, Department of Human Resources – Suite 530	
February 20, 2020 from 9:00 a.m. – 11:00 a.m. <a href="#">(Click Here to Register)</a>	
March 19, 2020 from 9:00 a.m. – 11:00 p.m. <a href="#">(Click Here to Register)</a>	
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 <b>executing departmental PAFs (Personnel Action For</b>	

<b>SEXUAL MISCONDUCT ADJUDICATION PANEL TRAINING – ALL EMPLOYEES</b>	Personnel Serving on Panel
Office of Student Diversity and Inclusion	
College of Business H.R Training Lab, Department of Human Resources	
February 20, 2020 from 9:00 a.m. – 12:00 p.m. <a href="#">(Click Here to Register)</a>	
March 19, 2020 from 9:00 a.m. – 12:00 p.m. <a href="#">(Click Here to Register)</a>	
<p>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? <b>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.</b>)</p>	

SEARCH COMMITTEE TRAINING – <b>REQUIRED FOR CURRENT &amp; FUTURE COMMITTEE MEMBERS</b> – Department of Human Resources	Search Committee Members
College of Business H.R Training Lab, Department of Human Resources	
January 30, 2020 from 10:00 a.m. - 11:30 a.m. <a href="#">(Click Here to Register)</a>	
February 26, 2020 from 10:00 a.m. - 11:30 a.m. <a href="#">(Click Here to Register)</a>	
March 25, 2020 from 10:00 a.m. - 11:30 a.m. <a href="#">(Click Here to Register)</a>	
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? <b>Current and Future Search Committee Members</b> )	

LEAVE MANAGEMENT: UNDERSTANDING FMLA – <b>ALL EMPLOYEES</b> - Department of Human Resources	All Employees
College of Business H.R Training Lab, Department of Human Resources	
February 13, 2020 from 10:00 a.m. - 11:30 a.m. <a href="#">(Click Here to Register)</a>	
March 10, 2020 from 10:00 a.m. - 11:30 a.m. <a href="#">(Click Here to Register)</a>	
This training will provide attendees with an understanding of Leave Management and the Family Medical Leave Act (FMLA). (Who should attend? <b>All Employees</b> )	

UNDERSTANDING EQUAL EMPLOYMENT OPPORTUNITY AND PROTECTION UNDER LAW – <b>ALL EMPLOYEES</b> Division of General Counsel	All Employees	
<b>New Student Union, 3<sup>rd</sup> Floor Conference Room 3241</b>		
February 19, 2020 from 10:30 a.m. - 12:00 p.m. <a href="#">(Click Here to Register)</a>		
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? <b>All Employees</b> )		

New Hire Customer Service Onboarding - ( <b>NEW HIRES</b> ) by Rod Denne' – Human Resources	Newly Hired Personnel
College of Business H.R Training Lab, Department of Human Resources	
February 25, 2020 from 12:30 p.m. – 2:30 p.m.      (Invitation Only)	
March 24, 2020 from 12:30 p.m. – 2:30 p.m.      (Invitation Only)	
April 21, 2020 from 12:30 p.m. – 2:30 p.m.      (Invitation Only)	
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 <b>approving departmental PAFs (Personnel Action Forms)</b> .)	

BUDGET & POSITION CONTROL TRAINING - <b>All EMPLOYEES</b> - Budget & Financial Analysis	Working With Budgets	
College of Business H.R Training Lab, Department of Human Resources		
February 20, 2020 from 2:00 p.m. – 4:00 p.m. <a href="#">(Click Here to Register)</a>		
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? <b>Persons responsible for or managing departmental budgets</b> )		

Personnel working with, or managing budgets

# PROFESSIONAL DEVELOPMENT TRAINING & WORKSHOPS

<b>COMMUNICATING TO INFLUENCE – MANAGEMENT</b> , by Kym Wiggins – Intrepidus, Inc.	
Sampson Library 2 <sup>nd</sup> Floor of the Auditorium	
March 31, 2020 from 9:00 a.m. - 12:00 p.m.	<a href="#">(Click Here to Register)</a>
<p>Participants will learn to build stronger, more trusting relationships through powerful communications. This course will introduce students to the basic communication process. Participants will learn to define communication goals and identify the most effective method of delivery. This course will explore strategies on how to identify and overcome barriers. It will introduce influencing techniques coupled with interactive exercises that will reinforce these techniques. Participants will also learn to communicate and facilitate large group interactions-virtually and face-to-face.</p> <p>This session is developed as a <b>three-hour course for management</b>. This course reinforces the following behavioral competencies: communications interpersonal relations, accountability and customer service.</p>	

Management

<b>MANAGING DIFFICULT CONVERSATIONS – It’s Not What You Say, It’s How You Say It, MANAGEMENT TRAINING SESSION</b> by Kym Wiggins – Intrepidus, Inc.	
Sampson Library 2 <sup>nd</sup> Floor of the Auditorium	
February 12, 2020 from 9:00 a.m. - 12:00 p.m.	<a href="#">(Click Here to Register)</a>
<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.</p> <p>This course is developed as a <b>three-hour course for supervisors and front-line employees</b>. This course reinforces the following behavioral competencies: self-management, interpersonal skills, communication skills, emotional maturity, working through others, and problem-solving. <b>(Who should Attend? Supervisors, Managers, Directors, Administrators)</b></p>	

All Employees

<b>CONFLICT MANAGEMENT – ALL EMPLOYEES</b> - Department of Human Resources	
Sampson Library 1 <sup>st</sup> Floor LITERACY CLASSROOM	
February 27, 2020 from 9:00 a.m. -12:30 p.m.	<a href="#">(Click Here to Register)</a>
<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. <b>(Who should Attend? All Employees)</b></p>	

All Employees

<b>TEAMBULDING – Built to Last - ALL EMPLOYEES &amp; TEAMS</b> , by Kym Wiggins – Intrepidus, Inc.	
Sampson Library 2 <sup>nd</sup> Floor of the Auditorium	
March 12, 2020 from 9:00 a.m. - 12:30 p.m.	<a href="#">(Click Here to Register)</a>
<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. <b>Team building</b> is a half-day session designed for all employees. <b>(Who should attend? All Employees, Teams, Managers, Departments, Management Groups &amp; Employee Groups)</b></p>	

Employees & Teams

**YOUR PERSONAL DESIGN: Work / Life Balance – ALL EMPLOYEES - by Kym Wiggins – Intrepidus, Inc**

**Sampson Library 2<sup>nd</sup> Floor of the Auditorium**

**January 29, 2020 from 9:00 a.m. - 11:00 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.

This is developed as a **two-hour course for supervisors and front-line employees**. This course reinforces the following competencies: work ethic, service orientation, self-management, self-development, and problem-solving and decision-making skills. **(Who should attend? EMPLOYEES at all levels)**

All Employees

### 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.

All Employees



Staff Development & Talent Management Center  
 Training Calendar, April 2020 – June 2020

UNIVERSITY OPERATIONS TRAINING

Electronic Personnel Action Forms for Approvers - <b>(MANAGEMENT)</b> , by <i>Linda Wilson – Human Resources</i>	Persons Originating EPAFs
College of Business H.R Training Lab, Department of Human Resources – Suite 530	
April 23, 2020 from 2:00 p.m. – 3:30 p.m. <a href="#">(Click Here to Register)</a>	
May 21, 2020 from 2:00 p.m. – 3:30 p.m. <a href="#">(Click Here to Register)</a>	
June 18, 2020 from 2:00 p.m. – 3:30 p.m. <a href="#">(Click Here to Register)</a>	
<p>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 <b>approving departmental PAFs (Personnel Action Forms)</b>).</p>	

Electronic Personnel Action Forms for Originators- <b>(EMPLOYEES)</b> , by <i>Linda Wilson – Human Resources</i>	Persons Approving EPAFs
College of Business H.R Training Lab, Department of Human Resources – Suite 530	
April 23, 2020 from 9:00 a.m. – 11:00 a.m. <a href="#">(Click Here to Register)</a>	
May 21, 2020 from 9:00 a.m. – 11:00 p.m. <a href="#">(Click Here to Register)</a>	
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<p>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 <b>executing departmental PAFs (Personnel Action Forms)</b>).</p>	

SEXUAL MISCONDUCT ADJUDICATION PANEL TRAINING – <b>ALL EMPLOYEES</b>	Personnel Serving on Panel
Office of Student Diversity and Inclusion	
College of Business H.R Training Lab, Department of Human Resources	
April 23, 2020 from 9:00 a.m. – 12:00 p.m. <a href="#">(Click Here to Register)</a>	
May 28, 2020 from 9:00 a.m. – 12:00 p.m. <a href="#">(Click Here to Register)</a>	
June 25, 2020 from 9:00 a.m. – 12:00 p.m. <a href="#">(Click Here to Register)</a>	NEW COURSE TOPIC
<p>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? <b>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.</b>)</p>	

<b>SEARCH COMMITTEE TRAINING – REQUIRED FOR CURRENT &amp; FUTURE COMMITTEE MEMBERS – Department of Human Resources</b>
College of Business H.R Training Lab, Department of Human Resources
April 30, 2020 from 10:00 a.m. - 11:30 a.m. <a href="#">(Click Here to Register)</a>
May 27, 2020 from 10:00 a.m. - 11:30 a.m. <a href="#">(Click Here to Register)</a>
June 26, 2020 from 10:00 a.m. - 11:30 a.m. <a href="#">(Click Here to Register)</a>
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? <b>Current and Future Search Committee Members</b> )

Search Committee Members

<b>LEAVE MANAGEMENT: UNDERSTANDING FMLA – ALL EMPLOYEES - Department of Human Resources</b>
College of Business H.R Training Lab, Department of Human Resources
April 9, 2020 from 10:00 a.m. - 11:30 a.m. <a href="#">(Click Here to Register)</a>
May 14, 2020 from 10:00 a.m. - 11:30 a.m. <a href="#">(Click Here to Register)</a>
June 17, 2020 from 10:00 a.m. - 11:30 a.m. <a href="#">(Click Here to Register)</a>
This training will provide attendees with an understanding of Leave Management and the Family Medical Leave Act (FMLA). (Who should attend? <b>All Employees</b> )

<b>BUDGET &amp; POSITION CONTROL TRAINING - ALL EMPLOYEES - Budget &amp; Financial Analysis</b>
College of Business H.R Training Lab, Department of Human Resources
April 23, 2020 from 2:00 p.m. – 4:00 p.m. <a href="#">(Click Here to Register)</a>
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? <b>Persons responsible for or managing departmental budgets</b> )

Personnel working with, or managing budgets

Working With Budgets

<b>New Hire Customer Service Onboarding - (NEW HIRES) by Rod Denne' – Human Resources</b>
College of Business H.R Training Lab, Department of Human Resources
April 1, 2020 from 12:30 p.m. – 2:30 p.m. (Invitation Only)
April 16, 2020 from 12:30 p.m. – 2:30 p.m. (Invitation Only)
May 1, 2020 from 12:30 p.m. – 2:30 p.m. (Invitation Only)
May 18, 2020 from 12:30 p.m. – 2:30 p.m. (Invitation Only)
June 1, 2020 from 12:30 p.m. – 2:30 p.m. (Invitation Only)
June 16, 2020 from 12:30 p.m. – 2:30 p.m. (Invitation Only)
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 <b>approving departmental PAFs (Personnel Action Forms)</b> .)

DOCUMENTATION FOR SUPERVISORS: Processing for Success – <b>MANAGEMENT</b> - Department of Human Resources	
College of Business 5 <sup>th</sup> Floor, Department of Human Resources – Suite 530	
May 7, 2020 from 9:00 a.m. - 11:00 a.m.	<a href="#">(Click Here to Register)</a>
June 4, 2020 from 9:00 a.m. - 11:00 a.m.	<a href="#">(Click Here to Register)</a>
<p>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. <b>(Who should attend? MANAGEMENT)</b></p>	

Management

UNDERSTANDING EQUAL EMPLOYMENT OPPORTUNITY AND PROTECTION UNDER LAW – <b>ALL EMPLOYEES</b>	
Division of General Counsel	
New Student Union, 3 <sup>rd</sup> Floor Conference Room 3241	
April 29, 2020 from 10:30 a.m. - 12:00 p.m.	<a href="#">(Click Here to Register)</a>
<p>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. <b>(Who should attend? All Employees)</b></p>	

All Employees

## PROFESSIONAL DEVELOPMENT TRAINING & WORKSHOPS

COMMUNICATING TO INFLUENCE – <b>MANAGEMENT</b> , by Kym Wiggins – <i>Intrepidus, Inc.</i>	
Sampson Library 2 <sup>nd</sup> Floor of the Auditorium	
April 28, 2020 from 9:00 a.m. - 12:00 p.m.	<a href="#">(Click Here to Register)</a> (Relocated to the 1 <sup>st</sup> Floor Literacy Classroom)
June 9, 2020 from 9:00 a.m. - 12:00 p.m.	<a href="#">(Click Here to Register)</a>
<p>Participants will learn to build stronger, more trusting relationships through powerful communications. This course will introduce students to the basics of the communication process. Participants will learn to define communication goals and identify the most effective method of delivery. This course will explore strategies on how to identify and overcome barriers. It will introduce influencing techniques coupled with interactive exercises that will reinforce these techniques. Participants will also learn to communicate and facilitate large group interactions-virtually and face-to-face. This session is developed as a <b>three (3) hour course for management</b>. This course reinforces the following behavioral competencies: communications, interpersonal relations, accountability and customer service.</p>	

Management

MANAGING DIFFICULT CONVERSATIONS – It's Not What You Say, It's How You Say It, <b>MANAGEMENT TRAINING SESSION</b>	
by Kym Wiggins – <i>Intrepidus, Inc.</i>	
Sampson Library 2 <sup>nd</sup> Floor of the Auditorium	
April 8, 2020 from 9:00 a.m. - 12:00 p.m.	<a href="#">(Click Here to Register)</a>
<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 <b>three-hour course for supervisors and front-line employees</b>. This course reinforces the following behavioral competencies: self-management, interpersonal skills, communication skills, emotional maturity, working through others, and problem-solving. <b>(Who should Attend? Supervisors, Managers, Directors, Administrators)</b></p>	

Management



<b>"IF I HAVE TO DO IT, WHY DO I NEED YOU?": MANAGEMENT TECHNIQUES FOR MOTIVATING EMPLOYEES – MANAGEMENT</b> Department of Human Resources	
<b>Sampson Library 2<sup>nd</sup> Floor of the Auditorium</b>	
May 13, 2020 from 9:00 a.m. - 12:00 p.m.	<a href="#">(Click Here to Register)</a>
As a manager, you're charged with figuring out how to motivate employees to accomplish work goals. Fortunately, you control the key environmental factors that are necessary to achieve this. This session will equip managers with a deeper understanding of what motivates employees and increases their level of satisfaction. (Who should attend? <b>Supervisors, Managers, Directors, Administrators</b> )	

Management

<b>YOUR PERSONAL DESIGN: Work / Life Balance – ALL EMPLOYEES - by Kym Wiggins – Intrepidus, Inc</b>	
<b>Sampson Library 2<sup>nd</sup> Floor of the Auditorium</b>	
June 24, 2020 from 9:00 a.m. - 11:00 p.m.	<a href="#">(Click Here to Register)</a>
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.	
This is developed as a <b>two-hour course for supervisors and front-line employees</b> . This course reinforces the following competencies: work ethic, service orientation, self-management, self-development, and problem-solving and decision-making skills. (Who should attend? <b>EMPLOYEES at all levels</b> )	

All Employees

<b>TEAMBULDING – Built to Last - ALL EMPLOYEES &amp; TEAMS – Department of Human Resources</b>	
<b>Sampson Library 2<sup>nd</sup> Floor of the Auditorium</b>	
May 22, 2020 from 9:00 a.m. - 12:00 p.m.	<a href="#">(Click Here to Register)</a>
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. <b>Team building</b> is a half-day session designed for all employees. (Who should attend? <b>All Employees, Teams, Managers, Departments, Management Groups &amp; Employee Groups</b> )	

All Employees

### Cancellations

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