



*Employee*

# DEVELOPMENT

Course Catalog

VALDOSTA STATE UNIVERSITY

# FALL

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# The Office of Employee Development

# Welcomes You!

Dear VSU Community & Regional Partners,

We are pleased to announce our professional development courses for the 2017 Fall Semester. We hope that you find the courses interesting and beneficial to your growth at VSU. We have an abundance of offerings, including certificate programs. These courses are open to all VSU faculty, staff, and student employees. We will also offer customized classes, departmental retreats, and meeting facilitation upon request.

In addition to the classes offered through the Office of Employee and Organizational Development, we have included information about other departments on campus which provide specialized employee training.

If your department provides workshops or resource information for employees and you would like your information included in future issues, please contact Rebecca Murphy at **229.259.5105**.

Please share this information with others you know who might find it useful. If you need additional copies, you may download this document from our website at:

**[www.valdosta.edu/training](http://www.valdosta.edu/training)**.

We wish you a productive and fulfilling semester.

Sincerely,

*Rebecca B. Murphy*

*Associate Director of Human Resources for Employee Development*  
229.259.5105 • [rbowes@valdosta.edu](mailto:rbowes@valdosta.edu)

Rebecca Murphy and the Staff of Human Resources and Employee Development

# Table of Contents

All courses are listed within a training category, which has been color-coded for easier navigation and reading. An alphabetical listing can be found in the index.

<b>General Information</b>	4
<b>Management / Leadership</b>	5
<b>Personal Development</b>	6
<b>Creative Services</b>	7
<b>Safety</b>	8
<b>Service Excellence</b>	9
<b>Technology</b>	13
<b>University Procedures</b>	14
<b>Academic Excellence</b>	17
<b>Index</b>	18

Other areas that have contributed to this catalog:

- I.T. Training
- Human Resources
- Procurement
- eLearning
- Creative Services
- Centralized Advising
- New Media Center
- Institutional Effectiveness
- Financial Services
- IDEA Center

## StayConnected!

Be sure to check our webpage for updates on classes throughout the semester.

[www.valdosta.edu/training](http://www.valdosta.edu/training)



### Why Skillport?

- Access a variety of learning resources such as books, white papers, analyst research reports, demos, & webinars.
- Create your own learning plan.
- Receive credit for completion of professional development courses.
- View & report your progress and scores.
- Print off certificates of achievement.

### How is it beneficial?

- Online development resources.
- Access from any web-enabled device.
- Helps improve work performance.
- Shares library of best practices.
- Consistently updated resources.

### Online Registration Process!

Take Advantage of the Online Registration Process by visiting:

[www.valdosta.edu/training](http://www.valdosta.edu/training)

and clicking on the Online Registration button. This database provides you with:

- Instant Registration of Courses
- Ability to Cancel Registrations
- Database to View Completed Courses
- Access to Catalog and Descriptions

# General Information

## Campus Training Programs

The programs listed in this catalog are open to all VSU employees. Classes are filled on a first come, first served basis. If a class is full, please call Employee Development at **229.259.5105** to be put on a waiting list. Waiting list registrants are notified of vacancies and placed into the classes as cancellations are received. If you register for a class, but are unable to attend, please cancel within 24 hours of the class. Classes are subject to cancellation if registration is low. **Employees should verify with their supervisors that they can attend a class during work hours.**

## Class Attendance

In order to receive credit for a class, participants must attend 90% of the scheduled class time. Students may miss scheduled class activities only in the event of illness, emergencies, or business-related reasons. The course instructor should be notified of planned absences or tardiness. For excused absences during multi-day courses, contact the instructor to discuss options available to receive full credit.

## Customized Programs

We provide customized training for departments upon request. Our office will work closely with the requesting department to identify the training needs, develop the course materials, deliver the course, and assess the effectiveness of the program. To request customized training fill out the form at <http://tinyurl.com/jqvqv3b> or by scanning the QR code below. For additional information about services, program, and resources, contact Rebecca Murphy at **229.259.5105** or at [rbowes@valdosta.edu](mailto:rbowes@valdosta.edu).



## Training Transcripts

Official records of attendance are maintained for training sessions offered or coordinated by our office. Employees or their supervisors needing a transcript for promotion or transfer purposes, or for discussion during the performance evaluation process, may request one by calling **229.259.5105**. Please allow **5** working days to process the request.

## New Employee Orientation

We provide orientation for full-time benefited staff and administrative employees on the second Thursday of every month. Veteran employees are always welcome to attend and learn more about the latest changes on campus.

### New Employee Orientation Will:

- Welcome Employees to the University & Acknowledge Employees' Value
- Help Employees Connect with Their New Workplace By Learning the Vision, Mission, & Goals of the University
- Educate Employees About University Services Provided By Various Departments On Campus & the People Who Work in Those Departments

### Icon Key


Administrative Assistant Certificate 

Advising 

Supervisory Management Certificate 

Leadership Series 

Available Online 

Professional Development Consortium 

Diversity Series 

# Management / Leadership

## Coaching Your Employees to Success

1 Day / 3 Hours



In today's workplace, the terms "coach" or "coaching" are frequently used but many don't really understand what the art of coaching actually entails. Have you ever given an employee an assignment and not gotten back what you wanted? Or maybe you feel like you are just not connecting with your employees like you should. This seminar is designed to help you communicate, delegate, and develop your employees like never before.

**Tuesday | October 17 | 1 - 4 pm**

**Instructor: Ashley Cooper, EOD**

**Where: UC Rose Room**

## Guiding Your Staff Through Change

1 Day / 3 Hours



Change is one of the biggest stress inducers in the workplace. Because change is inevitable, it is beneficial for supervisors to be able to help their employees recognize, prepare, navigate, and implement change in ways that are beneficial for the individual and the institution. A team ready for change is a team ready for successful action.

**Wednesday | September 13 | 9 am - 12 pm**

**Instructors: Ashley Cooper and Kate Belliveau, EOD**

**Where: UC Rose Room**

## Fundamentals of Management & Supervision

1 Day / 3 Hours



The ability to lead others is an important part of your professional effectiveness. What are the roles and responsibilities of a manager or supervisor? How is leading different from managing? What are the measures of an effective manager or supervisor? What are your strengths and areas for development as a manager or supervisor? This course will provide you the answers and build your management and supervision skills, in such areas as earning respect, setting the example, visioning, delegating, coaching, influencing, motivating and team building.

**Thursday | September 28 | 1 - 4 pm**

**Instructor: Ashley Cooper, EOD**

**Where: UC Rose Room**

## Human Resources 101

3 Day / 7 Hours



Human Resources 101 provides you with a thorough understanding of VSU policies and procedures and your role as a manager in ensuring compliance and implementing best practices when supervising others. It is designed as a hybrid course, where content is reviewed online prior to class so that class so that class time is spent discussing how to apply the information using case studies, scenario discussions, etc.

**Where: Skillsoft**

## Leadership Profile & Professional Plan

1 Day / 3 Hours



This session is part of the leadership training series. It comprises a leadership assessment to enable the participant the opportunity to understand his/her leadership style. Class participants will have an understanding of behavioral competencies of a model leader and will develop his/her own personal plan for continued leadership enhancement.

**Thursday | November 16 | 1 - 4 pm**

**Instructor: Kate Belliveau, EOD**

**Where: UC Rose Room**

## Conflict Management for Leaders

1 Day / 3 Hours



Participants enrolled in this course will explore being a collaborative problem solver. Topics include conflict analysis, individual responses to conflict, and strategic managerial intervention in non-productive conflict situations. On-going dialogue as a way to enhance performance management is discussed with attention given to methods for effectively handling both the supervisor's and the supervisee's emotions during a dialogue.

**Wednesday | September 27 | 1 - 5 pm**

**Instructor: Dr. Tim Hedeem, Kennesaw State University**

**Where: Details Forthcoming**

# Personal Development

## Presentation Skills

1 Day / 3 Hours



Are you one of those people stuck with dread when it comes to standing up and giving a presentation? Or maybe you just feel challenged with getting your message across. This class will offer a variety of practical tips and techniques to further your presentation skills.

**Wednesday | November 1 | 9 am - 12 pm**

**Instructor: Ashley Cooper, EOD**

**Where: UC Rose Room**

## Mindfulness: Managing Stress & Anxiety Relief

1 Day / 3 Hours



Mindfulness is the practice of being fully aware in the present moment. Mindfulness allows practitioners to live fully in the moment, wholeheartedly. There are countless benefits of mindfulness meditation. The practice enables you to understand your pain, lower stress levels, reduce brain chatter, focus your mind, and connect better with others.

In the first half of the training, we will:

- Review and discuss the basics of mindfulness.
- Discuss the intersection of mindfulness and the workplace.
- Gain an understanding of the benefits of mindfulness meditation.
- Complete a “Mindful Map” to assess strengths and areas for improvement.

In the second half of the training, we will:

- Learn basic mindfulness meditation practices.
- Learn strategies that can be used at home and on-the-go.
- Apply the information learned in the first session by engaging in short meditation practices.
- Set goals to live more mindfully and improve quality of life in the areas identified in the “Mindful Map” exercise.

**Monday | November 13 | 9:45 am - 12 pm**

**Instructor: Elizabeth McGuinness, EOD**

**& Chere Peguesse, Student Success Center**

**Where: UC Rose Room**

## Who Moved My Cheese

1 Day / 2.5 Hours



Who Moved My Cheese will help participants learn how to see change within an organization differently and gain an understanding of what tasks can be completed to make the biggest positive impact. It also provides practical Change Skills. Various Learning objectives will be met, including aiding individuals to prepare for organizational change by providing some simple ideas participants can use to succeed, gain specific change skills you can use to benefit the participant, the department, and the organization, and promote working as a team to achieve efficient and more successful transitioning skills to change.

**Wednesday | October 25 | 9 am - 12 pm**

**Instructor: Ashley Cooper, EOD**

**Where: UC Rose Room**

## Leading A Diverse Workforce

1 Day / 3 Hours



During this course, you will explore how, as a leader, you can empower people through understanding, valuing and capitalizing on all the strengths of each individual to enhance teamwork and increase effectiveness as a department and organization. Diversity is what builds teams — a collection of individual experiences, backgrounds, and cultures that can view problems and challenges from a wide-variety of lenses.

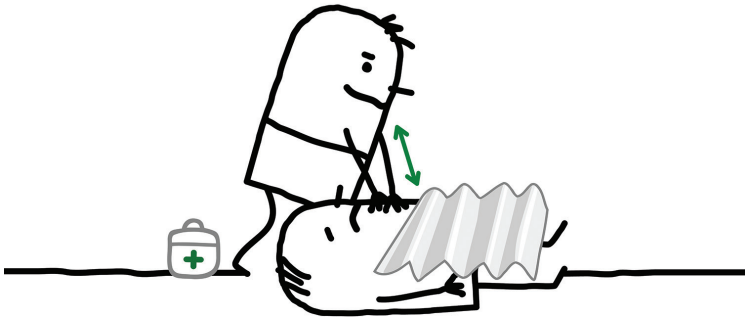
**Wednesday | November 15 | 1:30 - 4:30 pm**

**Instructor: Rebecca Murphy, EOD,  
& Kimberly Tanner, External Trainer**

**Where: UC Rose Room**



# Safety



## First Aid/CPR & AED 1 Day / 4 Hours

This hands-on skills training prepares you to respond to breathing and cardiac emergencies. It also teaches the skills and knowledge needed to provide care for victims of sudden cardiac arrest through the safe use of an automated external defibrillator (AED). The class can teach Adult CPR/AED, Child CPR/AED, and/or Infant CPR/AED (any combination of the three). Classes with less than 4 people registered will be cancelled. It is recommended that you wear comfortable clothes and arrive a few minutes early to fill out paper work. If interested, you can register through the Red Cross page on the VSU Campus rec page. This class is **\$65** for VSU affiliates and **\$100** for non VSU affiliates.

<https://shopcampusrec.valdosta.edu/>

**Friday | August 18 | 5 - 9 pm**

**Friday | October 19 | 5 - 9 pm**

**Friday | December 15 | 5 - 9 pm**

**Instructor: Campus Recreation Certified Instructor**

**Where: Campus Recreation Group Exercise Room**

## Workplace Safety 1 Day / 2 Hours

Do not wait until a crisis occurs; learn now how to prevent it and be prepared! In light of the increasing number of reports of violence in the workplace, including college campuses, VSU University Police, the Counseling Center and Human Resources have developed an information session on understanding and preventing Workplace/Campus Violence. This session will also review the new campus carry law and it's implications for our community.

**Wednesday | September 28 | 1 - 3 pm**

**Instructors: Ann Farmer, University Police**

**Where: University Center Theater**

## Defensive Driving 2 Days / 6 Hours

You will learn about how to manage risks by controlling visibility, time, and space. You will receive a certificate from AAA once you have attended the course and passed the written test. The program is free to all VSU employees and \$10 for relatives. Customized classes are available for departments. Upon completion you may be eligible for a 10% discount on your personal automobile insurance. Check with your agent.

**Tuesday | August 29 | 9:00 am - 12:00 pm**

**Thursday | August 31 | 9:00 am - 12:00 pm**

**Where: UC Rose Room**

**Instructor: Michael Fontaine**

**Thursday | September 19 | 9:00 am - 12:00 pm**

**Thursday | September 21 | 9:00 am - 12:00 pm**

**Where: UC Rose Room**

**Instructor: Meredith Lancaster**

**Tuesday | October 24 | 9 am - 12 pm**

**Thursday | October 26 | 9 am - 12 pm**

**Where: UC Rose Room**

**Instructor: Michael Fontaine**

**Tuesday | November 19 | 1 - 4 pm**

**Thursday | November 21 | 1 - 4 pm**

**Where: UC Rose Room**

**Instructor: Meredith Lancaster**

**Tuesday | December 12 | 9 am - 4 pm**

**1 Day Course**

**Where: UC Rose Room**

**Instructor: Micheal Fontaine**



# Service Excellence



## **Student Employee Training (PFCE)**

1 Day / 1 Hours

Partners for Campus Excellence Student Employee Training emphasizes the importance of everyone's role in reducing the campus run-around and providing an exceptional experience with every work area contact. The training is designed to provide general information relevant to all student employees. **ALL STUDENT EMPLOYEES SHOULD ATTEND THIS TRAINING WITHIN 3 MONTHS OF BEING HIRED.**

**Thursday | August 24, 2017 | 3 - 4 pm**

**Where: UC Cypress Room**

**Tuesday | September 12, 2017 | 10 - 11 am**

**Where: UC Rose Room**

**Wednesday | October 18, 2017 | 3 - 4 pm**

**Where: UC Rose Room**

**Instructor: Nancy Deida-Carballo**

## **Partners for Campus Excellence (PFCE)**

1 Day / 3 Hours plus Skillport (Hybrid)

This training provides an opportunity to discuss service excellence from a higher education standpoint. Partners for Campus Excellence (PFCE) is a campus-wide training initiative focusing on student and employee retention, positive communication, and teamwork. It emphasizes the service excellence standards and attributes important to the University System of Georgia. It emphasizes the Service Excellence standards and attributes important to the University System of Georgia.

**Wednesday | September 6, 2017 | 9 am - 12 pm**

**Wednesday | November 29, 2017 | 9 am - 12 pm**

**Instructor: Ashley Cooper Where: UC Rose Room**



# Creative Services

## Get Creative with Your Marketing!

1 Day / 1 Hour

This is an introductory workshop with Creative Services. In this one day, one hour workshop you will be introduced to the Creative Services team and learn about what we have to offer your department in helping with your marketing needs. Topics include:

- Intro to Marketing Services
- Intro to Content & Social Media Services
- Intro to Photography Services
- Intro to Printing & Copying Services
- Intro to Web Services
- Intro to Design Services
- Intro to Video Production Services
- Why Consistent Branding Is Important?
- How Creative Services Can Help
- Steps to Starting A Project
- How Last Minute Marketing Can Hurt You

**Friday | September 15 | 2 - 3 pm**

**Instructor: Creative Services**

**Where: UC Rose Room**

## Social Media 101 1 Day / 1 Hour

It's time to get social and we're making it simple. Utilizing social media is a great way to show off your department and attract new students. Whether you're just getting started or consider yourself a pro— we're here to help. In this workshop, we'll review the terminology associated with social media, share the value of social media, guide you in defining your social strategy and creating your online brand, and break down each of the main social media platforms.

**Wednesday | September 13 | 3 - 4 pm**

**Instructor: Halle Zimmerman, Creative Services**

**Where: UC Rose Room**



The screenshot shows the VSU Valdosta State University website for the Department of Biology. The header includes navigation links for About, Admissions, Academics, Campus Life, Athletics, and Alumni, along with a search bar and a 'QUICK LINKS' section. The main content area features a heading 'You study life from a drop of water to the ocean.' followed by a brief description of the department's offerings. Below this is a 'PROGRAM SORT' section with tabs for Concentrations, Degrees, Bachelors, and Masters, and sub-tabs for Minors and Certificates. A grid of program cards is displayed, including 'General Biology' (B.S., B.A.), 'Pre-Anesthesiologist Assistant' (B.S.), and 'Pre-Dentistry' (B.S.). A right-hand sidebar contains various utility links such as 'APPLY NOW', 'OVERRIDE FORM', 'FACULTY & STAFF DIRECTORY', and 'CONTACT US', as well as a 'Biology Home' section with links to departmental resources.

## Best Practices for Your VSU Department & Program Webpages 1 Day / 1 Hour

This is a workshop with the Creative Services Web Team covering best practices on how to improve the content, site navigation, SEO, and accessibility of your department/program webpage, as well as, new functions and features of the most recent university web update. Topics include:

- New Features of Web Redesign Update
- The Importance of Audience Segmentation
- User Friendly Navigation
- Good & Bad Imagery On Your Webpage
- The Importance of Concise & Exciting Content
- The Importance of Search Engine Optimization
- Accessibility Compliance

Please email a link to the webpage(s) are you trying to improve when you register to: [webservices@valdosta.edu](mailto:webservices@valdosta.edu). During the workshop we will review them giving tips and recommendations to improve appeal and functionality.

**Tuesday | September 26 | 2 - 3 pm**

**Instructor: Creative Services**

**Where: UC Rose Room**

# Technology

## **BlazeVIEW/GoVIEW: Intro to D2L Brightspace** 1 Day / 1.5 Hours

This workshop will serve as an introduction to the Integrated Learning Platform D2L Brightspace (Referred to locally as BlazeVIEW if you teach for VSU or GOVIEW if you teach for a collaborate program).

**Tuesday | August 22 | 3 - 4:30 pm**

**Monday | October 9 | 1 - 2:30 pm**

**Instructor: Sara Jalilnasab, Center for eLearning**

**Where: Odum Library Room 2633**

## **BlazeVIEW/GoVIEW: Intro to D2L Brightspace ONLINE** 1 Day / 1.5 Hours

This workshop will serve as an introduction to the Integrated Learning Platform D2L Brightspace (Referred to as BlazeVIEW if you teach for VSU or GOVIEW if you teach for a collaborate program).

**Wednesday | December 13 | 2 - 3:30 pm**

**Instructor: Sara Jalilnasab, Center for eLearning**

**Where: Web Conference**

*(These particular dates are for the Web Conference option, therefore participants will NOT meet in person, a Web conference link will be emailed to participants.)*

## **BlazeVIEW/GoVIEW: Assessments** 1 Day / 2 Hours

This workshop will cover the basics of creating student assessment items including working with the Dropbox, Quizzes, and Discussion boards.

**Wednesday | September 13 | 10 am - 12 pm**

**Instructor: Sara Jalilnasab, Center for eLearning**

**Where: Odum Library Room 2633**

## **BlazeVIEW/GoVIEW: Assessments ONLINE** 1 Day / 2 Hours

This workshop will cover the basics of creating student assessment items including working with the Dropbox, Quizzes, and Discussion boards.

**Tuesday | October 24 | 3 - 5 pm**

**Instructor: Sara Jalilnasab, Center for eLearning**

**Where: Web Conference**

*(These particular dates are for the Web Conference option, therefore participants will NOT meet in person, a Web conference link will be emailed to participants.)*

## **Introduction to Kaltura** 1 Day / 1.25 Hours

Kaltura is a video recording, storage, and distribution tool made available through D2L Brightspace. Users can access it directly through D2L Brightspace. This workshop will inform you on the basics of Kaltura by first presenting the following.

- Uploading Videos
- Using CaptureSpace to create recordings
- Ordering Captions
- Using Insert Stuff to embed videos in D2L

Immediately after the presentation, we will have a round table discussion.

**Thursday | August 24 | 1 - 2:15 pm**

**Thursday | August 31 | 1 - 2:15 pm**

**Thursday | September 21 | 1 - 2:15 pm**

**Thursday | September 28 | 1 - 2:15 pm**

**Thursday | October 26 | 1 - 2:15 pm**

**Thursday | November 30 | 1 - 2:15 pm**

**Instructor: Sara Jalilnasab, Center for eLearning**

**Where: Odum Library 2619 E-Learning Lab**

## **BlazeVIEW/GoVIEW: Troubleshooting ONLINE** 1 Day / 1 Hour

This workshop will cover using the D2L Helpcenter, the various Help guides, and clarify which numbers to call for over the phone assistance. This session will also discuss some of the more common user errors that instructors can encounter and how to deal with them or avoid them all together.

**Thursday | November 2 | 3 - 4 pm**

**Instructor: Sara Jalilnasab, Center for eLearning**

**Where: Web Conference**

*(These particular dates are for the Web Conference option, therefore participants will NOT meet in person, a Web conference link will be emailed to participants.)*

## **BlazeVIEW/GoVIEW: Building Courses** 1 Day / 1.5 Hours

This workshop will cover how to use the various BlazeVIEW/GoVIEW course builder tools to create your course content, to add and organize content, and to Instructional Design Wizard.

**Friday | September 8 | 1 - 2:30 pm**

**Instructor: Sara Jalilnasab, Center for eLearning**

**Where: Odum Library Room 2633**

# Technology

## BlazeVIEW/GoVIEW: Building Courses ONLINE 1 Day / 1.5 Hours



This workshop will cover how to use the various BlazeVIEW/GoVIEW course builder tools to create your course content, show you how to add and organize content, and will introduce you to Instructional Design Wizard.

**Thursday | October 19 | 1 - 2:30 pm**

**Instructor: Sara Jalilnasab, Center for eLearning**

**Where: Web Conference**

*(These particular dates are for the Web Conference option, therefore participants will NOT meet in person, a Web conference link will be emailed to participants.)*

## BlazeVIEW/GoVIEW: Gradebook ONLINE 1 Day / 1.5 Hours



This workshop covers setting up and using the Gradebook in BlazeVIEW/GoVIEW.

**Wednesday | November 29 | 1 - 2:30 pm**

**Instructor: Sara Jalilnasab, Center for eLearning**

**Where: Web Conference**

*(These particular dates are for the Web Conference option, therefore participants will NOT meet in person, a Web conference link will be emailed to participants.)*

## Excel Formulas 1 Day / 2 Hours

Blackboard Collaborate is a fully-featured, live, virtual classroom solution that includes audio, video, text chat, content display, and session archiving. Its pedagogical design and ease-of-use ensures that educators and students engage as if they were meeting face-to-face.

**Wednesday | September 7 | 1:30 - 3:30 pm**

**Instructor: Sheila Hall, IT Specialist**

**Where: Odum Library Room 2633**

# Blackboard collaborate™

## Introduction to Blackboard Collaborate 1 Day / 1.5 Hours

This is an opportunity for those who have previously attended a Cascade training to come and receive one-on-one assistance with a specific task. This session should not be used as a Cascade Basic Training substitute. Participants can attend the open lab at any point within the session's scheduled time. **\*For planning purposes, registration is recommended but not required. Prerequisite: Cascade Basic Training.**

**Tuesday | August 29 | 3 - 4:30 pm**

**Monday | September 18 | 2 - 3:30 pm**

**Wednesday | November 8 | 9 - 10:30 am**

**Instructor: Sara Jalilnasab, Center for eLearning**

## Blackboard Collaborate: Advanced Tools 1 Day / 1.5 Hours

This workshop is meant for users already experienced in using Blackboard Collaborate, and will not cover any of the basics of using Blackboard Collaborate. It is assumed that attendees are already familiar and comfortable with using Blackboard Collaborate.

**Monday | September 25 | 2 - 3:30 pm**

**Wednesday | November 15 | 2 - 3:30 pm**

**Instructor: Sara Jalilnasab, Center for eLearning**

**Where: Odum Library E-Learning Lab Room 2619**



# Technology

## Introduction to Instructional Design & Online Instruction ONLINE



The course is designed to give faculty experience with online instructional design and course facilitation. The Introduction to Instructional Design & Online Instruction course aims to provide VSU faculty with the foundation of knowledge and skills needed to design and teach a quality online course utilizing national best practices and standards for diverse student populations and a wide array of disciplines. The course covers a wide variety of subjects including an introduction to the basics of instructional design, creating and aligning course objectives, measuring learning online, selecting quality online content, accessibility, and an introduction to online course facilitation. Individuals taking this course are expected to review all content, engage in discussion board activities, and submit several assignments while working through the course. Upon completion participants will be awarded a certificate from eLearning.

**Monday | October 9 | Anytime**  
**Monday | October 30 | Anytime**

**Instructor: Sara Jalilnasab, Center for eLearning**  
**Where: Based in BlazeView**

*(These particular dates are for the Web Conference option, therefore participants will NOT meet in person, a Web conference link will be emailed to participants.)*

## WordPress Introduction 1 Day / 2.5 Hours

Not intended to replace MyPages for personal sites, WordPress is an alternate solution for faculty, staff, departments and student organizations who wish to create an independent blog or site. This training will cover how to request a site, basic WordPress functionality and features, and limitations.

**Tuesday | October 3 | 1 - 3:30 pm**

**Instructor: Sheila Hall, IT Specialist**  
**Where: Odum Library Room 3270**



## Qualtrics Survey Tool, Introduction

1 Day / 2 Hours

Qualtrics is the new web-based survey tool which facilitates survey creation, distribution and data monitoring/collection. The survey tool is available to all faculty, staff and students.

**Wednesday | August 23 | 1 - 3 pm**

**Wednesday | September 20 | 1 - 3 pm**

**Wednesday | October 18 | 1 - 3 pm**

**Wednesday | November 15 | 1 - 3 pm**

**Instructor: Daniel Smith, Center for eLearning**  
**Where: Odum Library Room 2633**

## O365: One Drive 1 Day / 2 Hours

As part of Office 365, all VSU faculty, staff, and students have access to Microsoft OneDrive - a password-protected cloud storage solution. Learn how to access, manage, store, and share documents via OneDrive.

**Wednesday | September 13 | 1:30 - 3:30 pm**

**Friday | September 15 | 9:30 - 11:30 am**

**Instructor: Sheila Hall, IT Specialist**  
**Where: Odum Library Room 2633**

## O365: Teams 1 Day / 2.5 Hours

As part of Office 365, Teams are collections of people, content, and tools that center around different projects and jobs within an organization. Learn how Teams members can have conversations and share files, notes, and more all in one place.

**Wednesday | October 18 | 1 - 3:30 pm**

**Where: Odum Library Room 3270**

**Friday | October 20 | 9:30 - 11:30 am**

**Where: Odum Library Room 2633**

**Instructor: Sheila Hall, IT Specialist**

# Technology

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## Cascade: Basic Training

1 Day / 2.5 Hours

This training introduces features such as creating /editing pages, hyperlinks, images, and more through the university's online web editor. The Basic class is mandatory for those who will be editing their departmental web site.

**Tuesday | August 8 | 9 - 11:30 am**

**Monday | August 21 | 8:30 - 11 am**

**Tuesday | September 9 | 8:30 - 11:30 am**

**Tuesday | September 19 | 1 - 4 pm**

**Instructor: Sheila Hall, IT Specialist**

**Where: Odum Library Room 2633**

## Cascade: Intermediate Training

1 Day / 2 Hours

This training introduces advance use of features such as creating/editing pages, hyperlinks, images, and more through the university's online web editor.

**Wednesday | August 2 | 1 - 3 pm**

**Instructor: Sheila Hall, IT Specialist**

**Where: Odum Library Room 2633**

## Cascade Open Lab 1 Day / 3 Hours

This is an opportunity for those who have previously attended a Cascade training to come and receive one-on-one assistance with a specific task. This session should not be used as a Cascade Basic Training substitute. Participants can attend the open lab at any point within the session's scheduled time. \*For planning purposes, registration is recommended but not required.

**Prerequisite: Cascade Basic Training**

**Friday | September 8 | 9 am - 12 am**

**Instructor: Sheila Hall, IT Specialist**

**Where: Odum Library Room 2633**

## Adobe Audition Basics 1 Day / 1.5 Hours

Adobe Audition can perform amazing effects with sound files, such as creating amplifying sound, removing wind and other background noises, automatic pitch correction for out of tune singers and much more!

**Tuesday | September 19 | 10 - 11:30 am**

**Instructor: Kyle Culpepper, Media Center**

**Where: New Media Center Classroom 1370**

## Camtasia Screen Capture Training 8.0

1 Day / 1.5 Hours

Camtasia is one of the leading programs for screen capturing. This tool allows for dynamic video enhancements for screen captured PowerPoints, software demonstrations, or even inserted video clips through the Cam Studio side.

**Tuesday | September 21 | 10 - 11:30 am**

**Instructor: Kyle Culpepper, Media Center**

**Where: New Media Center Classroom 1370**

## Premiere Basics 1 Day / 1.5 Hour

Learn the basics of video editing by familiarizing yourself with the workspace such as the timeline, source monitor, and project bin. Go over basic video editing tools such as clipping and stitching techniques for your video and audio tracks.

**Tuesday | September 14 | 10 - 11:30 am**

**Instructor: Kyle Culpepper, Media Center**

**Where: New Media Center Classroom 1370**

## Photoshop Basics 1 Day / 1.5 Hours

Photoshop is by far the most well-known program of the Adobe Suite. We will work towards a few of the many fun and engaging tools of how Photoshop has gone beyond its intended purpose of photo editing. Learn how to:

- Navigate the Workspace
- Understand Layers & Simple Editing Tools
- Basic Shape Manipulation

**Tuesday | September 12 | 10 - 11:30 am**

**Instructor: Kyle Culpepper, Media Center**

**Where: New Media Center Classroom 1370**

# University Procedures



## Regional Accreditation Introduction

1 Day / 1 Hour

Accreditation is a process used by colleges and universities to sustain and strengthen their quality. This session provides campus stakeholders a high-level introduction to regional accreditation including the principles, process, and benefits. We will focus more specifically on the Southern Association of Colleges and Schools Commission on College (SACSCOC), VSU's regional accreditor, and discuss how all of VSU's departments contribute to accreditation.

**Wednesday | November 8 | 2 pm - 3 pm**

**Where: Nevins Hall Room 1060C**

**Instructor: Michael Black, Institutional Effectiveness**

## New Employee Orientation

1 Day / 6 Hours

We provide orientation for full-time benefited staff and administrative employees on the last Thursday of every month. Veteran employees are always welcome to attend and find out about the latest changes on campus. We will be doing a tour of the campus. Please wear comfortable clothing & shoes.

**Thursday | September 14 | 8:15 am - 3 pm**

**Where: Odum Library Room 1604**

**Thursday | October 12 | 8:15 am - 3 pm**

**Where: UC Rose Room**

**Thursday | November 9 | 8:15 am - 3 pm**

**Where: UC Rose Room**

**Thursday | December 14 | 8:15 am - 3 pm**

**Where: UC Rose Room**

**Instructor: Ashley Cooper**

**Employee & Organizational Development**

## eProcurement Application & Procurement Guidelines

2 Days / 5 Hours

This two-day class covers procurement policies, procedures and use of the eProcurement application. It is intended for employees responsible for initiating or approving purchases of goods and/or services for their department, grant or organization. Training will cover how to create electronic requisitions in the eProcurement (ePro) module of PeopleSoft Financials and how to route them for approval. Additionally, it will cover how to use the GeorgiaFIRST Marketplace as an online shopping site that is accessed from PeopleSoft Financials. It will detail the complexities of ordering software and hardware equipment, obtaining technology quotes, and compliance forms required prior to a purchase.

**Thursday | September 5 | 9 am - 12 pm**

**Friday | September 6 | 9 - 11 am**

**Thursday | October 5 | 9 am - 12 pm**

**Friday | October 6 | 9 - 11 am**

**Thursday | November 2 | 9 am - 12 pm**

**Friday | November 3 | 9 - 11 am**

**Where: Odum Library New Media Center Room 1370**

**Instructor: Matthew Wall**

## Comprehensive Program Review Orientation

1 Day / 1 Hour

This orientation meeting is designed for faculty and administrators with academic programs participating in the Comprehensive Program Review process during 2017-18.

**Friday | September 8 | 9 - 10 am**

**Where: West Hall Room 118**

**Instructor: Michael Black, Institutional Effectiveness**

# University Procedures

## Introduction to Digital Measures

1 Day / 1 Hour

Digital Measures is a secure, easy-to-use online database for storing information about faculty achievements such as teaching, research and publications, service, and engagement. This will be a hands-on workshop for faculty to setup and begin using Digital Measures. Bring a copy of your curriculum vita. Digital Measures is the official and required repository for faculty credentials and course syllabi.

**Thursday | August 3 | 3:30 - 4:30 pm**

**Monday | August 21 | 3 - 4 pm**

**Tuesday | September 12 | 10:30 - 11:30 am**

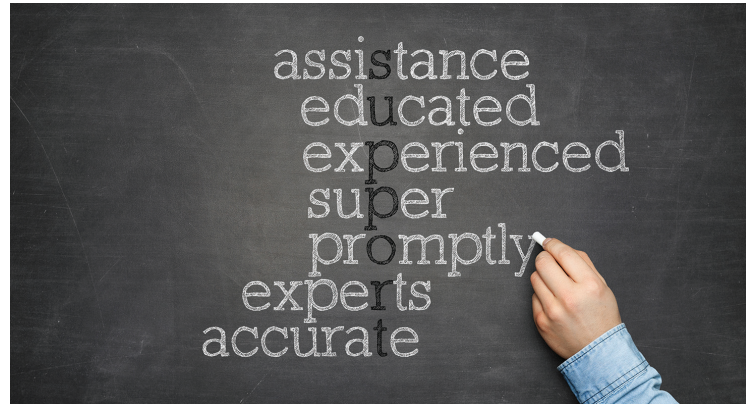
**Wednesday | October 4 | 2 - 3 pm**

**Thursday | November 9 | 3:30 - 4:30 pm**

**Friday | December 1 | 11 - 12 pm**

**Where: Odum library Computer Lab Room 2633**

**Instructor: Michael Black, Institutional Effectiveness**



## Advanced Assessment Instrument Design

1 Day / 1.5 Hours

This workshop provides participants an in-depth look at and an opportunity to design two assessment instruments: surveys and rubrics. Attendance will benefit faculty and program coordinators who are involved with specialized or professional accreditations and/or who produce their program's annual institutional effectiveness report. Participants are requested to bring a classroom assignment description which needs an assessment instrument (or a rubric that needs revision). Because this is an advanced session, attendees should have some knowledge about basic assessment concepts.

**Thursday | September 21 | 9:30 - 11 am**

**Instructor: Michael Black & Natalie Kuhlman**

**Where: UC Rose Room**

**Wednesday | October 18, | 2:30 - 4 pm**

**Instructor: Michael Black & Natalie Kuhlman**

**Where: UC Cypress Room**

## Preparing the Institutional Effectiveness Plan & Report

1 Day / 1 Hour

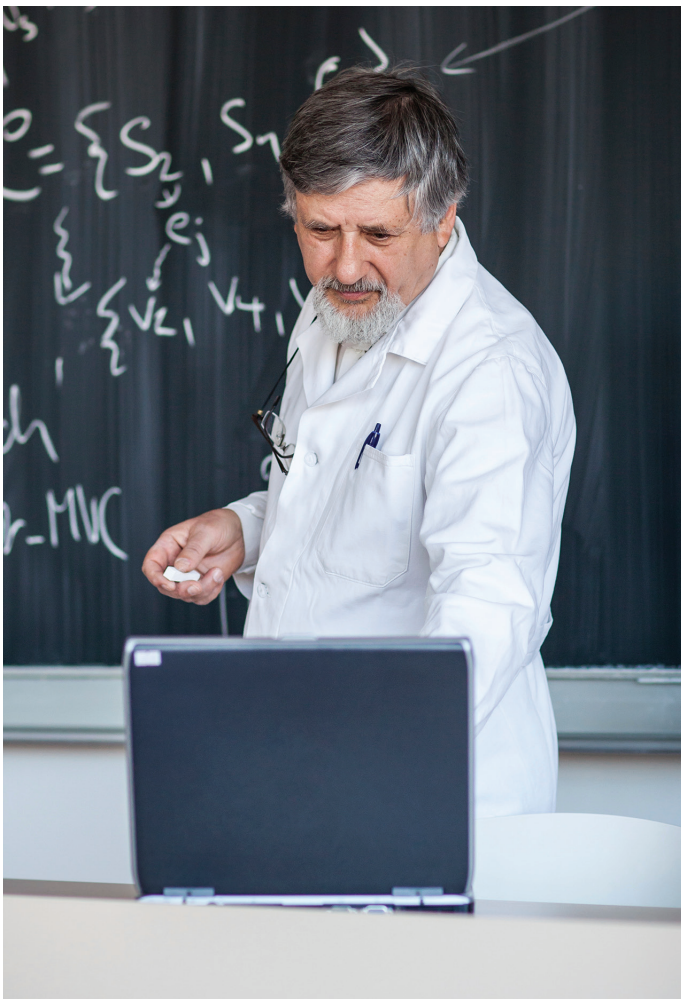
This session covers the basic elements of VSU's Institutional Effectiveness process including tips to prepare your annual plan and report. Faculty members and administrators responsible for department or program assessment are invited to attend.

**Monday | August 28 | 9 - 10 am**

**Thursday | September 7 | 4 - 5 pm**

**Where: Nevins Hall Room 1060 C**

**Instructor: Michael Black, Institutional Effectiveness**



# University Procedures

## OneUSG Connect

is an application that is intended to help an organization manage and maintain its workforce. The major components OneUSG Connect - payroll services, talent management, human resources management, time and attendance, and benefits administration - are unified and integrated into a single system.

For more information visit [www.valdosta.edu/oneusg](http://www.valdosta.edu/oneusg)

## One USG Open Labs 1 Day / 2 Hours

Having trouble with the transition to OneUSG? The office of Employee and Organizational development will be providing on going training to assist you with any of our OneUSG needs!

### Additional Details Forthcoming

Please visit the training database for additional scheduled open lab opportunities.



## Travel Procedures and Expense Training

1 Day / 2 Hours

This training is designed for those new to the travel process. Information on the travel process, completing the online forms for authority to travel and expenses reimbursement will be covered. Portions of this training will be hands on. If you have upcoming travel or reimbursement for travel that need to be completed, please bring that paperwork with you.

**Wednesday | October 25 | 10 am - 12 pm**





# Academic Excellence



## INNOVATIVE DESIGNS FOR ENHANCING THE ACADEMY

Workshops are just some of the ways the IDEA Center can help all of us to think critically about our roles as professionals who teach, conduct research, who write for publication, and who are active in our community. For information, visit [www.valdosta.edu/academics/ideacenter](http://www.valdosta.edu/academics/ideacenter). Classes led by the idea center can be registered on the employee training database.

### Master Advisory Series: Advising 101

1 Day / 2 Hours

Discussion of campus resources, policies, and procedures related to academic advising and student success. Includes topics such as core curriculum, understanding transcripts, and probation/suspension.

**Friday | August 25 | 10 am - 12 pm**

**Instructor: Marsha Walden, Centralized Advising**  
**Where: UC Rose Room**

### Degree Works & Success Portal

1 Day / 2 Hours

This session serves as the technological counterpart to Advising 101. Discuss use of technology in advising.

**Friday | September 1 | 10 am - 12 pm**

**Instructor: Marsha Walden, Centralized Advising**  
**Where: UC Rose Room**

### Master Advisory Series: Advising 102

1 Day / 2 Hours

Discussion of advising strategies with specific emphasis on the Appreciate Advising model.

**Friday | September 15 | 10 am - 12 pm**

**Instructor: Marsha Walden, Centralized Advising**  
**Where: UC Rose Room**

### Accessible Videos:

#### It's Easier Than You Think 1 Day / 1.5 Hours

This course will explore a variety of ways to find, identify, and create accessible audio/video materials for your online and face-to-face courses. It's a great opportunity to implement Universal Design in Learning and make your courses accessible.

**Thursday | September 14 | 2 - 3:30 pm**

**Instructor: Laura Byers**  
**Where: New Media Center Room 1370**

#### Opening a Door to Deaf Culture

1 Day / 1.5 Hours

This course will discuss Deaf culture, including an exploration of expectations and common misconceptions. We will also teach some basic signs to promote direct communication with Deaf students on campus. Bring your questions and curiosity to the table.

**Tuesday | October 10 | 10 - 11:30 am**

**Instructor: Laura Byers**  
**Where: UC Rose Room**

# Index

## Alphabetical By Class

Class Name	Date	Time	Place	Page
Accessible Videos	September 14	2 - 3:30 pm	New Media Center Room 1370 .....	17
Adobe Auditions Basic	September 19	10 - 11:30 am	New Media Center Room 1370 .....	13
Advanced Assessment Instrument Design	September 21	9:30 - 11 am	University Center Rose Room .....	15
	October 18	2:30 - 4 pm	University Center Cypress Room .....	15
Best Practices to Improve Your VSU Department / Program Webpage	September 26	2 - 3 pm	University Center Rose Room .....	14
Blackboard Collaborate: Advanced Tools	September 25	2 - 3:30 pm	Odum Library Room 2619 .....	11
	November 15	9 - 10:30 am	Odum Library Room 2619 .....	11
BlazeView/GoVIEW 101: Intro D2L Brightspaces	August 22	3 - 4:30 pm	Odum Library Room 2633 .....	10
	October 9	1 - 2:30 pm	Odum Library Room 2633 .....	10
BlazeView/GoVIEW 101: Intro D2L Brightspaces (Web Conference Option)	December 13	12 - 2:30 pm	Online .....	10
BlazeVIEW/GoVIEW Troubleshooting: (Web Confernce Option)	November 2	3 - 4 pm	Online .....	10
BlazeVIEW/GoVIEW: Assessments	September 13	10 am - 12 pm	Odum Library Room 2633 .....	10
	October 24	3 - 5 pm	Online .....	10
BlazeVIEW/GoVIEW: Building Courses	September 8	1 - 2:30 pm	Odum Library Room 2633 .....	10
	October 19	1 - 2:30 pm	Online .....	11
BlazeVIEW/GoVIEW: Gradebook (Web Confernce Option)	November 29	1 - 2:30 pm	Online .....	11
Camtasia Screen Capture Training	September 21	10 - 11:30 am	New Media Center Room 1370 .....	13
Cascade Basic Training	August 21	8:30 - 11:30 am	Odum Library Room 2633 .....	13
	September 19	1 - 4 pm	Odum Library Room 2633 .....	13
Cascade Open Lab	September 8	9 am - 12 pm	Odum Library Room 2633 .....	13
Coaching for Success	TBA	TBA	University Center Rose Room .....	5
Comprehensive Program Review Orientation	September 8	9 - 10 am	West Hall Room 118 .....	14
Conflict Management for Leaders	September 27	1:30 - 5 pm	University Center Rose Room .....	5
CPR	October 19	5 - 9 pm	Campus Recreation Excercise Room .....	7
	December 15	5 - 9 pm	Campus Recreation Excercise Room .....	7
Defensive Driving	August 29	4 - 5 pm	University Center Rose Room .....	7
	Sept 19 & 21	9 am - 12 pm	TBA .....	7
	Oct 24 & 26	9 am - 12 pm	TBA .....	7
	Nov 13 & 15	1 - 4 pm	TBA .....	7
	December 12	9 am - 4 pm	TBA .....	7
Degree Works & Success Portal	September 1	10 am - 12 pm	University Center Rose Room .....	17
E-Pro Application & Procurement Guidelines	September 5	9 am - 12 pm	New Media Center Room 1370 .....	14
	& September 6	9 - 11 am	New Media Center Room 1370 .....	14
	October 5	9 am - 12 pm	New Media Center Room 1370 .....	14
	& October 6	9 - 11 am	New Media Center Room 1370 .....	14
	November 2	9 am - 12 pm	New Media Center Room 1370 .....	14
	& November 3	9 - 11 am	New Media Center Room 1370 .....	14
Excel Formulas	September 30	1:30 - 3:30 pm	Odum Library Room 2633 .....	11
Fundamentals of Mgmt & Supervision	September 28	1 - 4 pm	University Center Rose Room .....	5
Get Creative With Your Marketing	September 15	2 - 3 pm	TBA .....	9
Guiding Your Staff Through Change	September 13	9 am - 12 pm	University Center Rose Room .....	5
Human Resources 101	TBA	TBA	Online .....	5
Introduction to Blackboard Collaborate	August 29	3 - 4:30 pm	Odum Library Room 2619 .....	15
	September 18	2 - 3:30 pm	Odum Library Room 2619 .....	15
	November 8	9 - 10:30 am	Odum Library Room 2619 .....	15

# Index

Intro to Instructional Design & Instruction	Oct 9 - 30	Anytime	Online.....	12
Introduction to Kaltura	August 24	1 - 2:15 pm	Odum Library Room 2619.....	15
	August 31	1 - 2:15 pm	Odum Library Room 2619.....	15
	September 21	1 - 2:15 pm	Odum Library Room 2619.....	15
	September 28	1 - 2:15 pm	Odum Library Room 2619.....	15
	October 26	1 - 2:15 pm	Odum Library Room 2619.....	15
	November 30	1 - 2:15 pm	Odum Library Room 2619.....	15
Introduction to Digital Measures	August 21	3 - 4 pm	Odum Library Room 2633.....	15
	September 12	10:30 - 11:30 pm	Odum Library Room 2633.....	15
	October 4	2 - 3 pm	Odum Library Room 2633.....	15
	November 9	3:30 - 4:30 pm	Odum Library Room 2633.....	15
	December 1	11 am - 12 pm	Odum Library Room 2633.....	15
Leadership Profile & Professional Plan	November 16	1 - 4 pm	University Center Rose Room.....	5
Leading A Diverse Workforce	November 15	1:30 - 4:30 pm	University Center Rose Room.....	6
Master Advisorsy Series 101	August 25	10 am - 12 pm	University Center Rose Room.....	17
Master Advisorsy Series 102	September 15	10 am - 12 pm	University Center Rose Room.....	17
Mindfulness: Managaging Stress & Anxiety	November 13	9:45 am - 12 pm	University Center Rose Room.....	6
New Employee Orientation	September 14	8:15 am - 3 pm	Odum Library Room 1604.....	14
	October 12	8:15 am - 3 pm	University Center Rose Room.....	14
	November 9	8:15 am - 3 pm	University Center Rose Room.....	14
	December 14	8:15 am - 3 pm	University Center Rose Room.....	14
O365: One Drive	September 13	1:30 - 3:30 pm	Odum Library Room 2633.....	12
	September 15	9:30 - 11:30 pm	Odum Library Room 2633.....	12
O365: Teams	October 18	1:30 - 3:30 pm	Odum Library Room 2633.....	12
	October 20	9:30 - 11:30 pm	Odum Library Room 2633.....	12
OneUSG Open Lab	September 14	10 am - 12 pm	New Media Center Room 1370.....	16
OneUSG New Time Approver Training (Student Employees)	August 17	10 am - 12 pm	New Media Center Room 1370.....	16
OneUSG New Time Approver Training (Faculty & Staff)	August 21	10 am - 12 pm	New Media Center Room 1370.....	16
OneUSG New Time Approver Training (Biweekly & Monthly)	August 22	10 am - 12 pm	New Media Center Room 1370.....	16
Opening A Door To Deaf Culture	October 10	10 - 11:30 am	TBA.....	17
Partners for Campus Excellence (Staff)	September 6	9 am - 12 pm	University Center Rose Room.....	8
	November 29	9 am - 12 pm	University Center Rose Room.....	8
Photoshop Basics	September 12	10 - 11:30 am	New Media Center Room 1370.....	13
Premier Basics	September 14	10 - 11:30 am	New Media Center Room 1370.....	13
Preparing the Institutional Effectiveness Plan & Report	August 28	9 - 10 am	Nevins Hall Room 1060C.....	15
	September 7	4 - 5 pm	Nevins Hall Room 1060C.....	15
Presentation Skills	November 1	9 - 12 pm	University Center Rose Room.....	6
Qualtrics Survey Tool: Introduction	August 23	1 - 3 pm	Odum Library Room 2633.....	12
	September 20	1 - 3 pm	Odum Library Room 2633.....	12
	October 18	1 - 3 pm	Odum Library Room 2633.....	12
	November 15	1 - 3 pm	Odum Library Room 2633.....	12
Regional Accreditation Introduction	November 8	2 - 3 pm	Nevins Hall Room 1060C.....	14
Social Media 101	September 13	3 - 4 pm	University Center Rose Room.....	9
Student Employee Training (PFCE)	September 12	10 - 11 am	University Center Rose Room.....	8
	October 18	3 - 4 pm	University Center Rose Room.....	8
Who Moved My Cheese	October 25	9 am - 12 pm	University Center Rose Room.....	5
WordPress Introduction	October 3	1 - 3:30 pm	Odum Library Room 3270.....	12
Workplace Safety	September 15	1 - 3 pm	Unversity Center Theater.....	7



**OFFICE of EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**

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