

# *Employee Development*

*Schedule of Classes*

*Summer 2013*

**A University System of Georgia  
Regional Training Center**



## *Employee Development Welcomes You — Summer 2013*

Dear VSU Community & Regional Partners,

We are pleased to announce our professional development courses for 2013 Summer Semester. We hope that you find the courses interesting and beneficial for your professional growth and development. We have an abundance of offerings including certificate programs. These courses are open to all VSU faculty, staff, student employees, and regional partners. We 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 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/administration/finance-admin/employee-development/](http://www.valdosta.edu/administration/finance-admin/employee-development/).

We wish you a productive and fulfilling semester.

Rebecca Murphy  
and the Staff of  
Human Resources and Employee Development



*Employee &  
Organizational  
Development*

All courses are listed within a training category, which has been color-coded for easier navigation and reading. The index contains a list of the classes offered in both alphabetical and chronological order.

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Take advantage of the Online Registration process by going to:

[www.valdosta.edu/administration/finance-admin/employee-development/](http://www.valdosta.edu/administration/finance-admin/employee-development/)

and clicking on the Training Course Registration Web. This database provides you with:

- Instant Registration of Courses
- Ability to Cancel Registrations
- Database to View Completed Courses



### ***Campus Training Programs***

The programs listed in this catalog are open to all VSU employees, with some courses also available for PDC Regional Partners. Classes are filled on a first come, first served basis. If a class is full, please call Employee Development at 259-5105 to be put on a waiting list. Waiting list registrants are notified of vacancies and placed into 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. The minimum required attendees, to promote a positive learning experience in each class can be found when registering using the VSU training registration system.

### ***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 or facilitator 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.

### ***Training Library Materials***

Can't get away to attend a class, we have another option. The Employee and Organizational Development Office has training materials available free of charge to employees for checkout from the Training Library. We have audio, video, and textbook resources on a variety of topics. The list of titles is included at the end of this catalog. Call us at 259-5105 for additional information.

### ***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 and deliver the course material, and assist with follow-up evaluation to determine its effectiveness. For additional information about services, programs, and resources, contact Becky Murphy at 259-5106 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 259-5105. Please allow five working days to process the request.

### ***New Employee Orientation***

We provide orientation for full-time benefited staff and administrative employees the last Thursday of every month in the University Center Rose Room. Veteran employees are always welcome to attend and find out about the latest changes on campus.

New Employee Orientation will:

- Welcome employees to the University and acknowledge employees' value.
- Help employees connect with their new workplace by learning the vision, mission, and goals of the University.
- Educate employees about the services provided by various departments on campus and the people who work in those departments.

## Business Writing



**2 Day / 4 Hours**

This session is designed to enhance your effectiveness in everyday business writing. Whether you are writing a memo to a co-worker or a report for your boss, your writing reflects your level of ability, confidence and flair.

Topics Include:

- Create a writing style that is crisp, readable and works for you.
- Focus on your reader to ensure your writing is read, remembered, taken seriously and acted on.
- Organize the information easily, logically and painlessly.
- Know how to inform, persuade and get results from every memo, letter and report you write.
- Eliminate those costly grammar errors from your writing forever.

Instructor(s)	Day	Time	Where
Roy Pace	Wednesday, June 19 & Wednesday, June 26	9:00 am - 11:00 pm 9:00 am - 11:00 am	UC Rose Room

## Diversity 102



**1 Day / 2 Hours**

The VSU Office of Social Equity presents Diversity U 102. This class is a cultural diversity-training program designed to further enhance the training and interactive skills of Diversity U 102 in an effort to support the campus in the attraction, recruitment, and retention of a positive, culturally-enriching campus environment. You are invited to join the Division of EOP/MA in exploring the implications of cultural diversity on daily interactions.

According to the National Multicultural Institute: "We are faced with unique and complex challenges in this ever-changing and increasing diverse society. Issues around culture, ethnicity, race, age, gender, physical/mental ability, and sexual orientation continue to evolve, leading us toward new awareness and skills in such fields as workplace diversity, human resources, education, and conflict resolution."

Instructor(s)	Day	Time	Where
Dr. Maggie Viverette	Wednesday, May 15	10:00 am - 12:00 pm	UC Rose Room



**Icon Key**



= Administrative Assistant Certificate



= Supervisory Management Certificate



= Leadership Series



= Available Online



= Professional Development Consortium

## How to Turn Conflict into Collaboration



1 Day / 3 Hours

Conflict happens and often times we react poorly or want to avoid it all together. This allows problems to fester and grow. Join us for this half day session and learn how you can increase your effectiveness in conflict situations.

Topics Include:

- Understand why conflict in the workplace happens
- Change your perspective about conflict and increase your confidence
- Identify the three most common workplace conflict situations
- Identify the five ways people deal with conflict
- Learn communication techniques that decrease conflict and increase collaboration
- Learn what resources are available to you when you can't resolve your own conflict situation.

Instructor(s)	Day	Time	Where
Hj Mf_Ym*****	Monday, May 20*****	1:30 pm - 4:30 pm	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.

Pre-requisite: Participants should have attended a general diversity workshop within the last three years.

Topics Include:

- Attain a deeper knowledge of what diversity is, and how and why its management is relevant to the good performance of individuals, groups, and organizations
- Identify as a leader your own personal impact for enhancing and promoting inclusion in the workplace
- Apply strategies to foster a positive work environment

Instructor(s)	Day	Time	Where
Becky Murphy & Felicia Hilson	Thursday, May 23	9:00 am - 12:00 pm	UC Rose Room

## Presentation Skills



1 Day / 2 Hours

Are you one of those people struck 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.

Instructor(s)	Day	Time	Where
Tim Yorkey	Wednesday, May 08	2:00 pm - 4:00 pm	UC Rose Room

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## Proofreading and Grammar Review



**1 Day / 2 Hours**

This workshop will benefit employees who want to learn to write more effectively on the job. This interactive workshop will last 90 minutes and will allow you access to a standing online course on grammar and proofreading. The last 30 minutes of the class will be devoted to showing you the additional educational tools available to you in BlazeVIEW.

You will learn the basics of:

- How to make your document effective—before you write your first word
- How to use the Paramedic Method to write clear, concise sentences
- How to identify and avoid common grammar errors
- How to identify and avoid common punctuation errors
- How to proofread efficiently

Instructor(s)	Day	Time	Where
Patricia Miller	Wednesday, June 12	9:00 am - 11:00 am	UC Rose Room

## QPR (Question Persuade Refer) Training

QPR stands for Question, Persuade, and Refer -- three simple steps that anyone can learn to help save a life from suicide. Just as people trained in CPR and the Heimlich Maneuver help save thousands of lives each year, people trained in QPR learn how to recognize the warning signs of a suicide crisis and how to question, persuade, and refer someone to help. Each year thousands of Americans, like you, are saying "Yes" to saving the life of a friend, colleague, sibling, or neighbor.

As a QPR-trained Gatekeeper you will learn to:

- Recognize the warning signs of suicide
- Know how to offer hope
- Know how to get help and save a life

Instructor(s)	Day	Time	Where
Holly Wright	TBA	TBA	UC Rose Room

## Teamwork and Motivation



**1 Day / 3 Hours**

This class provides participants with the skills and practice to work with and recognize strong work teams and understand motivational forces that lead to productivity. The topics include a look at characteristics of dynamic teams, traits essential for strong teamwork, barriers that interfere with teamwork, basic principles of motivation, identifying motivating environments, and reviewing what employees see as the strongest motivators.

This class will involve participants in discussions, activities, and surveys that will help lead them to a better understanding of these issues.

Instructor(s)	Day	Time	Where
David Schmidt	Thursday, June 20	9:00 am - 12:00 pm	UC Rose Room

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Key**



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# Building a Team and Motivating Your Workforce



**1 Day / 3 Hours**

This class provides students with the skills and practice to build a strong work team from a group of employees. This is an interactive workshop, which will involve students in group exercises, role playing, and problem solving exercises.

Topics Include:

- Team work styles
- Motivating team members
- Communicating effectively within groups
- Cooperating and collaborating
- Running better meetings
- Making decisions
- Reaching consensus
- Handling problem team members
- Building and maintaining trust
- Handling conflict

Instructor(s)	Day	Time	Where
Tim Yorkey	Wednesday, July 10	2:00 pm - 5:00 pm	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 supervisors and the supervisee's emotions during a dialogue.

Participants will learn to:

- Analyze conflict situation by discerning the sources and dynamics of conflict.
- Identify stages of a collaborative problem solving process.
- Distinguish difference between interest and position
- Apply a dialogue process as a means to enhancing supervisor-supervisee relationship
- Generate ways to stay in dialogue when emotions are high

Instructor(s)	Day	Time	Where
Lin Inlow	Thursday, May 16	1:30 pm - 4:30 pm	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.

Topics Include:

- Recognize the signs that change is going to occur
- Prepare your employees how to respond to change
- Identify the different ways people cope with change
- Utilize clear communication about the “hows” and “whys” of change
- Align policies, procedures, and rewards to support change

Instructor(s)	Day	Time	Where
Tim Yorkey	Tuesday, July 02	9:00 am - 12:00 pm	UC Rose Room

## Managing Student Employees

1 Day / 3 Hours

Do you find that you have difficulty connecting with your student employees? Or maybe you just want to learn how to handle difficult situations more effectively. This workshop is designed to help supervisors/managers meet this challenge.

Topics Include:

- Tips on motivating and understanding the different generations in the workplace
- Building work commitments with students
- Becoming a coach and mentor
- Effective delegation techniques
- Managing performance problems & addressing customer service challenges

Instructor(s)	Day	Time	Where
Tim Yorkey	Thursday, July 18	2:00 pm - 5:00 pm	UC Rose Room

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## Campus P.R.I.D.E.



**1 Day / 2.5 Hours**

Campus P.R.I. D.E. (Personal Responsibility in Delivering Excellence)

Campus P.R.I. D.E. is a new program designed to reintroduce and revitalize our commitment to providing the best service possible to our community. This program will teach advanced service techniques to aid us in successfully dealing with “moments of truth” in a service environment and will enhance our initiative to strive for perfection. The advanced training includes additional focus on stress reduction, improved morale, and dealing with the struggles of doing more with less.

Who Should Attend:

This course is intended for any staff or administrative person who completed the initial Partners for Campus Excellence training.

- Dispelling the myth: “Students are not my customer”
- Best practices to promote better customer services
- Re-Thinking stress: Managing me!
- Providing that service in a budget friendly manner

Instructor(s)	Day	Time	Where
David Schmidt & Tim Yorkey	Tuesday, July 16	9:00 am - 12:00 pm	UC Rose Room

## Staff PFCE

**2 Day / 6 Hours**

Partners for Campus Excellence (PFCE) is a campus-wide training initiative focusing on student and employee retention, positive communication, and teamwork. It emphasizes the customer service standards and attributes important to the University System of Georgia and reinforces the customer service goals of our state.

This training provides an opportunity to discuss service excellence from a higher education standpoint. Our facilitators use a variety of group dialogue, activities and role play with participants.

Who Should Attend:

New hires should complete this training within their first year of employment. You will learn about:

- Building a campus service culture through personal accountability, empowerment, and teamwork
- Improving face-to-face and telephone interactions
- Meeting service challenges when it is our mistake, the customer’s mistake, or a system created mistake

Instructor(s)	Day	Time	Where
David Schmidt & Tim Yorkey	Monday, June 17 & Tuesday, June 18	2:00 pm - 5:00 pm 9:00 am - 12:00 pm	UC Rose Room

## Student Employee PFCE

**1 Day / 2 Hours**

**3 Scheduling Options**

This class puts a focus on the importance of customer service and utilizes information from the Team Georgia program. PFCE is a great way for participants to discuss the issues that challenge them while serving as campus representatives and provide them valuable information about their roles and responsibilities as a student employees.

Topics covered include:

- Student employment facts and requirements
- Team Georgia approaches to customer service
- Work ethics
- Overcoming customer service challenges
- Verbal & non-verbal communication

Note: All Student Employees should attend this training within three months of being hired.

Instructor(s)	Day	Time	Where
Michael Smith	Wednesday, June 19	3:00 pm - 5:00 pm	UC Rose Room
Michael Smith	Thursday, June 20	2:00 pm - 4:00 pm	UC Rose Room
Michael Smith	Tuesday, July 09	3:00 pm - 5:00 pm	UC Rose Room
Michael Smith	Thursday, July 11	3:00 pm - 5:00 pm	UC Rose Room

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Management  
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Series



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Development  
Consortium

## ePro Requester

**1 Day / 3 Hours**

This module is designed for VSU employees whose job responsibilities include completing processes to order goods and services for their department or grant. 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.

Topics Include:

- Review requester responsibilities for ePro/GeorgiaFIRST Marketplace
- Establish requester profile in GeorgiaFIRST Marketplace
- Differentiate the two types of requisition in ePro
- Create a marketplace requisition from a personal shopping cart
- Create a marketplace requisition from an assigned shopping cart
- Identify the steps in creating an ePro requisition
- Create a special request requisition
- Use the manage requisitions page to review, edit, and cancel a requisition
- Receive an item through desktop receiving

Instructor(s)	Day	Time	Where
David Schmidt	Wednesday, May 22	9:00 am - 12:00 pm	Pine Hall Lab

## New Employee Orientation

**1 Day / 7.5 Hours    3 Scheduling Options**

We provide orientation for full-time benefited staff and administrative employees 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.

Instructor(s)	Day	Time	Where
David Schmidt or Tim Yorkey	Thursday, May 30	8:15 am - 4:00 pm	UC Rose Room
David Schmidt or Tim Yorkey	Thursday, June 27	8:15 am - 4:00 pm	UC Rose Room
David Schmidt or Tim Yorkey	Thursday, July 25	8:15 am - 4:00 pm	UC Rose Room

## CPR/First Aid

### 1 Day / 4 Hours

Don't wait for a medical emergency to happen. Learn NOW what you need to do in a crisis situation. These classes are developed and sponsored by the American Red Cross. They are designed for the layperson and are taught by a certified instructor.

After each class completion, you will receive an American Red Cross Certification Card. The maximum number of attendees for a class is 10. It is recommended that you wear comfortable clothes and arrive a few minutes early to fill out paperwork.

Instructor(s)	Day	Time	Where
Tim Yorkey	Thursday, May 23	1:30 pm - 5:30 pm	UC Cypress Room
Tim Yorkey	Thursday, June 06	8:30 am - 12:30 pm	UC Rose Room
Tim Yorkey	Friday, July 12	8:30 am - 12:30 pm	UC Rose Room

## Defensive Driving

### 2 Days / 6 Hours      2 Scheduling Options

The "AAA Driver Improvement Course" is designed to help you finetune your safe-driving skills. Fortunately, there are guidelines to help you assess conditions more accurately, predict actions of other drivers and make decisions with a more realistic concept of consequences. You'll learn how to manage risks by controlling visibility, time and space.

This program is taught by certified instructors and is three hours in length. 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. Customized classes are available for departments.

Who should attend:

This course is required for employees who drive vehicles for University events or job duties. It is open to all VSU employees. As an added benefit, you may be eligible for a 10% discount on your personal automobile insurance. Check with your agent.

Instructor(s)	Day	Time	Where
David Schmidt or Tim Yorkey	Tuesday, May 14 & Thursday, May 16	9:00 am - 12:00 pm	UC Rose Room
David Schmidt or Tim Yorkey	Monday, June 24 & Tuesday, June 25	2:00 pm - 5:00 pm	UC Rose Room

**Icon Key**



= Administrative Assistant Certificate



= Supervisory Management Certificate



= Leadership Series



= Available Online



= Professional Development Consortium

## CMS: Cascade Server Basic Training

**1 Day / 3 Hours**      **4 Scheduling Options**

This training class covers the features available in the new Content Management System, as the Cascade Server is now used to edit institutional web pages. There is no open enrollment with this class; only those whose web sites are being migrated will be eligible for this class. Please contact Employee & Organizational Development if you have any questions about scheduling this class.

Instructor(s)	Day	Time	Where
David Schmidt & Kyle Culpepper	Tuesday, May 21	2:30 pm - 5:30 pm	GA Power/901 Patterson
David Schmidt & Kyle Culpepper	Friday, May 24	9:00am - 12:00pm	GA Power/901 Patterson
David Schmidt & Tim Yorkey	Wednesday, June 05	2:30 pm - 5:30 pm	GA Power/901 Patterson
David Schmidt & Tim Yorkey	Thursday, June 06	9:00 am - 12:00 pm	GA Power/901 Patterson

## CMS: Cascade Server Intermediate Training

**1 Day / 2 Hours**

The Cascade Intermediate training class will introduce features not covered in the beginning class.

**\*\*To attend this class, registrants must have completed the CMS: Cascade Server Basic training class.\*\***

Topics Include:

- Creating interactive web forms
- Copying/Renaming pages
- Renaming a folder/deleting a folder
- Manually locking/unlocking assets
- Versioning and comparing pages
- Editing the left navigation structure
- Excluding pages in left navigation
- External links in left navigation
- Google analytics
- Editing existing "Our Team" page
- Slideshows/Image editing
- Process for uploading media

Instructor(s)	Day	Time	Where
Kyle Culpepper	Tuesday, June 11	2:00 pm - 4:00 pm	GA Power/901 Patterson
Kyle Culpepper	Tuesday, July 11	2:00 pm - 4:00 pm	GA Power/901 Patterson

## CMS: Cascade Server Open Lab

### 1 Day / Open

This is an open lab set up for those who would like to work on CMS: Cascade Server design while assistance is available.

Instructor(s)	Day	Time	Where
Kyle Culpepper	Tuesday, June 18	1:00 pm - 4:00 pm	GA Power/901 Patterson

## Intermediate Photoshop

### 2 Days / 3 Hours

This class takes you beyond the basics, and requires that you have a working knowledge of most tools and features in Photoshop CS6. The first session will allow you to use advanced tools and features to enhance and retouch digital images. The second session will involve creating a print advertisement—flyer and poster—from start to finish.

Be prepared to use features and tools such as Adobe Camera Raw, curves, levels, and masks to edit your images. And dive into the design world by practicing design standards that involve grid systems, typography, color harmony, and preparing your artwork for print or web.

Instructor(s)	Day	Time	Where
Roberto Leal	Monday, May 13 & Tuesday, May 14	10:00 am - 11:30 am	Odum 1300

**Icon  
Key**



= Administrative  
Assistant  
Certificate



= Supervisory  
Management  
Certificate



= Leadership  
Series



= Available  
Online



= Professional  
Development  
Consortium

## iPad Basics

**1 Day / 2.5 Hours**

Information Technology is pleased to announce a new iPad Basics Training Class. This class is intended for faculty and staff that currently have an iPad, or are planning a purchase, and would like to learn how to use it more effectively. The iPad can be VSU-issued or your personal iPad. If you currently have an iPad, please bring it to class.

Topics Include:

- Navigating your iPad
- Using the settings options
- Creating and syncing iTunes account
- Backing up and restoring data
- Using the App Store
- Discussing product safety and proper cleaning methods
- Enhancing battery life
- Outlining iPad limitations
- Sharing tips and tricks

<b>Instructor(s)</b>	<b>Day</b>	<b>Time</b>	<b>Where</b>
<b>Kyle Culpepper</b>	<b>Tuesday, May 28</b>	<b>2:00 pm - 4:30 pm</b>	<b>GA Power/901 Patterson</b>
<b>Kyle Culpepper</b>	<b>Tuesday, July 09</b>	<b>1:30 pm - 4:00 pm</b>	<b>GA Power/901 Patterson</b>

## Smart Classroom

**1 Day / 1.5 Hours**    **2 Scheduling Options**

Do you want to learn more about the tools available in a Smart Classroom? Do you know how to power on and off the Sympodium, but that's about it? If so, then this is the class for you.



Topics Include:

- Power on and off the Sympodium
- Receive help
- Use privacy features
- Use the PC, DVD, VCR, laptop and auxiliary features
- Use the interactive screen, screen captures and aware tools
- Notebook software basic

Instructor(s)	Day	Time	Where
Fania Braaf	Tuesday, May 21	10:00 am - 11:30 am	Pine Hall Lab
Fania Braaf	Thursday, June 13	1:00 pm - 2:30 pm	Pine Hall Lab
Fania Braaf	Wednesday, July 10	3:00 pm - 4:30 pm	Pine Hall Lab

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## Alphabetical by Class

Building a Team and Motivating Your Workforce	7/10	2:00 pm - 5:00 pm	UC Rose Room	9
Business Writing	6/19	9:00 am - 11:00 pm	UC Rose Room	5
Campus P.R.I.D.E.	7/16	9:00 am - 12:00 pm	UC Rose Room	11
CMS: Cascade Server Basic Training	5/21	2:30 pm - 5:30 pm	GA Power/901 Patterson	15
	5/24	9:00 am - 12:00 pm	GA Power/901 Patterson	
	6/5	2:30 pm - 5:30 pm	GA Power/901 Patterson	
	6/6	9:00 am - 12:00 pm	GA Power/901 Patterson	
CMS: Cascade Server Intermediate Training	6/11	2:00 pm - 4:00 pm	GA Power/901 Patterson	15
	7/11	2:00 pm - 4:00 pm	GA Power/901 Patterson	
CMS: Open Lab	6/18	1:00 pm - 4:00 pm	GA Power/901 Patterson	16
Conflict Management for Supervisors	5/16	1:30 pm - 5:30 pm	UC Rose Room	9
CPR/First Aid	5/23	1:30 pm - 4:30 pm	UC Cypress Room	14
	6/6	8:30 am - 12:30 pm	UC Rose Room	
	7/12	8:30 am - 12:30 pm	UC Rose Room	
Defensive Driving	5/13 & 14	9:00 am - 12:00 pm	UC Rose Room	14
	6/24 & 25	2:00 pm - 5:00 pm	UC Rose Room	
Diversity 102	5/15	10:00 am - 12:00 pm	UC Rose Room	5
ePro Requester	5/22	9:00 am - 12:00 pm	Pine Hall Lab	13
Guiding Your Staff Through Change	7/2	9:00 am - 12:00 pm	UC Rose Room	10
How to Turn Conflict into Collaboration	5/20	1:30 pm - 4:30 pm	UC Rose Room	6
Intermediate Photoshop	5/13 & 14	10:00 am - 11:30 am	Odum 1300	16
iPad Basics	5/28	2:00 pm - 4:30 pm	GA Power/901 Patterson	17
	7/9	1:30 pm - 4:00 pm	GA Power/901 Patterson	
Leading a Diverse Workforce	5/23	9:00 am - 12:00 pm	UC Rose Room	6
Managing Student Employees	7/18	2:00 pm - 5:00 pm	UC Rose Room	10
New Employee Orientation	5/30	8:15 am - 4:00 pm	UC Rose Room	13
	6/27	8:15 am - 4:00 pm	UC Rose Room	
	7/25	8:15 am - 4:00 pm	UC Rose Room	
Presentation Skills	5/8	2:00 pm - 4:00 pm	UC Rose Room	6
Proofreading and Grammar Review	6/12	9:00 am - 11:00 am	UC Rose Room	7
QPR (Question Persuade Refer) Training	TBD	TBD	UC Rose Room	7
Smart Classroom	5/21	10:00 am - 11:30 am	Pine Hall Lab	18
	6/13	1:00 pm - 2:30 pm	Pine Hall Lab	
	7/10	3:00 pm - 4:30 pm	Pine Hall Lab	
Staff PFCE	6/17	2:00 pm - 5:00 pm	UC Rose Room	11
Student Employee PFCE	6/19	3:00 pm - 5:00 pm	UC Rose Room	12
	6/20	2:00 pm - 4:00 pm	UC Rose Room	
	7/9	3:00 pm - 5:00 pm	UC Rose Room	
	7/11	3:00 pm - 5:00 pm	UC Rose Room	
Teamwork and Motivation	6/20	9:00 am - 12:00 pm	UC Rose Room	8

## Chronological by Date

Presentation Skills	5/8	2:00 pm - 4:00 pm	UC Rose Room	6
Intermediate Photoshop	5/13 & 14	10:00 am - 11:30 am	Odum 1300	16
Defensive Driving	5/14 & 16	9:00 am - 12:00 pm	UC Rose Room	14
Diversity 102	5/15	10:00 am - 12:00 pm	UC Rose Room	5
Conflict Management for Supervisors	5/16	1:30 pm - 4:30 pm	UC Rose Room	9
How to Turn Conflict into Collaboration	5/20	1:30 pm - 4:30 pm	UC Rose Room	6
CMS: Cascade Server Basic Training	5/21	2:30 pm - 5:30 pm	GA Power/901 Patterson	15
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CMS: Cascade Server Basic Training	5/24	9:00 am - 12:00 pm	GA Power/901 Patterson	15
iPad Basics	5/28	2:00 pm - 4:30 pm	GA Power/901 Patterson	17
New Employee Orientation	5/30	8:15 am - 4:00 pm	UC Rose Room	13
CMS: Cascade Server Basic Training	6/5	2:30 pm - 5:30 pm	GA Power/901 Patterson	15
CMS: Cascade Server Basic Training	6/6	9:00 am - 12:00 pm	GA Power/901 Patterson	15
CPR/First Aid	6/6	8:30 am - 12:30 pm	UC Rose Room	14
CMS: Cascade Server Intermediate Training	6/11	2:00 pm - 4:00 pm	GA Power/901 Patterson	15
Proofreading and Grammar Review	6/12	9:00 am - 11:00 am	UC Rose Room	7
Smart Classroom	6/13	1:00 pm - 2:30 pm	Pine Hall Lab	18
Staff PFCE	6/17	2:00 pm - 5:00 pm	UC Rose Room	11
CMS: Open Lab	6/18	1:00 pm - 4:00 pm	GA Power/901 Patterson	16
Business Writing	6/19	9:00 am - 11:00 pm	UC Rose Room	5
Student Employee PFCE	6/19	3:00 pm - 5:00 pm	UC Rose Room	12
Student Employee PFCE	6/20	2:00 pm - 4:00 pm	UC Rose Room	12
Teamwork and Motivation	6/20	9:00 am - 12:00 pm	UC Rose Room	8
Defensive Driving	6/24 & 25	2:00 pm - 5:00 pm	UC Rose Room	14
New Employee Orientation	6/27	8:15 am - 4:00 pm	UC Rose Room	13
Guiding Your Staff Through Change	7/2	9:00 am - 12:00 pm	UC Rose Room	10
iPad Basics	7/9	1:30 pm - 4:00 pm	GA Power/901 Patterson	17
Student Employee PFCE	7/9	3:00 pm - 5:00 pm	UC Rose Room	12
Building a Team and Motivating Your Workforce	7/10	2:00 pm - 5:00 pm	UC Rose Room	9
Smart Classroom	7/10	3:00 pm - 4:30 pm	Pine Hall Lab	18
CMS: Cascade Server Intermediate Training	7/11	2:00 pm - 4:00 pm	GA Power/901 Patterson	15
Student Employee PFCE	7/11	3:00 pm - 5:00 pm	UC Rose Room	12
CPR/First Aid	7/12	8:30 am - 12:30 pm	UC Rose Room	14
Campus P.R.I.D.E.	7/16	9:00 am - 12:00 pm	UC Rose Room	11
Managing Student Employees	7/18	2:00 pm - 5:00 pm	UC Rose Room	10
New Employee Orientation	7/25	8:15 am - 4:00 pm	UC Rose Room	13
QPR (Question Persuade Refer) Training	TBD	TBD	UC Rose Room	7