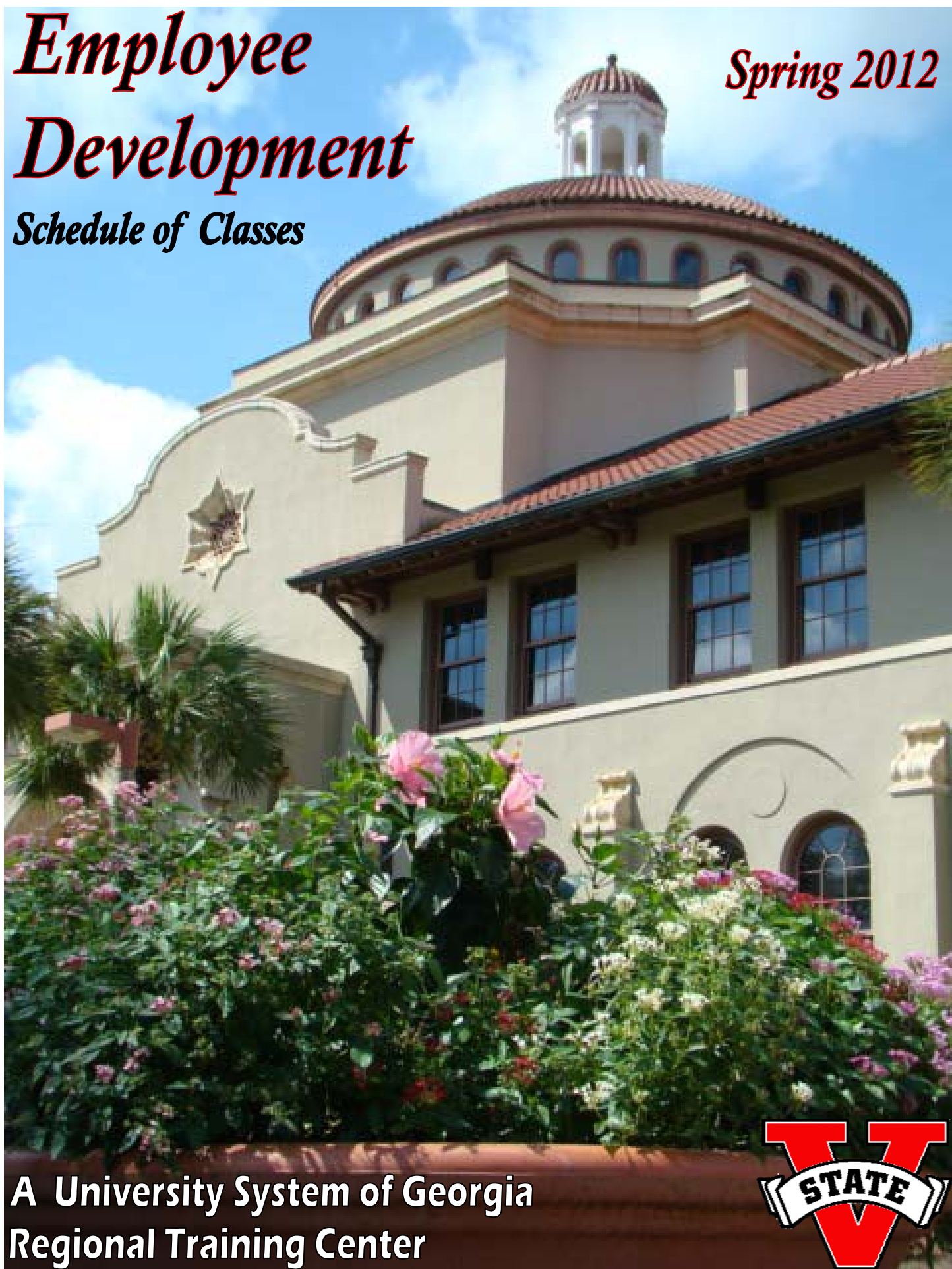


Employee Development

Schedule of Classes

Spring 2012



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



Employee Development Welcomes You — Spring 2012

Dear VSU Community,

We are pleased to announce our professional development classes for 2012 Spring Semester. We hope that you find them interesting and beneficial to your growth at VSU. We have an abundance of offerings including certification programs. We hope that you will find information to inspire, motivate, produce new skills, and provide you with new opportunities. These courses are open to all VSU faculty, staff and student employees.

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. You may download this document from our website at www.valdosta.edu/finadmin/training/ if you need additional copies.

We wish you a productive and fulfilling semester.

Rebecca Murphy
and the Staff of
Human Resources and Employee 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.

General Information.....4

Personal Development.....5

Management/Leadership7

Customer Service.....9

University Procedures 11

Safety 14

Technology 16

Campus Wellness..... 24

Faculty Sessions 25

Training Materials To-Go 26

Index 28

Online Registration



Campus Training Programs

The programs listed in this catalog are open to all employees of the University. Classes are filled on a first come, first served basis according to the date registration forms are received. Staff members whose registration forms are received after a class is full are automatically put on a waiting list. Waiting list registrants are notified of vacancies and moved into the class as cancellations are received. If you register for a class, but are unable to attend, please notify the Employee and Organizational Development Office within 24 hours of the class. Classes are subject to cancellation if registration is low.

Employees should verify with their supervisor that they can attend a class during work hours.

Training Library Materials

Can't get away to attend a class, we have another option. The Employee and Organizational Development Office has training material available free of charge to employees for checkout from the Training Library. We have audio, video, and textbook resources on many topics. The list of titles is included at the end of this catalog. See our web page at www.valdosta.edu/finadmin/training/ for additional information, or call us at 259-5105.

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 material, and deliver the course, as well as assist with follow-up evaluation to determine its effectiveness. For additional information about services, programs, and resources call Becky Murphy, at 259-5106 or e-mail her at 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 5 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:

Provide a welcome to the University and acknowledge the employee's value.

Help staff members connect with their new workplace by learning the vision, mission, and goals of the University.

Educate about the services provided by various departments on campus and the people who work in those departments.

Navigating the Personality Maze

1 Day/3 Hours



As a front-line agent of your department and Valdosta State University, you spend a great deal of your time dealing with people, whether it is face-to-face or on the phone. This class is designed to help you become more efficient and less stressed in your everyday dealings by understanding how to communicate and interact with the various personality types you encounter. By understanding the different personalities you face, you can reduce the amount of stress and conflict by presenting information in ways that will reach them as efficiently as possible.

Topics Covered Include:

- Understanding your personality and persona and the role it plays
- Identify various types of difficult people and their characteristics
- Developing strategies to overcome negative or aggressive behavior
- Maintaining a confident and professional demeanor when faced with difficult situations
- Understanding how generational traits impact personalities

Instructor

Schedule/Location

David Schmidt

Monday, April 16, 2012

1:30 PM - 4:30 PM

Rose Room - University Center

Organization & Time Management

1 Day/4 Hours



This course will teach you to control the vicious cycle of time-pressure and stress, allowing you to make the most effective use of your time, energy and skills. You will learn time management tools that are best suited to your personality and job. You will discover how to empower others by using the key principles of time management. You will gain techniques to regain control by actively managing interruptions.

Topics Covered Include:

- Shape your work day and set priorities
- Eliminate clutter one pile at a time

- Distinguish between things to keep and things to trash
- Create a system for files on your desk and your computer
- Set up systems for handling paper that will keep your desk clear
- Unclutter your mind trying to remember with simple ways to track projects, coordinate meetings, and keep everyone else on target
- Manage mail, e-mail, and voicemail overload
- Identify time wasters
- Prioritize work, handle interruptions, say no, and reduce procrastination

Instructor

Schedule/Location

David Schmidt

Thursday, March 22, 2012

1:00 PM - 5:00 PM

Rose Room - University Center

Fundamentals of Diversity/

Inclusiveness

1 Day/2 1/2 Hours



Diversity in the workplace can be a very complex and

sensitive issue. It is important for all USG employees, student workers, and faculty members to heighten their awareness of both their personal cultural lenses and the impact of those lenses on individuals from other groups. In this interactive workshop, participants develop a deeper understanding of diversity and inclusiveness and their role in fostering a comfortable and fair workplace. Participants will also examine and explore personal perspectives on dimensions of difference and identify barriers to diversity in the workplace.

Topics Covered Include:

- Explore the meaning of diversity and the common barriers to achieving diversity in the workplace;
- Understand the impact of stereotypes and biased statements, even when casually said;
- Develop skills to communicate respectfully in a diverse world and for promoting inclusion and respect in the workplace; and
- Establish a personal action plan to make diversity work for you.

Instructor

Schedule/Location

Diversity Trainers

Thursday, April 5, 2012

9:30 AM - 12:00 PM

Rose Room - University Center

Icon Key



= Administrative Assistant Certification



= Supervisory Management Certification



= Leadership Certification



= Available Online



= Professional Development Consortium

Professional Image & Success at Work



1 Day/3 Hours

Have you ever wanted to feel more confident at work and campus social gatherings? Do you find that your ideas just never seem to be heard?

This half day workshop and explore specific strategies that will assist you in presenting a confident, capable, professional image. Gain the respect and recognition that you desire from customers, peers, and bosses.

Topics Covered Include:

- A confidential, personal assessment of your current image and interpersonal style.
- How your image influences your performance and the way others respond to you.
- Effective verbal and nonverbal communication techniques.
- Business etiquette tips that will help you feel confident interacting with other.
- Methods on how to add power to the spoken word.

Instructor

Schedule/Location

Dr. Cindy Prater
Assistant Professor
Adult Career Education

Tuesday, March 13, 2012
2:00 PM - 5:00 PM
Rose Room - University Center

Secrets to Being Happy at Work

1 Day/6 Hours



The average adult in the United States spends approximately 1/3 of their adult life at work. Many people spend more time with their coworkers than they do with family members.

Interacting with coworkers can be fruitful or frustrating, depending on your approach and mindset. Ask yourself these questions:

Do you feel mentally "pulled" in two directions while working on a task?

Do you feel frustrated when working with someone whose way of doing things is radically different from yours?

Do you feel like you are working out of your element?

If you answered YES to one or more of these questions, chances are you are not as happy at work as you can be.

Topics Covered Include:

- The Four different ways that people approach their work.
- How to determine what motivates your boss, coworkers, and yourself.
- How to predict a person's behavior.
- The secrets to reading a person like a book.
- Ways to motivate and work with a team or committee.
- How to prevent conflict BEFORE it starts.
- Ways to communicate with challenging people.
- Discover your ideal workplace.
- How to use the "Sunday Night Test" to determine if you are in the wrong Job.
- How to increase your happiness at work.

Instructor

Schedule/Location

Mike Spremulli
CEO & Trainer
The Chrysalis Corp.

Wednesday, May 2, 2012
9:00 AM - 4:00 PM
Rose Room - University Center

All participants receive:

A detailed 26 page personality report that provides you with general characteristics about your personality and preferred work style, a personalized "checklist" for communication, descriptions of how others perceive you, personal behavioral hierarchy, plus much more value information. This tool will help you clarify with pin-point accuracy what makes you tick in the work environment and assist you in tapping into your personal strengths.

Conducting Performance

Evaluations

1 Day/4 Hours



Are you responsible for conducting performance appraisals with your staff? Do you know how to make the most of a performance appraisal? Do you understand the legal issues involved? Here is your chance!!

This session is designed to prepare managers for implementing a performance management system that not only helps you prepare for the annual review, but also provides you with tips and techniques to create an ongoing feedback process.

Topics Covered Include:

- Conduct performance evaluations that drive higher organizational achievement
- Create the environment to conduct successful performance evaluations
- Recognize relevant legal issues and take the appropriate action
- Understand and implement the year round performance management cycle (i.e. goal setting, development, feedback, coaching, recognition & appraisal, follow-up)
- Use communication techniques for various evaluation scenarios

Instructor

Tim Yorkey

Schedule/Location

Thursday, March 1, 2012
1:00 PM - 5:00 PM
Cypress Room

How to Hire the Right Person

1 Day/6 Hours



Recruiting and selecting the right person for the right job is a critical aspect of employee retention. The cost of replacing a wrong hiring decision can cost as much as twice the person's salary. This session will cover the vital guidelines for creating and conducting an effective and legally defensible selection interview, so that the next time you hire someone; you will increase the likelihood of finding a successful new employee.

Topics Covered Include:

- Identify essential job functions and determine which of

these are best assessed through interview questions or some other selection process

- Increase the predictability power by using behavioral questioning
- Determine appropriate questions to predict "best fit"
- Identify effective methods to evaluate candidates following the interview
- Learn how to dissect resumes and applications
- Methods to use to get the most out of references
- Learn how to get candidates to tell you more

Instructor

David Schmidt

Schedule/Location

Tuesday, April 24, 2012
9:00 AM - 4:00 PM
Rose Room - University Center

Coaching for Performance

1 Day/3 Hours



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. You will learn...

Topics Covered Include:

- How to inspire a vision, set goals and communicate them to others
- Develop an effective communication style with diverse individuals
- Techniques for establishing a coaching relationship
- Tools for delegating and coaching employees
- How to use a 90 day performance review to further develop your employees

Instructor

Tim Yorkey

Schedule/Location

Thursday, February 9, 2012
9:30 AM - 12:30 PM
Rose Room - University Center

Icon Key



= Administrative Assistant Certification



= Supervisory Management Certification



= Leadership Certification



= Available Online



= Professional Development Consortium

Leading a Diverse Workforce

1 Day/4 Hours



People from diverse backgrounds are inherently able to work and live together with respect and harmony. Prejudices, fears, and stereotyping about people who are different from us are learned behaviors that often interfere with healthy communication and trust between individuals and various groups. This session is designed to facilitate the exploration of diversity and to help participants become knowledgeable of diversity issues in the workplace. Providing leadership in a diverse environment will be emphasized.

Topics Covered Include:

- Heightened awareness of both their personal cultural lenses and the impact of those lenses on individuals from other groups;
- A deeper knowledge of what diversity is, and how and why its management is relevant to the good performance of individuals, groups and organizations;
- Tools for supervisors to use to foster a positive work environment.

Instructor

Felicia Hilson
Allison Curington

Schedule/Location

Thursday, March 15, 2012
1:00 PM - 5:00 PM
Rose Room - University Center

Lean Six Sigma Green Belt

2 Day/14 Hours



This multi-day course will provide you with the understanding to apply basic statistical concepts for use in Six Sigma projects. You will use computer software to create graphs and perform statistical calculations for Six Sigma, state the statistical definition of Six Sigma and create and apply surveys using computer software to collect information for Six Sigma projects. This course is required for individuals serving as project leaders on a process improvement team.

Instructor

Andy Clarke
Associate VP
Enrollment Manager

Schedule/Location

Tuesday, March 20 & 27, 2012
9:00 PM - 5:00 PM
Cypress Room - University Center
Rose Room - University Center



Campus Pride

1 Day/2.5 Hours

2 Schedule Options

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

Topics Covered Include:

- 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

Tim Yorkey &
David Schmidt

Schedule/Location

Friday, March 16, 2012
8:30 AM - 11:00 AM
Rose Room - University Center

or

Wednesday, May 16, 2012
2:00 PM - 4:30 PM
Rose Room - University Center

Dealing with the Difficult Caller

1 Day/2 Hours

“The customer is always right” can be put to the test when you have a challenging encounter on the telephone with a customer who doesn’t want to cooperate in finding a resolution to the problem at hand. These difficult callers can add stress to your day and linger in ways that may affect the interactions with others. Don’t let this challenge get the best of you; position yourself so you know what to do in these demanding situations before they occur.

Topics Covered Include:

- Learn what your personality is over the phone
- Develop techniques that are proven to calm the upset caller

- Deflecting the sting of put-downs, criticism and attacks
- When the answer must be “no”—how you say it is 99% of your success
- How to build rapport—and win respect—in 10 seconds flat
- Tips and techniques for putting the caller on hold and transferring the call that increases your professional edge

Instructor

David Schmidt

Schedule/Location

Tuesday, February 28, 2012
10:00 AM - 12:00 PM
Rose Room - University Center

Partners for Campus Excellence

2 Day/6 Hours (3 Hours Per Day)

Building Internal Relations, Promoting Service Excellence

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 to allow participants to discuss the following topics:

- 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

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.

Who should attend?

If you hold a staff or administrative position and have never attended the Partners for Campus Excellence training, then this session is for you. New hires should complete this training within their first year of employment

Instructor

Tim Yorkey &
David Schmidt

Schedule/Location

Thursday, April 19, 2012
1:30 PM - 4:30 PM

AND

Friday, April 20, 2012
9:00 AM - 12:00 PM
Rose Room - University Center



Icon Key



= Administrative Assistant Certification



= Supervisory Management Certification



= Leadership Certification



= Available Online



= Professional Development Consortium

Student Employee Training

1 Day/2 Hours

5 Schedule Options

This class 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. We focus on the following areas:

Topics Covered Include:

- Your role as a Professional at VSU
- Creating a Positive First Impression
- Working with a Diverse Population
- Face-to-Face, Telephone and Listening Skills
- Reducing campus "run-around" by learning more about the campus
- Dealing with the difficult person/situation

Instructor

Tim Yorkey

Schedule/Location

Tuesday, January 24, 2012
9:00 AM - 11:00 AM
Dogwood Room - University Center

or
Wednesday, January 25, 2012
3:00 PM - 5:00 PM
Dogwood Room - University Center

or
Thursday, January 26, 2012
5:00 PM - 7:00 PM
Dogwood Room - University Center

or
Wednesday, February 15, 2012
3:00 PM - 5:00 PM
Dogwood Room - University Center

or
Thursday, February 16, 2012
5:00 PM - 7:00 PM
Dogwood Room - University Center



Online Registration



Take advantage of the Online Registration process by going to:

<http://www.valdosta.edu/finadmin/training/> and clicking on the Online Registration logo. This database provides you with:

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

Annual Motor Vehicle Use Procedure On-Line Training

Online Only via BlazeView



As per BOR requirements and the DOAS Comprehensive Loss Control Program, Valdosta State University has adopted a new Motor Vehicle Use Procedure. Effective July 1, 2010, all employees, faculty and staff, who drive on institutional business regardless of frequency of driving and/or location of driving (on-campus or off -site) shall be subject to annual compliance training.

Annual training began on **July 1, 2010** for all university employees who may have work assignments which involve driving a vehicle (personal or state owned) to complete university related business (on campus or off-site). All newly hired employees will have thirty days to complete this training from their date of hire. All employees affected by this policy will need to complete the online training accessed in BlazeVIEW by using this link:

<http://blazeview.valdosta.edu/webct/entryPageIns.dowebct>.

Employees will see the course listed in the course listing as Motor Vehicle Policy Training. BlazeVIEW can also be accessed by going to the VSU homepage and go to BlazeVIEW on the left hand side of the page. If the course is not listed, please contact Employee Development at 259-5105 or email Tim Yorkey teyorkey@valdosta.edu.

All employees who routinely operate a university vehicle will be subject to a Motor Vehicle Records background history check (a.k.a. Driver's License check) in order to comply with the Motor Vehicle Use Procedure. These employees are also required to maintain their Defensive Driving Certification (renewed every 3 years).



E-Pro Requester

1 Day/3 Hours

5 Schedule Options

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 Covered Include:

- Review Requester responsibilities for ePro/ GeorgiaFIRST Marketplace
- Establish Requester profile in GeogiaFIRST Marketplace
- Differentiate the two types of requisition in ePro
- Create a Marketplace Requisition from a Personal Shopping Cart
- Identify the steps in creating an ePro Requisition
- Create a Marketplace Requisition from an Assigned Shopping Cart
- Create a Special Request Requisition
- Use the Manage Requisitions page to review, edit, and cancel a requisition
- Receive an item through Desktop Receiving

Instructor

Schedule/Location

David Schmidt EOD	Wednesday, January 25, 2012 1:30 PM - 4:30 PM Pine Hall Computer Lab
or	Monday, February 13, 2012 1:30 PM - 4:30 PM Pine Hall Computer Lab
or	Tuesday, March 13, 2012 9:00 AM - 12:00 PM Pine Hall Computer Lab
or	Thursday, April 12, 2012 1:30 PM - 4:30 PM Pine Hall Computer Lab
or	Friday, May 4, 2012 9:00 AM - 12:00 PM Pine Hall Computer Lab

Icon
Key



= Administrative Assistant Certification



= Supervisory Management Certification



= Leadership Certification



= Available Online



= Professional Development Consortium

E-Pro Shoppers

1 Day/2 Hours

5 Schedule Options

This module is designed for VSU employees whose job responsibilities include selecting goods and services for their business use and send the information to designated departmental employee for processing. Training will cover how to use the GeorgiaFIRST Marketplace as an online shopping site which is accessed from PeopleSoft Financials. Through this online shopping site, users can shop online for contract items from a variety of state and institution approved vendors, including Staples, Grainger, HP, and Fischer Scientific. Users can select items by placing them in an online shopping cart. They assign these shopping carts to a designated requester when ready, and the requester then turns their shopping cart into an ePro requisition.

Topics Covered Include:

- Introduce users to the GeorgiaFIRST Marketplace
- Log into the GeorgiaFIRST Marketplace as a Shopper
- Verify information in User Profile
- Set up default Requester
- Identify Marketplace home page content
- Navigate the GeorgiaFIRST Marketplace
- Search for items in the GeorgiaFIRST Marketplace using different methods
- Select items from the GeorgiaFIRST Marketplace using different methods
- Display active shopping cart
- Rename active shopping cart
- Update shopping cart
- Assign cart to a Requester
- Include comments on a shopping cart
- Indicated changes to chartfields for requester

Instructors

David Schmidt
EOD

Schedule/Location

Tuesday, January 17, 2012
9:00 AM - 11:00 AM
Pine Hall Computer Lab

or

Monday, February 20, 2012
2:00 PM - 4:00 PM
Pine Hall Computer Lab

or

Tuesday, March 27, 2012
9:00 AM - 11:00 AM
Pine Hall Computer Lab

or
Thursday, April 5, 2012
2:00 PM - 4:00 PM
Pine Hall Computer Lab

or
Friday, May 11, 2012
9:00 AM - 11:00 AM
Pine Hall Computer Lab

Tuition Assistant Program (TAP)

Have you considered going to college to acquire your Undergraduate or Graduate Degree? Have you heard about the **Tuition Assistance Program (TAP)**, but want to learn more? Bring your lunch and join us for an information session and hear from campus representatives who will orient you to the Tuition Assistance Program and share information with you that will ease your transition into college.

Topics Covered Include:

- How the TAP program works
- Getting enrolled
- When financial aid can help
- Campus resources
- What to do when you owe fees

Instructor

David Schmidt
EOD

Schedule/Location

Tuesday, February 22, 2012
11:30 AM - 1:00 PM
UC Cypress Room



Web Accessibility - Are Your Web Pages Compliant with ADA?

1 Day/2 Hours

8 Schedule Options

With the ever increasing dependence on computer technology, it is important that we ensure our message reaches all audiences. This course will cover accessibility of PDF, PPT and Word files. Training will cover the legal requirements under the ADA and the Rehabilitation Act and is specifically designed for those who create content within the VSU website.

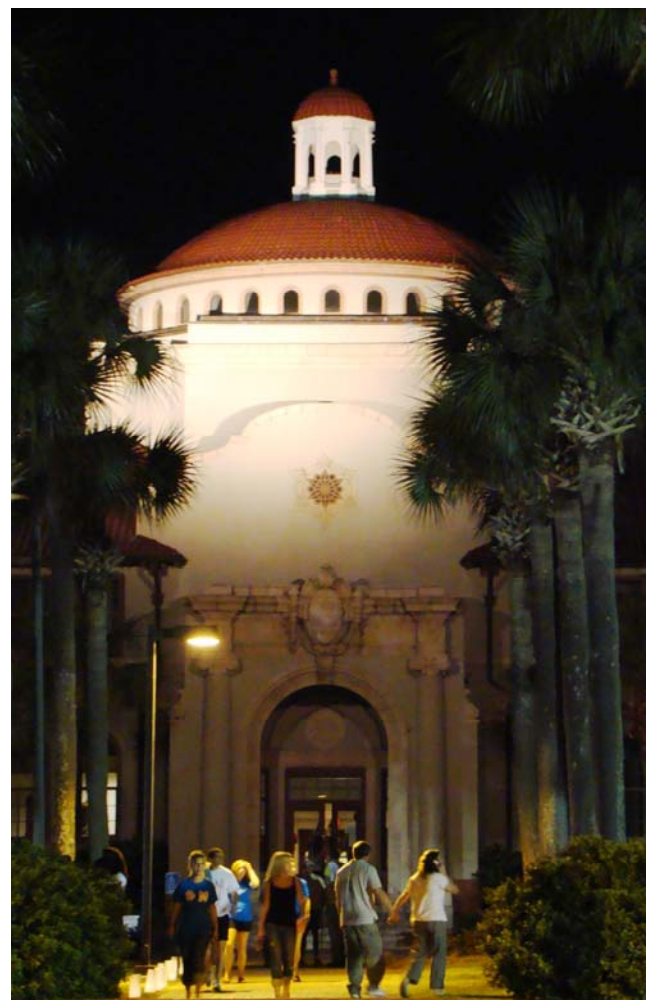
Open Sessions—No Registration Required

In addition to the scheduled options listed below, open sessions are available in the Access Office, Farber Building on February 6 from 2:00PM - 4:00PM, February 20 from 2:00PM - 4:00PM, March 9 from 10:00AM - 12:00PM, March 23 from 1:00AM-12:00PM, April 13 from 10:00AM-12:00PM and April 23 from 2:00PM-4:00PM. Stop by during these times for assistance in creating accessible web content. Attendees are asked to bring with them any documents that they have questions about. Additionally, attendees will receive help with any other web accessibility-related issues. Please bring questions, comments, or website examples so we can assist in making your web content fully accessible.

Instructor Schedule / Location

- Michael McKinley
Access Office
- Tuesday, January 17, 2012
3:00 PM - 5:00 PM
Pine Hall Computer Lab
- or
- Tuesday, January 24, 2012
3:00 PM - 5:00 PM
Pine Hall Computer Lab
- or
- Friday, February 3, 2012
10:00 AM - 12:00 PM
Pine Hall Computer Lab
- or
- Wednesday, February 29, 2012
10:00 AM - 12:00 PM
Pine Hall Computer Lab
- or
- Wednesday, March 7, 2012
3:00 PM - 5:00 PM
Pine Hall Computer Lab

- or
- Wednesday, March 21, 2012
10:00 AM - 12:00 PM
Pine Hall Computer Lab
- or
- Tuesday, April 10, 2012
3:00 PM - 5:00 PM
Pine Hall Computer Lab
- or
- Thursday, April 19, 2012
10:00 AM - 12:00 PM
Pine Hall Computer Lab



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. 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.

Instructor

Tim Yorkey

Schedule / Location

Friday, January 27, 2012
8:30 AM - 12:30 PM
Dogwood Room - University Center

Monday, February 20, 2012
1:30 PM - 4:30 PM
Dogwood Room - University Center

Wednesday, March 14, 2012
8:30 AM - 12:30 PM
Dogwood Room - University Center

Friday, April 27, 2012
8:30 AM - 12:30 PM
Dogwood Room - University Center

Thursday, May 17, 2012
8:30 AM - 12:30 PM
Dogwood Room - University Center



American Red Cross

Defensive Driving

2 Days / 6 Hours (3 Hours Per Day)*

5 Schedule Options

* = A special 1 Day / 6 Hour "Brown Bag" Session on May 9, 2012. Bring your lunch and we will work straight through to get you out on time.

The "AAA Driver Improvement Course" is designed to help you fine-tune 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.

The program is free 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

David Schmidt

Schedule / Location

Tuesday, January 10, 2012
AND
Thursday, January 12, 2012
9:00 AM - 12:00 PM
Rose Room - University Center

Tim Yorkey

Monday, February 13, 2012
AND
Wednesday, February 15, 2012
1:30 PM - 4:30 PM
Rose Room - University Center

Tim Yorkey

Monday, March 5, 2012
AND
Wednesday, March 7, 2012
9:00 AM - 12:00 PM
Cypress Room - University Center

Michael Knight

Monday, April 23, 2012
AND
Wednesday, April 25, 2012
1:30 PM - 4:30 PM
Plant Operations - Training Room

David Schmidt

*Tuesday, May 9, 2012
9:00 AM - 3:00 PM
Ross Room - University Center

Online Training



The University System of Georgia Environmental Health and Safety office has provided on-line modules for Hazardous Chemical Right-to-Know training, Hazardous Waste Awareness, and Blood borne Pathogens. The links to the training courses are listed.

In the **Right-to-Know section**, two courses are available: Basic Awareness, which is required for all faculty and staff that may be exposed to hazardous chemicals in the workplace, and Chemical-Specific, which is required for all faculty and staff who use hazardous chemicals as a supplement to training provided by the immediate supervisor.

www.usg.edu/ehs/training/rtkbasic/

www.usg.edu/ehs/training/chemical/

In addition, all faculty and staff members who work with hazardous materials and generate hazardous waste should review and understand the **Hazardous Waste Awareness Training**.

www.usg.edu/ehs/training/hazwaste/

Any faculty or staff who may encounter blood or other potentially infectious materials while performing their job duties should review the **Bloodborne Pathogens Training**.

www.usg.edu/ehs/training/pathogens/

Is your work environment safe?

Classes currently available upon request include:

- Asbestos awareness
- Hazardous waste awareness
- Universal waste
- Fire extinguisher training
- Used Oil handling
- Ergonomics and proper lifting
- Utility cart training

Learn more about the many training resources on safety related topics available to you by visiting Environmental and Occupational Safety website.- www.valdosta.edu/finadmin/safety/.

Online Registration



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<http://www.valdosta.edu/finadmin/training/> and clicking on the Online Registration logo. This database provides you with:

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

Icon Key



= Administrative Assistant Certification



= Supervisory Management Certification



= Leadership Certification



= Available Online



= Professional Development Consortium

Basic Computer Skills

6 Days/12 Hours (2 Hours Per Day)

The first 3 Thursday's and Friday's in April

Are you intimidated by computers? Have you always had a desire to take a chance on using them but were just a bit too afraid they had a mind of their own? Do you wish you could catch up with all the technology that has taken over the workplace? If you answered "yes" to any of these questions, then Basic Computer Skills is the class for you.

This class is designed for those with limited experience or confidence with computers. In a hands-on environment, you will get to start at the beginning and learn how and why things work the way they do and the best way to eliminate those fears that are often associated with computers use. Let us be the lifeguard as you prepare to take a dive into the world of computers.

Topics Covered Include:

- Basic Computer Terminology
- Basic Computer Operations
- Understanding Windows
- E-mail Fundamentals
- Navigating the internet
- Utilizing the VSU website

Instructor

David Schmidt

Schedule/Location

Wednesday, April 4, 2012, &
Friday, April 6, 2012, &
Wednesday, April 11, 2012, &
Friday, April 13, 2012, &
Wednesday, April 18, 2012, &
Friday, April 20, 2012.
1:15 PM - 3:15 PM
Pine Hall Computer Lab

BlazeView for Advanced Users

1 Day/2 Hours

3 Schedule Options

This session is intended for experienced users who have already been using BlazeVIEW. In this workshop, you will get a hands-on guide through some of the more advanced

BlazeVIEW features and uses. Among the features to be explored include, grading forms, goals, custom settings, the group manager tool, peer-reviews, date-rollover and much more.

Instructor

Vince Spezzo
Instructional
Technology Specialist

or

or

Schedule/Location

Wednesday, February 1, 2012
9:00 AM - 11:00 AM
HUB Library Room 2619

Wednesday, March 14, 2012
1:00 PM - 3:00 PM
HUB Library Room 2619

Tuesday, April 24, 2012
3:00 PM - 5:00 PM
HUB Library Room 2619

BlazeView Gradebook

1 Day/2 Hours

3 Schedule Options

This introductory workshop will provide an overview of the VSU Vista Grade Book features, creating and managing grade book columns, entering student grades, creating calculated columns, column settings, editing and overriding grades, audit history, denying and granting student access, and backing up your section grades by exporting to a spreadsheet. Workshop participants will work hands on in a VSU Vista training section.

Instructor

Vince Spezzo
Instructional
Technology Specialist

or

or

Schedule/Location

Friday, February 24, 2012
9:30 AM - 11:00 AM
HUB Library Room 2619

Tuesday, February 28, 2012
3:00 PM - 4:30 PM
HUB Library Room 2619

Friday, April 20, 2012
1:00 PM - 2:30 PM
HUB Library Room 2619

For more information on technology courses visit:

E-learning: <http://www.valdosta.edu/distance/> & Communications and Training: <http://www.valdosta.edu/it/css/wks/>

Contribute Basics

1 Day/2 Hours

3 Schedule Options

Are you responsible for maintaining your departments' web pages, but have not learned how to use the Contribute software? Or maybe you have just started using Contribute and would like some additional guidance. Then this class is for you!

Topics Covered Include:

- How to install Contribute on your computer
- Connecting to Contribute and begin editing pages
- Reviewing new web page standards and guidelines
- How to navigate
- Create a new page
- Edit a page
- Add an image
- Add a table
- Create links
- Send a page for review (Writers and/or Publishers)
- Publish a page (Publishers)

Instructor

Schedule/Location

Kathy Sundin IT Communications & Training	Wednesday, January 11, 2012 8:30 AM - 10:30 AM Pine Hall Computer Lab
or	Wednesday, February 1, 2012 10:00 AM - 12:00 PM Pine Hall Computer Lab
or	Tuesday, March 6, 2012 9:00 AM - 11:00 AM Pine Hall Computer Lab

Excel 2010 New Features

1 Day/2 Hours

3 Schedule Options

This class covers the new and enhanced features in Excel 2010. Also covered in this class will be Excel Tips and Tricks for utilizing Excel more effectively.

Topics Covered Include:

- File Tab
- Ribbon Customization
- Sparklines
- Slicer
- Enhanced Conditional Formatting
- Enhanced PivotCharts
- Screenshots and Screen Clipping
- Protected View
- Enhanced SmartArt
- Improved Filtering
- Preview before you Paste
- Opening workbooks for comparison
- Tips and Tricks

Instructor

Schedule/Location

Kathy Sundin IT Communications & Training	Tuesday, January 10, 2012 1:30 PM - 3:30 PM Pine Hall Computer Lab
or	Thursday, February 2, 2012 8:30 AM - 10:30 AM Pine Hall Computer Lab
or	Wednesday, March 7, 2012 10:00 AM - 12:00 PM Pine Hall Computer Lab

For more about
IT Trainings
go to
www.valdosta.edu/it/css/wks/

Expression Web Basics

1 Day/2 Hours

3 Schedule Options

Expression Web is Microsoft's website design replacement package for FrontPage. At VSU Expression Web is used to create faculty/staff personal webpages. Expression Web cannot be used to edit any VSU departmental web pages - only Contribute can be used.

Topics Covered Include:

- Introduce Expression Web and HTML concepts
- Discuss Expression Web window and task panes
- Identify the url format for faculty/staff personal webpages
- Create, edit and save a personal website and webpages
- Preview webpages in browser
- Format webpages
- Create, edit and remove hyperlinks and bookmarks
- Insert and edit images
- Publish personal webpage

Instructor Schedule/Location

Kathy Sundin IT Communications & Training	Thursday, January 12, 2012 8:30 AM - 10:30 AM Pine Hall Computer Lab
or	Wednesday, February 8, 2012 3:00 PM - 5:00 PM Pine Hall Computer Lab
or	Thursday, March 1, 2012 10:00 PM - 12:00 PM Pine Hall Computer Lab

Introduction to BlazeView

1 Day/2 Hours

7 Schedule Options

This session is intended for new or beginning users. In this workshop, you will get a hands-on introduction to the Section Designer role in BlazeVIEW (VSU's online course management system). The focus will be on the features and functions of the BlazeVIEW Learning Module, managing and

sharing your content, organizing your content, and other BlazeVIEW course tools into a learning path for students. Bring your syllabus or lecture notes with you as a Word file, webpage, or other document file, and leave this workshop with your materials in BlazeVIEW.

Instructor Schedule/Location

Vince Spezzo Instructional Technology Specialist	Friday, January 6, 2012 1:00 PM - 3:00 PM HUB Library Room 2619
or	Thursday, January 19, 2012 2:00 PM - 4:00 PM HUB Library Room 2619
or	Wednesday, January 25, 2012 9:00 AM - 11:00 AM HUB Library Room 2619
or	Tuesday, February 7, 2012 3:00 PM - 5:00 PM HUB Library Room 2619
or	Monday, March 5, 2012 1:00 PM - 3:00 PM HUB Library Room
or	Wednesday, April 11, 2012 2:00 PM - 4:00 PM HUB Library Room 2619
or	Tuesday, April 17, 2012 3:00 PM - 5:00 PM HUB Library Room 2619

iPad Basics

1 Day/2 .5 Hours

3 Schedule Options

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 Covered Include:

- Navigating your iPad
 - ◆ Turning on/off and sleep options

- ◆ Pinching and zooming functions
- ◆ Using Home button
- ◆ Viewing options
- ◆ Taking screen shots
- ◆ Using the camera
- ◆ Adjusting volume
- ◆ Using multitasking status bar
- ◆ Closing out of running apps
- ◆ Rearranging and deleting apps
- ◆ Creating folders
- 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

Instructor **Schedule/Location**

Kathy Sundin Tuesday, January 24, 2012
 IT Communications 9:00 AM - 11:30 AM
 & Training Pine Hall Computer Lab

or Thursday, February 9, 2012
 1:30 PM - 4:00 PM
 Pine Hall Computer Lab

or Tuesday, March 20, 2012
 9:00 AM - 11:30 AM
 Pine Hall Computer Lab

Movie Maker Feature Review

1 Day/2 Hours
3 Schedule Options

This class will cover the process of quickly turning your photos and videos into movies.

Topics Covered Include:

- Key Concepts
- Movie Maker Screen
- Insert Photos/Videos
- AutoMovie

- Edit Features such as transitions, rotating photos, effects, adding titles, captions and credits,
- Add music, split music and adjust audio mix
- Edit and Splice Videos
- Video Snapshots
- Webcam Video
- Import Photos/Videos from Digital Camera, Memory Card Reader, CD or DVD
- Save Movie Options
- Burn Movie to DVD

Instructor **Schedule/Location**

Kathy Sundin Wednesday, January 18, 2012
 IT Communications 8:30 AM - 10:30 AM
 & Training Pine Hall Computer Lab

or Tuesday, February 7, 2012
 10:00 AM - 12:00 PM
 Pine Hall Computer Lab

or Thursday, March 8, 2012
 1:30 PM - 3:30 PM
 Pine Hall Computer Lab

Outlook 2010 with Exchange Features

1 Day/3 Hours
3 Schedule Options

This class is designed for faculty/staff that have not used the desktop Outlook email client and those that wish to learn the 2010 features. This session will also cover the Exchange features available.

Topics Covered Include:

- Mail
- Calendar
- Contacts
- Tasks
- Sync from Desktop Outlook (email and calendar entries) to Outlook Web App

- Calendar Sharing
- Meeting Requests
- Overlay Feature
- Out of Office Assistant

<i>Instructor</i>	<i>Schedule/Location</i>
Kathy Sundin IT Communications & Training	Thursday, January 19, 2012 8:30 AM - 11:30 AM Pine Hall Computer Lab
or	Wednesday, February 15, 2012 8:30 AM - 11:30 AM Pine Hall Computer Lab
or	Tuesday, March 6, 2012 1:30 PM - 4:30 PM Pine Hall Computer Lab

PowerPoint 2010 New Features

1 Day/2 Hours

3 Schedule Options

This class will cover the new and enhanced features in PowerPoint 2010. Also covered in this class will be PowerPoint Tips and Tricks for utilizing PowerPoint more effectively.

Topics Covered Include:

- File Tab
- Ribbon Customization
- Enhanced Transitions
- Enhanced Animations
- Broadcast Slide Show
- Enhanced Compare Feature
- Sections
- Screenshot/Screen Clipping
- Protected View
- Enhanced SmartArt
- On-line Bilingual Dictionary
- Embedded Videos/Trim Audio or Video Clip
- Preview before you Paste
- Opening presentations for comparison
- Tips and Tricks

<i>Instructor</i>	<i>Schedule/Location</i>
Kathy Sundin IT Communications & Training	Wednesday, January 25, 2012 8:30 AM - 10:30 AM Pine Hall Computer Lab
or	Tuesday, February 14, 2012 3:00 PM - 5:00 PM Pine Hall Computer Lab
or	Tuesday, March 15, 2012 8:30 AM - 10:30 AM Pine Hall Computer Lab

Smart Classroom

1 Day/2 Hours

3 Schedule 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 Symposium, but that's about it? If so, then this is the class for you.

Topics Covered Include:

- Power On and Off the Symposium
- 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 Basics

<i>Instructor</i>	<i>Schedule/Location</i>
Kathy Sundin IT Communications & Training	Thursday, January 26, 2012 1:30 PM - 3:30 PM Pine Hall Computer Lab
or	Wednesday, February 22, 2012 8:30 AM - 10:30 AM Pine Hall Computer Lab
or	Tuesday, March 27, 2011 3:00 PM - 5:00 PM Pine Hall Computer Lab

Vision Software

1 Day/2 Hours

3 Schedule Options

Have you ever wanted to lock out student computers in a computer lab from surfing the Internet during instruction, take control of a student's machine or share your screen with your students? If so, this is a must class for you.

Topics Covered Include:

- Manage student computer use
- Share your screen with the class during instruction
- Take control of students machines to help with a problem
- Lock/unlock student computers entirely
- Lock/unlock Internet surfing from student computers
- Start a program on student computers
- Chat with a student
- Send files to student machines
- Wake up and power down student computers

Instructor

Schedule/Location

Kathy Sundin IT Communications & Training	Friday, January 27, 2012 8:30 AM - 10:30 AM Pine Hall Computer Lab
or	Wednesday, February 21, 2012 1:30 PM - 3:30 PM Pine Hall Computer Lab
or	Tuesday, March 28, 2012 10:00 AM - 12:00 PM Pine Hall Computer Lab



For more about
E-learning
go to
<http://www.valdosta.edu/distance/>

Icon Key



= Administrative Assistant Certification



= Supervisory Management Certification



= Leadership Certification



= Available Online



= Professional Development Consortium

Wimba Classroom

1 Day/1.5 Hour

3 Schedule Options

This workshop will introduce you to Wimba Classroom. Learn the basic structure of the interface to deliver a live online session, and to archive sections for later viewing or as a study tool. Learn to upload and display PowerPoint presentations; use the eBoard tools, and more.

<i>Instructor</i>	<i>Schedule/Location</i>
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Vince Spezzo Instructional Technology Specialist	Tuesday, March 20, 2012 1:00 PM - 2:30 PM HUB Library Room 2619
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or	Wednesday, March 28, 2012 3:00 PM - 4:30 PM HUB Library Room 2619
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or	Friday, April 6, 2012 9:00 AM - 10:30 AM HUB Library Room 2619
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Windows 7 Operating System

1 Day/2 Hours

3 Schedule Options

Windows 7 is the newest Microsoft operating systems for windows-based personal computer and laptops. VSU will be migrating to Windows 7 beginning Spring, 2011. This overview focuses on the business-related new and enhanced features of Windows 7.

Topics Covered Include:

- Taskbar Redesign
- Program Pin
- Jump List
- Start Menu Redesign
- Aero User Interface
- Windows Library
- Gadgets
- Search & File Preview Enhancements
- Sticky Notes
- Snipping Tool
- Improved Calculator
- Media Player Enhancements

Instructor

Kathy Sundin
IT Communications
& Training

or

or

Schedule/Location

Wednesday, January 18, 2012
3:00 PM - 5:00 PM
Pine Hall Computer Lab

Tuesday, February 28, 2012
1:30 PM - 3:30 PM
Pine Hall Computer Lab

Thursday, March 22, 2012
8:30 AM - 10:30 AM
Pine Hall Computer Lab

Windows Live Exchange Features

1 Day/2 Hours

3 Schedule Options

This session is designed for all faculty/staff that wish to sync their desktop Outlook to the Outlook Web App.

Topics Covered Include:

- Sync from Desktop Outlook (email and calendar entries) to Outlook Web App
- Calendar Sharing
- Meeting Requests
- Overlay Feature
- Out of Office Assistant

Instructor

Kathy Sundin
IT Communications
& Training

or

or

Schedule/Location

Monday, January 30, 2012
1:30 PM - 3:30 PM
Pine Hall Computer Lab

Thursday, February 23, 2012
10:00 AM - 12:00 PM
Pine Hall Computer Lab

Friday, March 30, 2012
8:30 AM - 10:30 AM
Pine Hall Computer Lab

Windows Live Instant Messaging

1 Day/2 Hours

3 Schedule Options

This class is designed for all faculty/staff that wish to utilize the IM component of Windows Live.

Topics Covered Include:

- Download Windows Live IM Client
- Status Options
- Contact Categories
- Display Options
- Groups (Distribution Lists)
- Contact Conversation Window Options
- Send Files/Photos

Instructor	Schedule/Location
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Kathy Sundin IT Communications & Training	Tuesday, January 31, 2012 8:30 AM - 10:30 AM Pine Hall Computer Lab
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or	Wednesday, February 29, 2012 1:30 PM - 3:30 PM Pine Hall Computer Lab
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or	Monday, March 12, 2012 1:30 PM - 3:30 PM Pine Hall Computer Lab
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Windows Live SkyDrive

1 Day/2 Hours

3 Schedule Options

Designed for all faculty/staff that wish to utilize the added capabilities of Windows Live.

Topics Covered Include:

- Upload/Download Desktop Files
- Share Folders/Files
- Office Web Apps - Excel, PowerPoint, Word and OneNote
- WordPress

Instructor

Kathy Sundin
IT Communications
& Training

or

or

Schedule/Location

Monday, January 23, 2012
1:30 PM - 3:30 PM
Pine Hall Computer Lab

Thursday, February 23, 2012
3:00 PM - 5:00 PM
Pine Hall Computer Lab

Friday, March 23, 2012
8:30 AM - 10:30 AM
Pine Hall Computer Lab

Word 2010 Features Review

1 Day/2 Hours

3 Schedule Options

This class will cover the new and enhanced features in Word 2010. Also covered in this class will be Word Tips and Tricks for utilizing Word more effectively.

Topics Covered Include:

- File Tab
- Ribbon Customization
- Enhanced Text Effects
- Enhanced Navigation Pane
- Screenshot/Screen Clipping
- Protected View
- Enhanced SmartArt
- On-line Bilingual Dictionary
- Preview before you Paste
- Opening documents for comparison
- Tips and Tricks

Instructor

Kathy Sundin
IT Communications
& Training

or

or

Schedule/Location

Friday, January 20, 2012
8:30 AM - 10:30 AM
Pine Hall Computer Lab

Monday, February 27, 2012
3:00 PM - 5:00 PM
Pine Hall Computer Lab

Thursday, March 29, 2012
10:00 AM - 12:00 PM
Pine Hall Computer Lab



Health & Wellness and Safe Spring Break Fair

Open to faculty, staff and VSU students

Thursday, March 8, 2012

10:00 AM - 2:00 PM

Student Union

- Cholesterol, Glucose, Blood Pressure and other health screens
- Fitness demonstrations
- Nutrition exhibitors
- Free massages
- Stress reduction techniques
- Door prizes and much more

Weight Watchers

New Monthly Pass Now Available

Weight Watchers has changed its "At-Work" format to make it more convenient and easier to participate. This February we will begin a \$39.95 monthly pass where participant can go online to join. A total of 20 people per meeting time is required for a on-campus session to be offered.

If you are interested in joining Weight Watchers and could attend a meeting on Tuesdays at noon, Wednesday at 1:00 PM or Thursdays at 5:45 PM, email Becky Murphy at rbowes@valdosta.edu so that we can add you to our contact list.

Shape Up and Ship Out

Walking Contest to Win a 3-Day Cruise for 2

Dates: February 13— April 29 (Walk 231 miles)

Entry Fee: \$8

Pilates Classes (FREE)

Open to VSU Faculty, Staff, Students and Retirees

Pilates is a mind-body exercise using a floor mat. It evolved from the principles of Joseph Pilates and can dramatically transform the way your body looks, feels and performs. "Pilates builds strength without excess bulk, capable of creating a sleek, toned body with slender thighs and a flat abdomen. It teaches body awareness, good posture and easy, graceful movement. Pilates also improves flexibility, agility and economy of motion. It can even help alleviate back pain." www.pilates.com/BBAPP/V/pilates/index.html

6 Mondays/1 hour session

Instructor

Kimberly Holt
Asst. Professor
VSU Dance &
Certified Pilates Inst.

Schedule/Location

January 30 - March 5, 2012
6:00 PM - 7:00 PM
University Center Rose Room
(2/13, 3/5 in UC Dogwood Rm.)

Beach Body Blitz (FREE)

(offered by Campus Recreation)

This six week program will start the week of January 30th, 2012 and run until March 8, 2012. The workouts will consist of a Monday /Wednesday resistance training session lasting 45 minutes to an hour, and a Tuesday/Thursday Cardio focus for 45 minutes to an hour. These sessions will be held outdoors at 4pm and 7pm. Meet at the front entrance of the Student Recreation Center.



For additional details regarding these events and more go to
www.valdosta.edu/finadmin/wellness/

New Faculty Series

Faculty Development continues throughout the academic year with monthly sessions planned on the first Friday of each month and alternative section on the following Tuesday. Sessions last approximately 1 hour.

Introduction to Advising at VSU

Friday, January 27, 2012
9:00 AM - 10:00 AM
Student Union Meeting Room 1A

or

Tuesday, January 31, 2012
4:00 PM - 5:00 PM
Student Union Meeting Room 1A

Introduction to Maintaining a Healthy Lifestyle as a Faculty Member

Friday, February 24, 2012
9:00 AM - 10:00 AM
Student Union Meeting Room 1A

or

Tuesday, February 28, 2012
4:00 PM - 5:00 PM
Student Union Meeting Room 1A

Introduction to VSU's Promotion and Tenure Process

Friday, March 30, 2012
9:00 AM - 10:00 AM
Student Union Meeting Room 2

or

Tuesday, April 3, 2012
4:00 PM - 5:00 PM
University Center Rose Room



Academic Advising Mastery Series

The OASIS Center for Advising is pleased to announce a new Academic Advising Mastery Series. The curriculum for this program was identified using a survey sent to all current VSU advisors for their input as well as research within the advising field. CEU (Continuing Education Unit) hours will be awarded for each class through the VSU Continuing Education Department.

Core Courses (recommend attending both)

- Advising 101 (2 hour class)
- Working with Transfer Students and Transcripts (1.5 hour class)

Elective Courses (recommend attending at least 4)

- Identifying and Working with Students with Disabilities (1.5 hour class)
- Advising and Working with the Adult Learner (1.5 hour class)
- Advising the Millennial Generation (1.5 hour class)
- Linking Career Advising with Academic Advising (1.5 hour class)
- Working with At-Risk and Probation Students (1.5 hour class)
- VSU's International Students and Discovering International Opportunities (1.5 hour class)

Look for email announcements regarding the classes that will be offered this spring.

Online Lifeline Conference

This conference allows you to:

- See and hear what colleagues are doing with advanced learning technologies
- Participate in hands-on sessions to support technology enhanced teaching and learning
- Ask questions and get answers about online course design, assessment, & communication
- Make contact with colleagues engaged in the challenges of distance learning

Dates: February 16-17
Location: VSU Student Union

For more information please visit:

<http://www.valdosta.edu/distance/onlinelifeline/2012/>

Icon Key



= Administrative Assistant Certification



= Supervisory Management Certification



= Leadership Certification



= Available Online



= Professional Development Consortium

Communication Skills

- Communicating with People on the Job (Communication Briefing) Video 25 Mins
- The Power of Effective Listening (National Seminar Publication) Audio
- Communication Skills for Managers (American Management) Textbook
- Talk Isn't Cheap (America Media Inc.) Video 19 Mins
- The Business of Listening (Crisp Publications) Textbook
- How to Sharpen Your Business Writing Skills (American Management) Textbook
- How to Speak, Set Limits and Say No Without Losing Your Job or Friends CareerTrack) Video 60 Mins
- Communicating to Reduce Stress (Communication Briefing) Video 13 Mins
- Conversation That Works (American Management) Book/Video 29 Mins
- Be Prepared to Speak (Kantola Productions) Video/Workbook 27 Mins
- The Grammar and Usage Seminar (Pryor Resources) Audio
- Be Prepared to Sell (Toastmaster International) Video/Book 23 Mins

Computer Skills

- Writing Effective E-mail (Crisp Publications) Book
- Using the Internet Smarter & Faster (Crisp Publications) Book

Customer Service

- How to Give Exceptional Customer Service Vol. 1, 2, 3, 4 (CareerTrack) Video 120 Mins
- Calming Upset Customers (Crisps Publications) Textbook
- Customer Satisfaction: The Other Half of Your Job (Crisp Publications) Textbook
- Developing a Customer Retention Program (CareerTrack) Audio 16 Mins
- What's Wrong With This Picture (Telephone Doctor) Video 16 Mins
- 50 Powerful Ways to Win New Customers (Career Press) Textbook
- Delivering Knock Your Socks Off Service (AMACOM) Textbook
- The Good, The Bad, and The Customer (Fried Egg Production) Video 45 Mins
- Five Forbidden Phrases (Telephone Doctor) Video 15 Mins
- Measuring Customer Satisfaction (Crisp Publications) Textbook
- Why Customers Leave and How to Get Them to Stay (CareerTrack) Video 38 Mins

Interpersonal Skills

- Negaholism: Volume 1, 2, 3 (National Press) Video 60 Mins each
- The Art of Resolving Conflicts in the Workplace (Kantola Productions) Video 37 Mins
- How to Resolve Conflict on the Job (Communication Briefing) Video 15 Mins
- Solving People Problems on the Job (Communication Briefing) Video 25 Mins
- How to Deal With Difficult People Vol. 1, 2, and 3 (CareerTrack) Video 60 Mins each
- How to Manage Conflict in the Organization (American Management) Textbook

Leadership Skills

- Be Prepared to Lead (Toastmasters International) Video/Book 26 Mins
- Joel Barker's Leadership (American Media Inc.) Video/Workbook 30 Mins
- The Leadership Challenge

This self-study material is available to employees free of charge.

There is a 2-week checkout period that can be extended if no one else has requested the material

Management Skills

- Project Management (Crisp Publications) Video/Audio/Book 50 Mins
- Fair, Square & Legal (AMACOM) Textbook
- How to Run a Meeting (Video Arts) Video 30 Mins
- More Bloody Meetings (Video Arts) Video 30 Mins
- How to Legally Document Employee Discipline (Business Advantage) Video 23 Mins
- Managing Employee Performance Problems (Crisp Publications) Book
- First-Line Supervision (American Management) Textbook
- Interviewing: More Than a Gut Feeling (American Media Publication) Video 10 Mins
- You Be the Judge (American Media Inc.) Video 27 Mins
- Delegating for Results (Crisp Publications) Workbook
- Interview and Hire the Right Person (CareerTrack) Audio
- Leadership Skills for Managers (American Management) Textbook
- Coaching and Counseling: A Practical Guide for Managers (Crisp Publication) Workbook
- Managing Disagreement (Crisp Publication) Book/Audio/Video 50 Mins.
- Dealing With Conflict & Confrontation (CareerTrack) Workbook
- How to Supervise People (National Press Publication) Video/Book 60 Mins

Organizational Skills

- Measuring Organizational Improvement Impact (Richard Chang Associates) Textbook
- How to See Opportunity in a Changing Workplace (Communication Briefs) Video 15 Mins
- Organized Files and Records (National Press Publication) Video/Book 60 Mins

Personal Skills

- Controlling Anger: How to Turn Anger into Positive Action (CareerTrack) Audio
- Taking Control of Your Work Day (CareerTrack) Audio
- Psycho-Cybernetics 2000 (Prentice Hall) Textbook
- 21 Days to Self Discovery (CareerTrack) Tapes/Workbook
- Winning Against Stress (National Press Publication) Audio
- The Art of Investing (TIAACREF) Video 60 Mins
- The Science of Understanding People, and the Art of Influencing Them (CareerTrack Video 58 Mins)
- Personal Time Management (Crisp Publications) Textbook
- Financial Strategies for a New Century (TIAA-CREF), Video 60 mins
- First Things First (Stephen Covey), Textbook

Teambuilding Skills

- Nine Traits of Highly Successful Work Teams (CareerTrack) Audio 230 Mins
- Team Building 1, 2, & 3 (CareerTrack) Videos 29 Mins each
- Success Through Teamwork (Richard Chang Association) Workbook
- How to Build High Performance Teams (American Management) Textbook
- An Exercise in Leadership (Crisp Publications) Workbook
- Measuring Team Performance (Richard Chang Association) Workbook
- Building a Dynamic Team (Richard Chang Association) Workbook
- Together Each Achieves More Success (Dartnell) Textbook

Alphabetical by Class

Class	Date	Time	Location	Page #
Basic Computer Skills Must attend all classes to complete	4/4	1:15-3:15	Pine Hall Lab	16
	4/6	1:15-3:16	Pine Hall Lab	
	4/11	1:15-3:17	Pine Hall Lab	
	4/13	1:15-3:18	Pine Hall Lab	
	4/18	1:15-3:19	Pine Hall Lab	
	4/20	1:15-3:20	Pine Hall Lab	
BlazeView for Advanced Users	2/1	9:00-11:00	HUB Library Room 2619	16
	3/14	1:00-3:00	HUB Library Room 2619	
	4/24	3:00-5:00	HUB Library Room 2619	
BlazeView Gradebook	2/24	9:30-11:00	HUB Library Room 2619	16
	2/28	3:00-4:30	HUB Library Room 2619	
	4/20	1:00-2:30	HUB Library Room 2619	
Campus Pride	3/16	8:30-11:00	Rose Room	9
	5/16	2:00-4:30	Rose Room	
Coaching for Performance	2/9	9:30-12:30	TBA	7
Conducting Performance Evaluations	3/1	1:00-5:00	Cypress Room	7
Contribute Basics	1/11	8:30-10:30	Pine Hall Lab	17
	2/1	10:00-12:00	Pine Hall Lab	
	3/6	9:00-11:00	Pine Hall Lab	
CPR/First Aid	1/27	8:30-12:30	Dogwood Room	14
	2/20	1:30-5:30	Dogwood Room	
	3/14	8:30-12:30	Dogwood Room	
	4/27	8:30-12:30	Dogwood Room	
	5/17	8:30-12:30	Dogwood Room	
Dealing with the Difficult Caller	2/28	10:00-12:00	Rose Room	9
Defensive Driving	1/10 & 1/12	9:00-12:00	Rose Room	14
	2/13 & 2/15	1:30-4:30	Rose Room	
	3/5 & 3/7	9:00-12:00	Cypress Room	
	4/23 & 4/25	1:30-4:30	Plant Operations	
	5/9	9:00-3:00	Rose Room	
E-Pro Requester	1/25	1:30-4:30	Pine Hall Lab	11
	2/13	1:30-4:30	Pine Hall Lab	
	3/13	9:00-12:00	Pine Hall Lab	
	4/12	1:30-4:30	Pine Hall Lab	
	5/4	9:00-12:00	Pine Hall Lab	
E-Pro Shoppers	1/17	9:00-11:00	Pine Hall Lab	12
	2/20	2:00-4:00	Pine Hall Lab	
	3/27	9:00-11:00	Pine Hall Lab	
	4/5	2:00-4:00	Pine Hall Lab	
	5/11	9:00-11:00	Pine Hall Lab	
Excel 2010 New Features	1/10	1:30-3:30	Pine Hall Lab	17
	2/2	8:30-10:30	Pine Hall Lab	
	3/7	10:00-12:00	Pine Hall Lab	

Class	Date	Time	Location	Page #
Expression Web Basics	1/12	8:30-10:30	Pine Hall Lab	18
	2/8	3:00-5:00	Pine Hall Lab	
	3/1	10:00-12:00	Pine Hall Lab	
Fundamentals of Diversity/Inclusiveness	4/5	9:30-12:00	Rose Room	5-6
Health & Wellness and Safe Spring Break Fair	3/8	10:00-2:00	Student Union	24
How to Hire the Right Person	4/24	9:00-4:00	Rose Room	7
Introduction to Advising at VSU	1/27	9:00-10:00	Student Union Meeting Room 1A	25
	1/31	4:00-5:00	Student Union Meeting Room 1A	
Introduction to BlazeView	1/6	1:00-3:00	HUB Library Room 2619	18
	1/19	2:00-4:00	HUB Library Room 2619	
	1/25	9:00-11:00	HUB Library Room 2619	
	2/7	3:00-5:00	HUB Library Room 2619	
	3/5	1:00-3:00	HUB Library Room 2619	
	4/11	2:00-4:00	HUB Library Room 2619	
	4/17	3:00-5:00	HUB Library Room 2619	
Introduction to Maintaining a Healthy Lifestyle as a Faculty Member	2/24	9:00-10:00	Student Union Meeting Room 1A	25
	2/28	4:00-5:00	Student Union Meeting Room 1A	
Introduction to VSU's Promotion and Tenure Process	3/30	9:00-10:00	Student Union Meeting Room 2	25
	4/3	4:00-5:00	Rose Room	
iPad Basics	1/24	9:00-11:30	Pine Hall Lab	18-19
	2/9	1:30-4:00	Pine Hall Lab	
	3/20	9:00-11:30	Pine Hall Lab	
Leading a Diverse Workforce	3/5	1:00-5:00	TBA	8
Lean Six Sigma Green Belt	2/21	9:00-5:00	TBA	8
Movie Maker Feature Review	1/18	8:30-10:30	Pine Hall Lab	19
	2/7	10:00-12:00	Pine Hall Lab	
	3/8	1:30-3:30	Pine Hall Lab	
Navigating the Personality Maze	4/16	1:30-4:30	Rose Room	5
Online Lifeline Conference	2/16 & 2/17		Student Union	25
Organization and Time Management	3/22	1:00-5:00	TBA	5
Outlook 2010 with Exchange Features	1/19	8:30-11:30	Pine Hall Lab	19-20
	2/15	8:30-11:30	Pine Hall Lab	
	3/6	1:30-4:30	Pine Hall Lab	
Partners for Campus Excellence	4/19 & 4/20	1:30-4:30 & 9:00-12:00	Rose Room	9
PowerPoint 2010 New Features	1/25	8:30-10:30	Pine Hall Lab	20
	2/14	3:00-5:00	Pine Hall Lab	
	3/15	8:30-10:30	Pine Hall Lab	
Professional Image & Success at Work	3/13	2:00-5:00	Rose Room	6

Alphabetical by Class

Class	Date	Time	Location	Page #
Secrets to Being Happy at Work	5/2	9:00 - 4:00	Rose Room	6
Smart Classroom	1/26	1:30-3:30	Pine Hall Lab	20
	2/22	8:30-10:30	Pine Hall Lab	
	3/27	3:00-5:00	Pine Hall Lab	
Student Employee Training	1/24	9:00-11:00	Dogwood Room	10
	1/25	3:00-5:00	Dogwood Room	
	1/26	5:00-7:00	Dogwood Room	
	2/15	3:00-5:00	Dogwood Room	
	2/16	5:00-7:00	Dogwood Room	
Tuition Assistance Program	2/22	11:30-1:00	Cypress Room	12
Vision Software	1/27	8:30-10:30	Pine Hall Lab	21
	2/21	1:30-3:30	Pine Hall Lab	
	3/28	10:00-12:00	Pine Hall Lab	
Web Accessibility - Are Your Web	1/17	3:00-5:00	Pine Hall Lab	13
	1/24	3:00-5:00	Pine Hall Lab	
	2/3	10:00-12:00	Pine Hall Lab	
	2/29	10:00-12:00	Pine Hall Lab	
	3/7	3:00-5:00	Pine Hall Lab	
	3/21	10:00-12:00	Pine Hall Lab	
	4/10	3:00-5:00	Pine Hall Lab	
	4/19	10:00-12:00	Pine Hall Lab	
Wimba Classroom	3/20	1:00-2:30	HUB Library Room 2619	22
	3/28	3:00-4:30	HUB Library Room 2619	
	4/6	9:00-10:30	HUB Library Room 2619	
Windows 7 Operating System	1/18	3:00-5:00	Pine Hall Lab	22
	2/28	1:30-3:30	Pine Hall Lab	
	3/22	8:30-10:30	Pine Hall Lab	
Windows Live Exchange Features	1/30	1:30-3:30	Pine Hall Lab	22
	2/23	10:00-12:00	Pine Hall Lab	
	3/30	8:30-10:30	Pine Hall Lab	
Windows Live Instant Messaging	1/31	8:30-10:30	Pine Hall Lab	23
	2/29	1:30-3:30	Pine Hall Lab	
	3/12	1:30-3:30	Pine Hall Lab	
Windows Live SkyDrive	1/23	1:30-3:30	Pine Hall Lab	23
	2/23	3:00-5:00	Pine Hall Lab	
	3/23	8:30-10:30	Pine Hall Lab	
Word 2010 Features Review	1/20	8:30-10:30	Pine Hall Lab	23
	2/27	3:00-5:00	Pine Hall Lab	
	3/29	10:00-12:00	Pine Hall Lab	

Chronological by Date

January

Class	Date	Time	Location	Page #
Introduction to BlazeView	1/6	1:00-3:00	HUB Library Room 2619	18
Defensive Driving	1/10 & 1/12	9:00-12:00	Rose Room	14
Excel 2010 New Features	1/10	1:30-3:30	Pine Hall Lab	17
Contribute Basics	1/11	8:30-10:30	Pine Hall Lab	17
Expression Web Basics	1/12	8:30-10:30	Pine Hall Lab	18
E-Pro Shoppers	1/17	9:00-11:00	Pine Hall Lab	12
Web Accessibility - Are Your Web Pages Compliant with ADA?	1/17	3:00-5:00	Pine Hall Lab	13
Movie Maker Feature Review	1/18	8:30-10:30	Pine Hall Lab	19
Windows 7 Operating System	1/18	3:00-5:00	Pine Hall Lab	22
Outlook 2010 with Exchange Features	1/19	8:30-11:30	Pine Hall Lab	19-20
Introduction to BlazeView	1/19	2:00-4:00	HUB Library Room 2619	18
Word 2010 Features Review	1/20	8:30-10:30	Pine Hall Lab	23
Windows Live SkyDrive	1/23	1:30-3:30	Pine Hall Lab	23
Student Employee Training	1/24	9:00-11:00	Dogwood Room	10
iPad Basics	1/24	9:00-11:30	Pine Hall Lab	18-19
Web Accessibility - Are Your Web Pages Compliant with ADA?	1/24	3:00-5:00	Pine Hall Lab	13
PowerPoint 2010 New Features	1/25	8:30-10:30	Pine Hall Lab	20
Introduction to BlazeView	1/25	9:00-11:00	HUB Library Room 2619	18
E-Pro Requester	1/25	1:30-4:30	Pine Hall Lab	11
Student Employee Training	1/25	3:00-5:00	Dogwood Room	10
Smart Classroom	1/26	1:30-3:30	Pine Hall Lab	20
Student Employee Training	1/26	5:00-7:00	Dogwood Room	10
Vision Software	1/27	8:30-10:30	Pine Hall Lab	21
CPR/First Aid	1/27	8:30-12:30	Dogwood Room	14
Introduction to Advising at VSU	1/27	9:00-10:00	Student Union Meeting Room 1A	25
Windows Live Exchange Features	1/30	1:30-3:30	Pine Hall Lab	22
Windows Live Instant Messaging	1/31	8:30-10:30	Pine Hall Lab	23
Introduction to Advising at VSU	1/31	4:00-5:00	Student Union Meeting Room 1A	25

Chronological by Date

February

Class	Date	Time	Location	Page #
BlazeView for Advanced Users	2/1	9:00-11:00	HUB Library Room 2619	16
Contribute Basics	2/1	10:00-12:00	Pine Hall Lab	17
Excel 2010 New Features	2/2	8:30-10:30	Pine Hall Lab	17
	2/3	10:00-12:00	Pine Hall Lab	13
Web Accessibility - Are Your Web Pages				
Movie Maker Feature Review	2/7	10:00-12:00	Pine Hall Lab	19
Introduction to BlazeView	2/7	3:00-5:00	HUB Library Room 2619	18
Expression Web Basics	2/8	3:00-5:00	Pine Hall Lab	18
Coaching for Performance	2/9	9:30-12:30	TBA	7
iPad Basics	2/9	1:30-4:00	Pine Hall Lab	18-19
E-Pro Requester	2/13	1:30-4:30	Pine Hall Lab	11
Defensive Driving	2/13 & 2/15	1:30-4:30	Rose Room	14
PowerPoint 2010 New Features	2/14	3:00-5:00	Pine Hall Lab	20
Outlook 2010 with Exchange Features	2/15	8:30-11:30	Pine Hall Lab	19-20
Student Employee Training	2/15	3:00-5:00	Dogwood Room	10
Online Lifeline Conference	2/16 & 2/17		Student Union	25
Student Employee Training	2/16	5:00-7:00	Dogwood Room	10
CPR/First Aid	2/20	1:30-5:30	Dogwood Room	14
E-Pro Shoppers	2/20	2:00-4:00	Pine Hall Lab	12
Lean Six Sigma Green Belt	2/21	9:00-5:00	TBA	8
Vision Software	2/21	1:30-3:30	Pine Hall Lab	21
Smart Classroom	2/22	8:30-10:30	Pine Hall Lab	20
Tuition Assistance Program	2/22	11:30-1:00	Cypress Room	12
Windows Live Exchange Features	2/23	10:00-12:00	Pine Hall Lab	22
Windows Live SkyDrive	2/23	3:00-5:00	Pine Hall Lab	23
Introduction to Maintaining a Healthy Lifestyle as a Faculty Member	2/24	9:00-10:00	Student Union Meeting Room 1A	25
BlazeView Gradebook	2/24	9:30-11:00	HUB Library Room 2619	16
Word 2010 Features Review	2/27	3:00-5:00	Pine Hall Lab	23
Dealing with the Difficult Caller	2/28	10:00-12:00	Rose Room	9
Windows 7 Operating System	2/28	1:30-3:30	Pine Hall Lab	22
BlazeView Gradebook	2/28	3:00-4:30	HUB Library Room 2619	16
Introduction to Maintaining a Healthy Lifestyle as a Faculty Member	2/28	4:00-5:00	Student Union Meeting Room 1A	25
	2/29	10:00-12:00	Pine Hall Lab	13
Web Accessibility - Are Your Web Pages				
Windows Live Instant Messaging	2/29	1:30-3:30	Pine Hall Lab	23

Chronological by Date

March

Class	Date	Time	Location	Page #
Expression Web Basics	3/1	10:00-12:00	Pine Hall Lab	18
Conducting Performance Evaluations	3/1	1:00-5:00	Cypress Room	7
Defensive Driving	3/5 & 3/7	9:00-12:00	Cypress Room	14
Introduction to BlazeView	3/5	1:00-3:00	HUB Library Room 2619	18
Leading a Diverse Workforce	3/5	1:00-5:00	TBA	8
Contribute Basics	3/6	9:00-11:00	Pine Hall Lab	17
Outlook 2010 with Exchange Features	3/6	1:30-4:30	Pine Hall Lab	19-20
Excel 2010 New Features	3/7	10:00-12:00	Pine Hall Lab	17
Web Accessibility - Are Your Web Pages Compliant with ADA?	3/7	3:00-5:00	Pine Hall Lab	13
Health & Wellness and Safe Spring Break Fair	3/8	10:00-2:00	Student Union	24
Movie Maker Feature Review	3/8	1:30-3:30	Pine Hall Lab	19
Windows Live Instant Messaging	3/12	1:30-3:30	Pine Hall Lab	23
E-Pro Requester	3/13	9:00-12:00	Pine Hall Lab	11
Professional Image & Success at Work	3/13	2:00-5:00	Rose Room	6
CPR/First Aid	3/14	8:30-12:30	Dogwood Room	14
BlazeView for Advanced Users	3/14	1:00-3:00	HUB Library Room 2619	16
PowerPoint 2010 New Features	3/15	8:30-10:30	Pine Hall Lab	20
Campus Pride	3/16	8:30-11:00	Rose Room	9
iPad Basics	3/20	9:00-11:30	Pine Hall Lab	18-19
Wimba Classroom	3/20	1:00-2:30	HUB Library Room 2619	22
Web Accessibility - Are Your Web Pages Compliant with ADA?	3/21	10:00-12:00	Pine Hall Lab	13
Windows 7 Operating System	3/22	8:30-10:30	Pine Hall Lab	22
Organization and Time Management	3/22	1:00-5:00	TBA	5
Windows Live SkyDrive	3/23	8:30-10:30	Pine Hall Lab	23
E-Pro Shoppers	3/27	9:00-11:00	Pine Hall Lab	12
Smart Classroom	3/27	3:00-5:00	Pine Hall Lab	20
Vision Software	3/28	10:00-12:00	Pine Hall Lab	21
Wimba Classroom	3/28	3:00-4:30	HUB Library Room 2619	22
Word 2010 Features Review	3/29	10:00-12:00	Pine Hall Lab	23
Windows Live Exchange Features	3/30	8:30-10:30	Pine Hall Lab	22

Chronological by Date

April/May

Class	Date	Time	Location	Page #
Introduction to VSU's Promotion and	3/30	9:00-10:00	Student Union Meeting Room 2	25
Introduction to VSU's Promotion and	4/3	4:00-5:00	Rose Room	25
Basic Computer Skills	4/4	1:15-3:15	Pine Hall Lab	16
Fundamentals of Diversity/	4/5	9:30-12:00	TBA	5-6
E-Pro Shoppers	4/5	2:00-4:00	Pine Hall Lab	12
Wimba Classroom	4/6	9:00-10:30	HUB Library Room 2619	22
Basic Computer Skills	4/6	1:15-3:16	Pine Hall Lab	16
Web Accessibility - Are Your Web Pages	4/10	3:00-5:00	Pine Hall Lab	13
Basic Computer Skills	4/11	1:15-3:17	Pine Hall Lab	16
Introduction to BlazeView	4/11	2:00-4:00	HUB Library Room 2619	18
E-Pro Requester	4/12	1:30-4:30	Pine Hall Lab	11
Basic Computer Skills	4/13	1:15-3:18	Pine Hall Lab	16
Navigating the Personality Maze	4/16	1:30-4:30	Rose Room	5
Introduction to BlazeView	4/17	3:00-5:00	HUB Library Room 2619	18
Basic Computer Skills	4/18	1:15-3:19	Pine Hall Lab	16
Web Accessibility - Are Your Web Pages	4/19	10:00-12:00	Pine Hall Lab	13
Partners for Campus Excellence	4/19 & 4/20	1:30-4:30 & 9:00-12:00	Rose Room	9
BlazeView Gradebook	4/20	1:00-2:30	HUB Library Room 2619	16
Basic Computer Skills	4/20	1:15-3:20	Pine Hall Lab	16
Defensive Driving	4/23 &	1:30-4:30	Plant Operations	14
How to Hire the Right Person	4/24	9:00-4:00	Rose Room	7
BlazeView for Advanced Users	4/24	3:00-5:00	HUB Library Room 2619	16
CPR/First Aid	4/27	8:30-12:30	Dogwood Room	14
Secrets to Being Happy at Work	5/2	9:00 - 4:00	Rose Room	6
E-Pro Requester	5/4	9:00-12:00	Pine Hall Lab	11
Defensive Driving	5/9	9:00-3:00	Rose Room	14
E-Pro Shoppers	5/11	9:00-11:00	Pine Hall Lab	12
Campus Pride	5/16	2:00-4:30	Rose Room	9
CPR/First Aid	5/17	8:30-12:30	Dogwood Room	14

Employee Development

Spring 2012



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