Dear VSU Community & Regional Partners,

We are pleased to announce our professional development courses for 2015 Spring Semester. We hope that you find the courses interesting and beneficial to your growth at VSU. We have an abundance of offerings including certificate programs. These courses are open to all VSU faculty, staff, and student employees, and we will also offer customized classes, departmental retreats, and meeting facilitation upon request.

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

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

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

We wish you a productive and fulfilling semester.

Sincerely,

Rebecca B. Murphy

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. An alphabetical listing can be found in the index.

**General Information** ...................................................................................................................................... 4

**Management / Leadership** ........................................................................................................................ 5

**Personal Development** ................................................................................................................................. 8

**Safety** ................................................................................................................................................................. 10

**Service Excellence** ........................................................................................................................................ 11

**Technology** ....................................................................................................................................................... 12

**University Procedures** ................................................................................................................................ 16

**Academic Excellence** ................................................................................................................................... 17

**Index** .................................................................................................................................................................. 20

---

**Rebecca Murphy**  
Associate Director of Human Resources for Employee Development  
229.259.5105  
brbowes@valdosta.edu

**Lt. Tim Yorkey**  
Training Specialist  
229.219.1276  
teyorkey@valdosta.edu

Other areas of campus that have contributed to this catalog:
- Information Technology Training
- The Idea Center
- Procurement
- eLearning
- Centralized Advising
- Media Center
- Institutional Effectiveness
- Student Employment

**Online Registration Process!**  
Take Advantage of the Online Registration Process by visiting:  
www.valdosta.edu/training

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

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

---

**Stay Connected!**  
Be sure to check our webpage for updates on classes throughout the semester.  
www.valdosta.edu/training
General Information

Campus Training Programs
The programs listed in this catalog are open to all VSU employees, some courses are 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 229.259.5105 to be put on a waiting list. Waiting lists registrants are notified of vacancies and placed into the classes as cancellations are received. If you register for a class, but are unable to attend, please cancel within 24 hours of the class. Classes are subject to cancellation if registration is low. Employees should verify with their supervisors that they can attend a class during work hours.

Class Attendance
In order to receive credit for a class, participants must attend 90% of the scheduled class time. Students may miss scheduled class activities only in the event of illness, emergencies, or business-related reasons. The course instructor 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 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 229.259.5105 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 the course materials, deliver the course, and assess the effectiveness of the program. For additional information about services, program, and resources, contact Rebecca Murphy at 229.259.5105 or 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 229.259.5105. Please allow 5 working days to process the request.

New Employee Orientation
We provide orientation for full-time benefited staff and administrative employees the last Thursday of every month in the Universit 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 & Acknowledge Employees’ Value
• Help Employees Connect with Their New Workplace By Learning the Vision, Mission, & Goals of the University
• Educate Employees About University Services Provided By Various Departments On Campus & the People Who Work in Those Departments

Icon Key
Administrative Assistant Certificate
Advising
Supervisory Management Certificate
Leadership Series
Available Online
Professional Development Consortium
Conflict Management for Leaders  
**1 Day / 4 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. Ongoing dialogue as a way to enhance performance management is discussed with attention given to methods for effectively handling both the supervisor’s and the supervisee’s emotions during a dialogue.

The participant will learn to analyze conflict situation by:

- Discerning the Sources & Dynamics of Conflict
- Identify Stages of a Collaborative Problem Solving Process
- Distinguish Difference Between Interest & Position
- Apply a Dialogue Process as a Means to Enhancing Supervisor-Supervisee Relationship
- Generate Ways to Stay in Dialogue When Emotions are High

**Thursday | February 4, 2016 | 9 am - 1 pm**

Instructor: Lin Inlow  |  Where: UC Rose Room

See Page 6 For Instructor Bio

Leadership Profile & Personal Plan  
**1 Day / 4 Hours**

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

**Tuesday | Feb. 2, 2016 | 1:30 pm - 5:30 pm**

Instructor: Tim Yorkey  |  Where: UC Cypress Rm

Effective Meetings  
**1 Day / 2 Hours**

Today, with the emphasis upon breaking our traditional paradigm of organizational processes, meetings and how we use and abuse them have come under increasing scrutiny – are meetings just an often counter-productive “fact” of organizational life? How can we assure that they, like other processes, are “cost-effective?” And most of all, how can we streamline meetings and make them a productive centerpiece of the new team-based organization? This and more will be answered in our interactive training session.

The participant will learn:

- Proper Meeting Preparation
- Selection of Participants
- Setting the Right Tone
- Understand the Roles & Responsibilities for Keeping Meetings on Track
- Learn How to Create & Follow an Agenda
- Examine Your Role as “Chair” to Determine Whether You are Contributing or Taking Away from the Productivity of Your Meeting
- Identify Various “Meeting Robbers,” How They Hurt the Group, & Strategies to Stop Them

**Tuesday | April 26, 2016 | 10 am - 12 pm**

Instructor: Tim Yorkey  |  Where: UC Rose Room
Instructor Bio

LIN INLOW, M.Ed., MS, LPC
Principal, The Inlow Group

Lin is a licensed professional counselor. In 2000, she founded and directed for 13 years a Summer Institute on Conflict Management in Higher Education where she taught basic and advanced mediation workshops. Lin established the University System of Georgia’s Mediation Program and managed that program for 16 years while also consulting with the 32 institutions of the Georgia system on the development and implementation of conflict management programs on their respective campuses.

During her tenure at Georgia State University, Lin served as a University Ombudsperson and Human Resources Director of Organizational and Employee Development where she managed the Employee Assistance Program, Employee Relations, Reward and Recognition and Training. She has taught undergraduate and graduate courses at the University of Maine, Kennesaw State University, Columbia College and Georgia State University. As an organizational development consultant in the areas management and leadership, Lin designed and facilitated leadership development for North Fulton Leadership and has consulted, designed and facilitated training programs for corporate and non-profit organizations.

Lin developed a wide range of conflict management training materials and trained over 500 mediators. She was a member of The Carter Center facilitation team working in The Netherlands on “The Sudan Peace Initiative”, trained Serbian coal miners and worked with the Atlanta Project on conflict resulting from gentrification of urban neighborhoods. Lin consulted on the development and implementation of conflict management in the higher education systems of South Africa, Poland, Scotland and England. She taught mediation at Birmingham City University, UK and the World Health Organization, Geneva. During her career, Lin has served various organizations as a mediator, human resource director, ombudsperson, facilitator, organizational development consultant, counselor and trainer. In 2011, Lin developed a Collaborative Interpersonal Competencies© model for the performance management development system of the World Health Organization (WHO) and trained WHO staff and management in North America, Europe, Asia and Africa. In addition to continued consultation with the University System of Georgia and Emory University, she is currently designing programs, conducting training, and providing executive coaching for all the regional offices of WHO in the areas of improved performance and organizational effectiveness. She has served on several Boards including the Board of Directors for American Association of University Administrators. (Vitae and partial list of clients are available upon request.)

The Inlow Group
3 Exeter Road
Avondale Estates GA 30002
+1.404.294.6881
linlow@gsu.edu

The Inlow Group is an independent consultancy and consortium of practitioners, researchers, and academics that bridge theory with practice and provide the learner with current knowledge in the fields of human resources, conflict management, communication, organizational psychology, and collaborative interpersonal competencies. The Inlow Group develops teams of experts from diverse cultures, with current qualifications, and proven expertise to customize the design and delivery of interventions across a broad array of subject matter. Lin Inlow and her affiliates have consulted with individual and organizational clients on issues related to conflict management, leadership and organizational development, executive coaching, and collaborative interpersonal competencies. Lin Inlow and her affiliates have also worked with Civil Society Organizations, NGOs, and non-profits both domestically and internationally.
Management / Leadership

**Fundamentals of Project Management**
1 Day / 3 Hours

Project Management: Fundamentals overviews the basics of project management. It provides the theory and core methodology you will need to manage projects or participate on project teams. This course does not make use of any project management software application, but instead focuses on the conceptual underpinnings that students must know in order to use any project management software application effectively. We will discuss using programs such as Microsoft Excel, Project, and Visio to effectively organize projects.

**Learning Objectives:**
- Discuss the phases of the Project Management Life Cycle and a project manager’s role in each phase.
- Discuss techniques for planning and sequencing project activities, including the Work Breakdown Structure and the Network Logic Diagram.
- Discuss techniques for controlling for deviation from budgets and schedules.
- Discuss key elements for project management communications and reporting tools.
- Discuss key activities of project close-out.

**How to Hire the Right Person**
1 Day / 7 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.

**Learning Objectives:**
- Identify Essential Job Functions & 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 the “Best Fit”
- Identify Effective Methods to Evaluate Candidates Following the Interview
- Learn How to Dissect Resumes & Applications
- Methods to Use to Get the Most Out of References
- Learn How to Get Candidates to Tell You More

Thursday | March 24, 2016 | 9 am - 4 pm
Instructor: Tim Yorkey | Where: UC Rose Room

**Presentation Skills**
1 Day / 3 Hours

Are you one of those people who experience 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.

- Improve Presentation Clarity
- Speak Authoritatively
- Learn the Steps to a Successful Presentation

Thursday | April 14, 2016 | 1 pm - 4 pm
Instructor: Tim Yorkey | Where: UC Rose Room
Personal Development

Listening & Interpersonal Communication
1 Day / 3 Hours
Are you confronted with recurring communication issues at work, at home, or at play? Would you like to find fresh, new approaches that could improve your interactions with supervisors, staff members, coworkers, or peers? Attend this seminar and explore techniques for handling everyday communication challenges.

The participants will learn to explore:
• Your Communication Style
• Learn Effective Communication Techniques
• Discuss Specific Challenges
• Practice Various Communication Skills

Monday | February 29, 2016 | 9 am - 12 pm
Instructor: Tim Yorkey | Where: UC Rose Room

Who Moved My Cheese?
1 Day / 3 Hours
Who Moved my Cheese will help participants learn how to see change within an organization differently and do the things that will make the biggest positive impact. It also provides practical Change Skills.

The participant will be:
• Preparing for Change: Prepares People for Organizational Change by Providing Some Simple Ideas They Can Use to Succeed
• Gaining Change Skills: Helps Students Gain Specific Change Skills They Can Use To Benefit Themselves & the Organization
• Achieving a Change: Promotes Working as a Team to Achieve Faster & More Successful Transitioning Skills to Change

Tuesday | March 1, 2016 | 2 pm - 5 pm
Instructor: Tim Yorkey | Where: UC Cypress Room

Assertive Communication
1 Day / 2.5 Hours
Assertive communication skills are an important part of interacting in school, work, and life. To some people standing up for themselves can be difficult, while for others, it is something that may be done a little too often. Finding the right balance between being passive or aggressive is an assertiveness skill which must be learnt. Being able to master the use of assertive communication is key to maintaining your personal rights and at the same time maintaining professional or personal relationships. The training will discuss tactics, assumptions, and ways to deal with situations that demand the use of assertive communications skills.

Specific Learning Objectives Include:
• Learn the Key Attributes of Being Assertive
• Recognize Aggression, Submission & Assertiveness
• Learn & Practice Assertive Communication
• Get the Credit You Deserve for Your Ideas
• Encourage Employees to Bring You Solutions — Not Problems
• Deal Firmly & Professionally with Those Who Question Your Authority

Thursday | March 3, 2016 | 9 am - 11:30 am
Instructor: Tim Yorkey | Where: UC Rose Room
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.

The participants will understand:
• Why Conflict in the Workplace Happens
• Change Your Perspective About Conflict & Increase Your Confidence

Wednesday | March 9, 2016 | 9 am - 12 pm
Instructor: Tim Yorkey | Where: UC Rose Room

Assessing Your Cohesiveness at Work
1 Day / 3.5 Hours
This class will utilize a behavioral style assessment to help you understand behavior, temperament, and contentment within your workplace. This will provide a comprehensive overview of the way that employee’s think, act, and interact while in the office. The class will also teach the student how to understand other coworkers and how to interact with those differences.

Tuesday | April 19, 2016 | 9 am - 12:30 pm
Instructor: Tim Yorkey | Where: TBD
Safety

Defensive Driving
2 Days / 6 Hours
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. This program is taught by certified instructors and is six 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 and $10 for relatives. Customized classes are available for departments. Upon completion you may be eligible for a 10% discount on your personal automobile insurance. Check with your agent.

Days: Tues / Thurs | Jan. 19 & 21, 2016 | 9 am - 12 pm
Where: 19th UC Cypress Room / 21st UC Rose Room

Days: Mon / Wed | Feb. 22 & 24, 2016 | 2 pm - 5 pm
Where: UC Rose Room

Days: Tues / Thurs | Mar. 8 & 10, 2016 | 2 pm - 5 pm
Where: UC Rose Room

Days: Wed / Fri | April 6 & 8, 2016 | 9 am - 12 pm
Where: UC Rose Room

Days: Tues / Thurs | May 3 & 5, 2016 | 2 pm - 5 pm
Where: 3rd UC Cypress Room / 5th UC Rose Room

Instructors: Tim Yorkey, Meredith Lancaster, & Michael Fontaine

Crimes Against the Elderly
2 Days / 16 Hours
Georgia is home to approximately 2.5 million at-risk adults. At-risk adults (adults 65+ & adults 18+ with any disability).

- Joint accounts & legal documents are not licenses to steal.
- Undue influence – are transactions “voluntary?”
- Power of Attorney (what does that mean exactly?)
- Investigations and overcoming challenges.
- Georgia criminal law relating to at-risk adults.
- New changes to Georgia Law When is a death suspicious?
- Prosecution of crimes against at-risk adults.

Days: Tues / Wed | March 15 & 16, 2016 | 8 am - 5 pm
Instructors: Expert Panel
Where: UC Cypress Room

CPR / First Aid
1 Day / 3 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 certificited instructor.

Days: Wednesday | January 20, 2016 | 2 pm - 5 pm
Where: UC Rose Room

Days: Tuesday | February 9, 2016 | 9 am - 12 pm
Where: UC Rose Room

Days: Tuesday | March 22, 2016 | 9 am - 12 pm
Where: UC Rose Room

Days: Thursday | April 21, 2016 | 9 am - 12 pm
Where: UC Rose Room

Days: Wednesday | May 18, 2016 | 2 pm - 5 pm
Where: Odum Library Room 1604
Instructor: Tim Yorkey
Dealing With Difficult Callers
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.

The participants will learn to explore:
• What Your Personality is Over the Phone
• Develop Techniques That are Proven to Calm the Upset Caller
• Deflecting the Sting of Put-Downs
• When the Answer must be “NO”— How You Say It is 99% of Your Success
• How to Build Rapport & Win Respect in 10 Seconds Flat
• Tips & Techniques for Putting the Caller on Hold & Transferring the Call That Increases Your Professional Edge

Tuesday | April 12, 2016 | 9 am - 11 am
Instructor: Tim Yorkey | Where: UC Rose Room

Partners for Campus Excellence (PFCE)
2 Days / 6 Hours
This training provides an opportunity to discuss service excellence from a higher education standpoint. Partners for Campus Excellence (PFCE) is a campus-wide training initiative focusing on student and employee retention, positive communication, and teamwork. It emphasizes the customer service standards and attributes important to the University System of Georgia and reinforces the customer service goals of our state.

Participants will discuss the following topics:
• Building a Campus Service Culture through Personal Accountability, Empowerment, & Teamwork
• Improving Face to Face & Telephone Interactions
• Meeting Service Challenges When it is Our Mistake, The Customer’s Mistake, or a System Created Mistake

Wednesday | February 10, 2016 | 2 pm - 5 pm
Thursday | February 11, 2016 | 9 am - 12 pm
Instructor: Tim Yorkey | Where: UC Rose Room

Friday | April 15, 2016 | 9 am - 3 pm
Instructor: Tim Yorkey | Where: TBD

Student Partners for Campus Excellence (PFCE)
1 Day / 1.5 Hours
Partners for Campus Excellence Student Employee Training emphasizes the importance of everyone’s role in reducing the campus run-around and providing an exceptional experience with every work area contact. The training is designed to provide general information relevant to all student employees.

The participants will:
• Be Able to Create a Positive First Impression
• Work With a Diverse Population
• Communicate in the Workplace
• Provide Effective Customer Service
• Deal With the Difficult Person / Situation

Tuesday | January 19, 2016 | 10 am - 11:30 am | Student Union Conference Room
Wednesday | January 27, 2016 | 2 pm - 3:30 pm | Student Union Heritage Room
Monday | February 18, 2016 | 10 am - 11:30 am | Student Union Conference Room
Tuesday | March 15, 2016 | 10 am - 11:30 am | Student Union Conference Room
Wednesday | April 13, 2016 | 10 am - 11:30 am | Student Union Conference Room
Instructor: Michael Smith
**Technology**

**Cascade Basic**  
1 Day / 3 Hours  
This training introduces features such as creating/editing pages, hyperlinks, images, and more through the university’s online web editor. The Basic class is mandatory for those who will be editing their departmental web site.  

**WordPress Into**  
1 Day / 2 Hours  
Not intended to replace MyPages for personal sites, WordPress is an alternate solution for faculty, staff, departments and student organizations who wish to create a blog. This training will cover how to request a site, basic WordPress functionality and features, and limitations.  

**OneNote 2013 Intro**  
1 Day / 2 Hours  
All VSU faculty and staff have access to Microsoft OneNote. Think of OneNote as a digital version of a 3-ring binder with divider tabs. You can fill the “binder” with typed or handwritten notes, audio, video, documents, tasks, and emails. This training will introduce basic concepts and help you become familiar in how you can use OneNote for organization.  

**OneDrive Intro**  
1 Day / 1.5 Hours  
All VSU faculty, staff, and students have access to Microsoft OneDrive—a password-protected cloud storage solution. Learn how to access, manage, store and share documents via OneDrive.  

**Excel 2013 Intro**  
1 Day / 2 Hours  
This class is designed for those with little to no experience with Excel.  

Upon completion participants should be able to:  
- Create, Modify, Format, & Print a Basic Worksheet  
- Perform Simple Calculations  

**Excel Formulas Intro**  
1 Day / 2 Hours  
Excel formulas can be used for simple additions or subtractions, as well as more complex calculations. This class will focus on basic formula structure, commonly used formulas, relative and absolute cell references, and few other tips. A basic understanding of Excel is required.  

**Cascade Open Lab**  
Open to VSU employees, including student/graduate assistants, who have already attended a Cascade Basic training who seek individualized assistance with department web site.  

TBA  
Instructor: Sheila Hall  |  Where: Pine Hall Lab 107
Adobe Acrobat Pro: Building ePortfolio
1 Day / 1 Hour
Acrobat Pro X is the leading program for document conversion for ease of accessibility across all platforms. This program is packed with smart tools that provide excellent means to share your content. Bring a flash drive with you and some example documents to start generating a portfolio along with me.

Learn about:
• Various Portfolio Layout Types
• How to Insert Documents into Your Portfolio
• Add Files & Folders
• Extract Components
• Protect Your Work
• Share Your Portfolio With Others

Wednesdays | Feb. 10, 2016 | 11 am - 12 pm
Instructor: Kyle Culpepper
Where: Media Center Room 1300

PowerPoint: Poster Creation in a Snap!
1 Day / 1.5 Hour
We will show how to use PowerPoint to create an academic level poster.

Learn how to:
Set-up Proper Dimensions for Poster
• Adjust Background Layout
• Add Text & Images
• Work With Arrangement

Wednesday | March 9, 2016 | 3:30 pm - 5 pm
Monday | March 21, 2016 | 11 am - 12:30 pm
Instructor: Kyle Culpepper
Where: Media Center Room 1300

Photoshop Basics
1 Day / 1.5 Hours
Although this program is so well known, there is often a huge barrier and learn the overall workspace, and importance of layers.

Learn how to:
• Navigate the Workspace
• Understand Layers & Simple Editing Tools
• Basic Shape Manipulation

Monday | February 22, 2016 | 11 am - 12:30 pm
Wednesday | March 23, 2016 | 3:30 pm - 5 pm
Instructor: Kyle Culpepper
Where: Media Center Room 1300

Movie Maker
1 Day / 1.5 Hours
This is a hands on workshop where we can develop our video projects by combining all our media types into Windows Movie Maker for manipulation and creation. We will have flip cameras available, which can be checked out at the Media Center for your video projects, as well as, workstations containing Windows Movie Maker.

Participants will learn how to:
• Navigate the Workspace
• Generate Titles, Captions, & Credits
• Split, Remove, & Move Video Clips
• Add Visual Effects, Alter Video & Sound & Create Sound Effects

Monday | February 8, 2016 | 11 am - 12:30 pm
Monday | March 7, 2016 | 3:30 pm - 5 pm
Instructor: Kyle Culpepper
Where: Media Center Room 1300
BlazeVIEW D2L: What’s New?
1 Day / 1 Hour

The USG is upgrading all instances of D2L Brightspace, including BlazeVIEW and GoVIEW, to the next version during the 2015 winter break. This is an in-place upgrade so all current course and content material should remain in place. There will still be a few changes to existing tools and some new features added to the system. Come find out what changes are in store and learn about the new features offered in D2L Brightspace.

Friday | January 15, 2016 | 1 pm - 2 pm
Thursday | January 21, 2016 | 4 pm - 5 pm
Monday | January 25, 2016 | 2 pm - 3 pm

Instructor: Vincent Spezzo | Where: Odum Rm 2633

BlazeVIEW / GoVIEW: Gradebook
1 Day / 1.5 Hours

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

The participant will learn how to:

* Set-Up a Complete Basic Gradebook in Brightspace
* Enter Feedback & Grades in Gradebook
* Basic Understanding of How Gradebook Works

Monday | January 4, 2016 | 10 am - 11:30 am
Wednesday | April 6, 2016 | 1 pm - 2:30 pm

Instructor: Vincent Spezzo | Where: Odum Rm 2633

BlazeVIEW / GoVIEW: Assessments
1 Day / 2 Hours

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

The participant will learn how to:

* Create & Use Dropbox in Brightspace
* Create & Use Quiz in Brightspace
* Create & Use Discussion Board in Brightspace

Thursday | February 11, 2016 | 1 pm - 3 pm
Wednesday | April 13, 2016 | 3 pm - 5 pm

Instructor: Vincent Spezzo | Where: Odum Rm 2633

BlazeVIEW D2L: What’s New?
Web Conference Option
1 Day / 1 Hour

This session will be held via web conferencing system Blackboard Collaborate. A headset and internet access is required to participate. A link to the session will be sent out directly to participants prior to the session start date.

Thursday | January 7, 2016 | 1 pm - 2 pm
Wednesday | January 13, 2016 | 10 am - 11 am

Instructor: Vincent Spezzo
Where: Web Conference
(Link will be emailed to participants.)

BlazeVIEW / GoVIEW: Assessments
Web Conference Option
1 Day / 2 Hours

This session will be held via web conferencing system Blackboard Collaborate. A headset and internet access is required to participate. A link to the session will be sent out directly to participants prior to the session start date.

Monday | April 4, 2016 | 2 pm - 4 pm

Instructor: Vincent Spezzo
Where: Web Conference
(Link will be emailed to participants.)
BlazeVIEW / GoVIEW: Building Courses
1 Day / 1.5 Hours
This workshop will cover how to use the various BlazeVIEW/GoVIEW course builder tools to create your course content, show you how to add and organize content, and will introduce you to Instructional Design Wizard.

The participant will learn how to:
- Use Basic Course Builder Tools
- Add & Organize Course Content
- Overview Knowledge of the Instructional Design Wizard

Wednesday | March 30, 2016 | 2 pm - 3:30 pm
Instructor: Vincent Spezzo
Where: Web Conference
(Link will be emailed to participants.)

BlazeVIEW / GoVIEW: Troubleshooting Web Conference Option
1 Day / 1 Hour
In this workshop we will cover the various resources users have to obtain help with their BlazeVIEW/GoVIEW questions as well as cover some basic troubleshooting tips. This session will cover using the D2L Helpcenter, the various Help guides, and clarify which numbers to call for over the phone assistance. This session will also discuss some of the more common user errors that instructors can encounter and how to deal with them or avoid them all together. This session will be held via web conferencing system Blackboard Collaborate. A headset and internet access is required to participate. A link to the session will be sent out directly to participants prior to the session start date.

Tuesday | March 8, 2016 | 3 pm - 4 pm
Friday | April 15, 2016 | 10 am - 11 am
Instructor: Vincent Spezzo
Where: Web Conference
(Link will be emailed to participants.)

BlazeVIEW / GoVIEW 101: Introduction to D2L Brightspace
1 Day / 1.5 Hours
This workshop will serve as an introduction to the Integrated Learning Platform D2L Brightspace (Referred to locally as BlazeVIEW if you teach for VSU or GOVIEW if you teach for a collaborate program). This workshop will cover some Brightspace basics, including:
- Logging into the System
- Exploring the System’s Various Features
- Creating Course Content
- Managing Course Offerings
- An Overview of the More Widely Used Tools

Tuesday | January 19, 2016 | 1 pm - 2:30 pm
Wednesday | March 9, 2016 | 10 am - 11:30 am
Instructor: Vincent Spezzo
Where: Web Conference
(Link will be emailed to participants.)
**Intro to Blackboard Collaborate**  
1 Day / 1.5 Hours

Blackboard Collaborate is Blackboard’s replacement for Wimba Classroom. Beginning Spring 2015, Blackboard Collaborate replaced Wimba as D2L’s web conferencing tool. Blackboard Collaborate is a fully-featured, live, virtual classroom solution that includes audio, video, text chat, content display, and session archiving. Its pedagogical design and ease-of-use ensures that educators and students engage as if they were meeting face-to-face. Come learn how to setup a Blackboard Collaborate session in your own BlazeVIEW/GoVIEW class, using the basics tools of the system, such as sharing audio, video, and content, as well as other basic features such as archiving a session.

**Wednesday** | **January 27, 2016** | **10 am - 11:30 am**  
**Monday** | **February 29, 2016** | **2 pm - 3:30 pm**  
**Tuesday** | **March 15, 2015** | **1 pm - 2:30 pm**

Instructor: Vincent Spezzo  
Where: eLearning Lab 2619

---

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

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

Learn about:

* The Quiz Tool  
* Breakout Rooms  
* Saving & Adding Whiteboard Content  
* Other Tips, Features & Techniques

**Tuesday** | **March 29, 2016** | **1 pm - 2:30 pm**  
**Friday** | **April 29, 2016** | **10 am - 11:30 am**

Instructor: Vincent Spezzo  
Where: eLearning Lab 2619

---

**Intro to Qualtrics Survey Tool**  
Workshop  
1 Day / 2 Hours

Qualtrics is the web-based survey tool used at Valdosta State University. Qualtrics facilitates survey creation, distribution, and data monitoring/collection. The survey tool is available to all VSU faculty, staff, and students. This introductory workshop covers the following:

* Creating A Basic Survey  
* Adding Items To The Survey  
* Overview Of The Different Question-Types  
* Adding Display Logic to the Survey  
* Adding Skip Logic to the Survey  
* Adding Collaborators to the Survey  
* Changing Default Settings  
* Options for Distributing the Survey  
* Viewing the Survey Results  
* Qualtrics Best Practices  
* Qualtrics Online Resources & Training

**Wednesday** | **January 20, 2016** | **3 pm - 5 pm**  
**Friday** | **March 25, 2016** | **9 am - 11 am**

Instructor: Kathy Sundin  
Where: Odum Library Room 2633

---

**Intro to Qualtrics Survey Tool**  
Open Session  
1 Day / 3 Hours

During the open session faculty, staff, and students can come to the eLearning computer lab (Odum Suite 2621) and ask for assistance with a survey they are currently building. Registration is not required. Just show up anytime within the open hours listed.

**Tuesday** | **February 23, 2016** | **2 pm - 5 pm**  
**Monday** | **April 18, 2016** | **1 pm - 4 pm**

Instructor: Kathy Sundin  
Where: eLearning Lab 2619
University Procedures

Travel Procedures & Expenses
1 Day / 2 Hours
This training is designed for those new to the travel process. Information on the travel process, completing the online forms for authority to travel and expenses reimbursement will be covered. If you have upcoming travel or reimbursement for travel that need to be completed, please bring that paperwork with you.

Thursday | Feb. 11, 2016 | 9 am - 11:30 am
Instructor: Shana Yorkey
Where: Pine Hall Lab Room 107

Financial DataWarehouse Training
1 Day / 45 Minutes
The Financial DataWarehouse (FDWH) is designed to provide every budget manager of VSU the access to the most critical financial reports, including expenses, revenues, budgets, position, and etc. This training offers every budget manager a quick overview on the technical features of the FDWH. It is followed by some hands-on activities thus every budget manager has the opportunity to interact with the FDWH. Technical troubleshooting for any access issues in FDWH will be provided during the training as well.

Friday | Feb. 12, 2016 | 9:00 am - 9:45 am
Instructor: Na Ding
Where: Odum Library Room 2633

New Employee Orientation
1 Day / 7 Hours
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.

Thursday | Jan. 21, 2016 | 8:15 am - 4 pm
Instructor: Tim Yorkey | Where: UC Room 4123

Thursday | Feb. 25, 2016 | 8:15 am - 4 pm
Instructor: Tim Yorkey | Where: UC Rose Room

Thursday | March 31, 2016 | 8:15 am - 4 pm
Instructor: Tim Yorkey | Where: UC Rose Room

Thursday | April 28, 2016 | 8:15 am - 4 pm
Instructor: Tim Yorkey | Where: TBD

Thursday | May 26, 2016 | 8:15 am - 4 pm
Instructor: Tim Yorkey
Where: Odum Library Room 1604

Budgeting & Financials
1 Day / 2 Hours
This hands-on training is designed for budget managers and their assistants. It will focus on the following:

- Understanding the budgeting process, terms, cycle and funding sources.
- Managing your budget through effective tracking and use of reports.
- How and when to complete a budget amendments.
- Planning for year-end and preparing presentations.
- Knowing your account codes and tips for ensuring payments.

Tuesday | Feb. 16, 2016 | 2:30 pm - 4:40 pm
Instructor: Jan Fackler
Where: Odum Library Room 2633
Part I: Procurement Guidelines
This overview class covers policies and procedures governing procurement at VSU. It is intended for employees responsible for initiating or approving purchases of goods and/or services for their department, grant or organization.

- When are competitive bids necessary?
- How do I define my requirements?
- How do you find out about items available on agency and statewide contracts?
- What is a sole source / sole brand?
- How do I document need for sole source/brand?
- What purchasing procedure should I use? Order through Central Stores, use P-Card or eProcurement?

Part II: ePro Requester
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.

- When are competitive bids necessary?
- How do I define my requirements?
- How do you find out about items available on agency and statewide contracts?
- What is a sole source / sole brand?
- How do I document need for sole source/brand?
- What purchasing procedure should I use? Order through Central Stores, use P-Card or eProcurement?
**DegreeWorks & Advising Portal**  
1 Day / 2 Hours  
This session is designed to highlight the features available in the advising tool, DegreeWorks. Participants will have an opportunity to learn about the worksheets (checklist), what-if scenarios, planner, GPA Calculators, and ways to incorporate DegreeWorks into the advising process.  
**Friday | January 29, 2016 | 9 am - 11 am**  
Instructor: Marsha Walden  
Where: Pine Hall Computer Lab

**Digital Measures**  
1 Day / 2 Hours  
Digital Measures is a secure, easy-to-use online database for storing information about faculty achievements such as teaching, research and publications, service, and engagement. This will be a hands-on workshop for faculty to setup and begin using Digital Measures. Bring a copy of your curriculum vita.  
**Monday | January 25, 2016 | 10 am - 11 am**  
**Tuesday | March 29, 2016 | 2 pm - 3 pm**  
**Wednesday | April 20, 2016 | 4 pm - 5 pm**  
Instructor: Michael Black  
Where: Pine Hall Computer Lab

**Getting On Your Nerves? Talking With Students Who Push Our Buttons**  
1 Day / 50 Minutes  
The student who asks “Do I need to know this for the test?”; or the one who repeatedly wants to know due dates for assignments which are clearly stated in the syllabus, on the directions for the assignment, and in D2L, are just some of the student behaviors that can push faculty buttons.  
**Friday | January 22, 2016 | 11 am - 11:50 am**  
Instructor: Kathe Lowney  
Where: The IDEA Center

**Project-Based Learning, or Sneaking Learning into Doing**  
1 Day / 50 Minutes  
Using projects for assessment versus other more traditional assessments can inject new life into the assessment process for both students and teachers. But is project-based learning as rigorous as traditional methods? This workshop will address the design of projects that combine hands-on engagement and creativity with hidden, extensive learning and measurable results.  
**Tuesday | February 16, 2016 | 11 am - 11:50 am**  
Instructor: Maren Clegg-Hyer  
Where: The IDEA Center

**Working with Challenging Online Students**  
1 Day / 50 Minutes  
This workshop will allow participants an opportunity to learn about different types of students in online/blended/hybrid courses, the top virtual classroom student characters instructors need to deal with, and what instructors can do to help online students succeed.  
**Monday | March 7, 2016 | 1 pm - 1:50 pm**  
Instructor: Li-Mei Chen  
Where: The IDEA Center

**Now What? Assessing This Year of Teaching & Learning**  
1 Day / 50 Minutes  
Each semester has a rhythm: up’s and down’s, stresses and successes. This workshop will take each of us back through this academic year and assess what went well and where you might want to create new strategies for teaching. Come wind down the semester together.  
**Friday | April 8, 2016 | 12 pm - 12:50 pm**  
Instructor: Kathe Lowney  
Where: The IDEA Center

**Freshman Common Read Info Sessions**  
TBA - March/April  
Instructor: Darrell Fike  
Where: The IDEA Center
## Alphabetical By Class

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Date</th>
<th>Time</th>
<th>Place</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Pro X: Building Resume/Portfolio</td>
<td>February 10</td>
<td>11 am - 12 pm</td>
<td>Media Center Room 1300</td>
<td>13</td>
</tr>
<tr>
<td>Advanced Tools in Blackboard Collaborate</td>
<td>March 29</td>
<td>1 pm - 2:30 pm</td>
<td>eLab Odum Library Rm. 2619</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>April 29</td>
<td>10 am - 11:30 am</td>
<td>eLab Odum Library Rm. 2619</td>
<td>16</td>
</tr>
<tr>
<td>Assessing Your Cohesiveness at Work</td>
<td>April 19</td>
<td>9 am - 12:30 pm</td>
<td>University Center Rose Room</td>
<td>9</td>
</tr>
<tr>
<td>Assertive Communication Training</td>
<td>March 3</td>
<td>9 am - 11:30 am</td>
<td>University Center Rose Room</td>
<td>8</td>
</tr>
<tr>
<td>BlazeVIEW/GoVIEW: Gradebook</td>
<td>March 4</td>
<td>10 am - 11:30 am</td>
<td>Odum Library Room 2633</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>April 6</td>
<td>1 pm - 2:30 pm</td>
<td>Odum Library Room 2633</td>
<td>14</td>
</tr>
<tr>
<td>BlazeVIEW/GoVIEW: Gradebook Web Conference Option</td>
<td>March 31</td>
<td>1 pm - 2:30 pm</td>
<td>Web Conference Option</td>
<td>14</td>
</tr>
<tr>
<td>BlazeVIEW/GoVIEW: Troubleshooting</td>
<td>March 8</td>
<td>3 pm - 4 pm</td>
<td>Web Conference Option</td>
<td>15</td>
</tr>
<tr>
<td>When Things Go Wrong, How to Get Help</td>
<td>April 15</td>
<td>10 am - 11 am</td>
<td>Web Conference Option</td>
<td>15</td>
</tr>
<tr>
<td>BlazeVIEW/GoVIEW: Assessments</td>
<td>February 11</td>
<td>1 pm - 3 pm</td>
<td>Odum Library Room 2633</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>April 13</td>
<td>3 pm - 5 pm</td>
<td>Odum Library Room 2633</td>
<td>14</td>
</tr>
<tr>
<td>BlazeVIEW/GoVIEW Assessments Web Conference Option</td>
<td>April 4</td>
<td>2 pm - 3:30 pm</td>
<td>Web Conference Option</td>
<td>14</td>
</tr>
<tr>
<td>BlazeVIEW/GoVIEW: Building Courses</td>
<td>February 9</td>
<td>1 pm - 2:30 pm</td>
<td>Odum Library Room 2633</td>
<td>15</td>
</tr>
<tr>
<td>BlazeVIEW/GoVIEW: Building Courses Web Conference Option</td>
<td>March 30</td>
<td>2 pm - 3:30 pm</td>
<td>Web Conference Option</td>
<td>15</td>
</tr>
<tr>
<td>BlazeVIEW/GoVIEW: Introduction to D2L Brightspace 10.3</td>
<td>January 8</td>
<td>1 pm - 2:30 pm</td>
<td>Odum Library Room 2633</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>April 26</td>
<td>2 pm - 3:30 pm</td>
<td>Odum Library Room 2633</td>
<td>15</td>
</tr>
<tr>
<td>BlazeVIEW/GoVIEW: Introduction to D2L Brightspace Web Conference Option</td>
<td>January 19</td>
<td>1 pm - 2:30 pm</td>
<td>Web Conference Option</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>March 9</td>
<td>10 am - 11:30 am</td>
<td>Web Conference Option</td>
<td>15</td>
</tr>
<tr>
<td>BlazeVIEW D2L: What’s New?</td>
<td>January 15</td>
<td>1 pm - 2 pm</td>
<td>Odum Library Room 2633</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>January 21</td>
<td>4 pm - 5 pm</td>
<td>Odum Library Room 2633</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>January 25</td>
<td>2 pm - 3 pm</td>
<td>Odum Library Room 2633</td>
<td>14</td>
</tr>
<tr>
<td>BlazeVIEW D2L: What’s New? Web Conference Option</td>
<td>January 7</td>
<td>1 pm - 2 pm</td>
<td>Web Conference Option</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>January 13</td>
<td>10 am - 11 am</td>
<td>Web Conference Option</td>
<td>14</td>
</tr>
<tr>
<td>Budgeting and Financials 101</td>
<td>February 16</td>
<td>2:30 pm - 4:30 pm</td>
<td>Odum Library Room 2633</td>
<td>17</td>
</tr>
<tr>
<td>CMS: Cascade Server Basic Training</td>
<td>January 14</td>
<td>8:30 am - 11:30 am</td>
<td>Pine Hall Computer Lab</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>February 3</td>
<td>1:30 pm - 4:30 pm</td>
<td>Pine Hall Computer Lab</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>March 3</td>
<td>8:30 am - 11:30 am</td>
<td>Pine Hall Computer Lab</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>April 8</td>
<td>8:30 am - 11:30 am</td>
<td>Pine Hall Computer Lab</td>
<td>12</td>
</tr>
<tr>
<td>Cascade Open Lab</td>
<td>TBA</td>
<td>TBA</td>
<td>Pine Hall Computer Lab</td>
<td>12</td>
</tr>
<tr>
<td>Conflict Management for Leaders</td>
<td>February 4</td>
<td>9 am - 1 pm</td>
<td>University Center Cypress Room</td>
<td>5</td>
</tr>
<tr>
<td>CPR / First Aid</td>
<td>January 20</td>
<td>2 pm - 5 pm</td>
<td>University Center Rose Room</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>February 9</td>
<td>9 am - 12 pm</td>
<td>University Center Rose Room</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>March 22</td>
<td>9 am - 12 pm</td>
<td>University Center Rose Room</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>April 21</td>
<td>9 am - 12 pm</td>
<td>University Center Rose Room</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>May 18</td>
<td>2 pm - 5 pm</td>
<td>Odum Library Room 1604</td>
<td>10</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
<td>Time</td>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-----------------------</td>
<td>--------------------</td>
<td>---------------------------------</td>
<td></td>
</tr>
<tr>
<td>Crimes Against the Elderly</td>
<td>March 15</td>
<td>8 am - 5 pm</td>
<td>University Center Cypress Room</td>
<td></td>
</tr>
<tr>
<td></td>
<td>March 16</td>
<td>8 am - 5 pm</td>
<td>University Center Cypress Room</td>
<td></td>
</tr>
<tr>
<td></td>
<td>April 12</td>
<td>9 am - 11 am</td>
<td>University Center Rose Room</td>
<td></td>
</tr>
<tr>
<td>Dealing with the Difficult Caller</td>
<td>Jan. 19 &amp; 21</td>
<td>9 am - 12 pm</td>
<td>University Center Cypress/Rose Room</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Feb. 22 &amp; 24</td>
<td>2 pm - 5 pm</td>
<td>University Center Rose Room</td>
<td></td>
</tr>
<tr>
<td></td>
<td>March 8 &amp; 10</td>
<td>2 pm - 5 pm</td>
<td>University Center Rose Room</td>
<td></td>
</tr>
<tr>
<td></td>
<td>April 6 &amp; 8</td>
<td>9 am - 12 pm</td>
<td>University Center Rose Room</td>
<td></td>
</tr>
<tr>
<td></td>
<td>May 3 &amp; 5</td>
<td>2 pm - 5 pm</td>
<td>University Center Rose Room</td>
<td></td>
</tr>
<tr>
<td>DegreeWorks &amp; Advisor Portal</td>
<td>January 29</td>
<td>9 am - 11 am</td>
<td>Pine Hall Computer Lab</td>
<td></td>
</tr>
<tr>
<td>Digital Measures</td>
<td>January 25</td>
<td>10 am - 11 am</td>
<td>Pine Hall Computer Lab</td>
<td></td>
</tr>
<tr>
<td></td>
<td>March 29</td>
<td>2 pm - 3 pm</td>
<td>Pine Hall Computer Lab</td>
<td></td>
</tr>
<tr>
<td></td>
<td>April 20</td>
<td>4 pm - 5 pm</td>
<td>Pine Hall Computer Lab</td>
<td></td>
</tr>
<tr>
<td>Effective Meetings</td>
<td>April 26</td>
<td>10 am - 12 pm</td>
<td>University Center Rose Room</td>
<td></td>
</tr>
<tr>
<td>ePro Requester &amp; Procurement Guidelines</td>
<td>February 2</td>
<td>8:30 am - 12 pm</td>
<td>Pine Hall Computer Lab</td>
<td></td>
</tr>
<tr>
<td></td>
<td>March 2</td>
<td>8:30 am - 12 pm</td>
<td>Pine Hall Computer Lab</td>
<td></td>
</tr>
<tr>
<td></td>
<td>April 5</td>
<td>8:30 am - 12 pm</td>
<td>Pine Hall Computer Lab</td>
<td></td>
</tr>
<tr>
<td></td>
<td>May 4</td>
<td>8:30 am - 12 pm</td>
<td>Pine Hall Computer Lab</td>
<td></td>
</tr>
<tr>
<td>ePro Special Request Technology Ordering</td>
<td>February 2</td>
<td>1:30 pm - 3:30 pm</td>
<td>Pine Hall Computer Lab</td>
<td></td>
</tr>
<tr>
<td></td>
<td>March 2</td>
<td>1:30 pm - 3:30 pm</td>
<td>Pine Hall Computer Lab</td>
<td></td>
</tr>
<tr>
<td></td>
<td>May 4</td>
<td>1:30 pm - 3:30 pm</td>
<td>Pine Hall Computer Lab</td>
<td></td>
</tr>
<tr>
<td>Excel Intro</td>
<td>February 24</td>
<td>2 pm - 4 pm</td>
<td>Pine Hall Computer Lab</td>
<td></td>
</tr>
<tr>
<td>Excel Formulas Intro</td>
<td>February 25</td>
<td>2 pm - 4 pm</td>
<td>Pine Hall Computer Lab</td>
<td></td>
</tr>
<tr>
<td>The Financial Dataversehouse Training</td>
<td>February 12</td>
<td>9 am - 9:45 am</td>
<td>Odum Library Room 2633</td>
<td></td>
</tr>
<tr>
<td>Freshman Common Read Info Series</td>
<td>March/April</td>
<td>TBA</td>
<td>The IDEA Center</td>
<td></td>
</tr>
<tr>
<td>Fundamentals of Project Management</td>
<td>March 8</td>
<td>9 am - 12 pm</td>
<td>University Center Rose Room</td>
<td></td>
</tr>
<tr>
<td>Getting on Your Nerves? Talking With Students Who Push Our Buttons</td>
<td>January 22</td>
<td>11 am - 11:50 am</td>
<td>The IDEA Center</td>
<td></td>
</tr>
<tr>
<td>How to Hire the Right Person</td>
<td>March 24</td>
<td>9 am - 4 pm</td>
<td>University Center Rose Room</td>
<td></td>
</tr>
<tr>
<td>How to Turn Conflict into Collaboration</td>
<td>March 9</td>
<td>9 am - 12 pm</td>
<td>University Center Rose Room</td>
<td></td>
</tr>
<tr>
<td>Introduction to Blackboard Collaborate</td>
<td>January 27</td>
<td>10 am - 11:30 am</td>
<td>eLab Odum Library Rm. 2619</td>
<td></td>
</tr>
<tr>
<td></td>
<td>February 29</td>
<td>2 pm - 3:30 pm</td>
<td>eLab Odum Library Rm. 2619</td>
<td></td>
</tr>
<tr>
<td></td>
<td>March 15</td>
<td>1 pm - 2:30 pm</td>
<td>eLab Odum Library Rm. 2619</td>
<td></td>
</tr>
<tr>
<td></td>
<td>February 23</td>
<td>2 pm - 5 pm</td>
<td>eLab Odum Library Rm. 2619</td>
<td></td>
</tr>
<tr>
<td></td>
<td>April 18</td>
<td>1 pm - 4 pm</td>
<td>eLab Odum Library Rm. 2619</td>
<td></td>
</tr>
<tr>
<td></td>
<td>January 20</td>
<td>3 pm - 5 pm</td>
<td>Odum Library Room 2633</td>
<td></td>
</tr>
<tr>
<td></td>
<td>March 25</td>
<td>9 am - 11 am</td>
<td>Odum Library Room 2633</td>
<td></td>
</tr>
<tr>
<td></td>
<td>February 2</td>
<td>1:30 pm - 5:30 pm</td>
<td>University Center Cypress Room</td>
<td></td>
</tr>
<tr>
<td></td>
<td>February 29</td>
<td>9 am - 12 pm</td>
<td>University Center Rose Room</td>
<td></td>
</tr>
<tr>
<td>Listening &amp; Interpersonal Communication</td>
<td>January 21</td>
<td>8:15 am - 4 pm</td>
<td>University Center Room 4123</td>
<td></td>
</tr>
<tr>
<td></td>
<td>February 25</td>
<td>8:15 am - 4 pm</td>
<td>University Center Rose Room</td>
<td></td>
</tr>
<tr>
<td></td>
<td>March 31</td>
<td>8:15 am - 4 pm</td>
<td>University Center Rose Room</td>
<td></td>
</tr>
<tr>
<td></td>
<td>April 28</td>
<td>8:15 am - 4 pm</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>May 26</td>
<td>8:15 am - 4 pm</td>
<td>Odum Library Room 1604</td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
<td>Time</td>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------------</td>
<td>---------------</td>
<td>-----------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Now What? Assessing This Year of Teaching and Learning</td>
<td>April 8</td>
<td>12 pm - 12:50 pm</td>
<td>The IDEA Center</td>
<td></td>
</tr>
<tr>
<td>OneDrive Intro</td>
<td>January 27</td>
<td>3 pm - 4:30 pm</td>
<td>Pine Hall Computer Lab</td>
<td></td>
</tr>
<tr>
<td>OneNote 2013: Intro</td>
<td>March 10</td>
<td>1:30 pm - 3:30 pm</td>
<td>Pine Hall Computer Lab</td>
<td></td>
</tr>
<tr>
<td>Partners for Campus Excellence (Staff)</td>
<td>February 10</td>
<td>2 pm - 5 pm</td>
<td>University Center Rose Room</td>
<td></td>
</tr>
<tr>
<td>Partners for Campus Excellence (Students)</td>
<td>January 19</td>
<td>10 am - 11:30 am</td>
<td>Student Union Conference Room</td>
<td></td>
</tr>
<tr>
<td>Partners for Campus Excellence (Students)</td>
<td>January 27</td>
<td>2 pm - 3:30 pm</td>
<td>Student Union Heritage Room</td>
<td></td>
</tr>
<tr>
<td>Partners for Campus Excellence (Students)</td>
<td>February 18</td>
<td>10 am - 11:30 am</td>
<td>Student Union Conference Room</td>
<td></td>
</tr>
<tr>
<td>Partners for Campus Excellence (Students)</td>
<td>March 15</td>
<td>2 pm - 3:30 pm</td>
<td>Student Union Conference Room</td>
<td></td>
</tr>
<tr>
<td>Partners for Campus Excellence (Students)</td>
<td>April 15</td>
<td>10 am - 11:30 am</td>
<td>Student Union Conference Room</td>
<td></td>
</tr>
<tr>
<td>Photoshop Basics</td>
<td>February 22</td>
<td>11 am - 12:30 pm</td>
<td>Odum Library Multimedia Room 1300</td>
<td></td>
</tr>
<tr>
<td>PowerPoint: Poster Creation in a Snap!</td>
<td>March 23</td>
<td>3:30 pm - 5 pm</td>
<td>Odum Library Multimedia Room 1300</td>
<td></td>
</tr>
<tr>
<td>Presentation Skills</td>
<td>April 14</td>
<td>1 pm - 4 pm</td>
<td>University Center Rose Room</td>
<td></td>
</tr>
<tr>
<td>Project-based Learning, or Sneaking Learning into Doing</td>
<td>February 16</td>
<td>11 am - 11:50 am</td>
<td>The IDEA Center</td>
<td></td>
</tr>
<tr>
<td>Travel Procedures &amp; Expenses</td>
<td>February 11</td>
<td>9 am - 11:30 am</td>
<td>Pine Hall Computer Lab</td>
<td></td>
</tr>
<tr>
<td>Who Moved My Cheese?</td>
<td>March 1</td>
<td>2 pm - 5 pm</td>
<td>University Center Cypress Room</td>
<td></td>
</tr>
<tr>
<td>Windows Movie Maker</td>
<td>February 8</td>
<td>11 am - 12:30 am</td>
<td>Odum Library Multimedia Room 1300</td>
<td></td>
</tr>
<tr>
<td>WordPress Into</td>
<td>January 22</td>
<td>9 am - 11 am</td>
<td>Pine Hall Computer Lab</td>
<td></td>
</tr>
<tr>
<td>Working With Challenging Online Students</td>
<td>February 5</td>
<td>9 am - 11 am</td>
<td>Pine Hall Computer Lab</td>
<td></td>
</tr>
<tr>
<td></td>
<td>March 7</td>
<td>1 pm - 1:50 pm</td>
<td>The IDEA Center</td>
<td></td>
</tr>
</tbody>
</table>