

2017



Employee  
**DEVELOPMENT**

Course Catalog  
**VALDOSTA STATE UNIVERSITY**

**S P R I N G**

# The Office of Employee Development Welcomes You!

Dear VSU Community & Regional Partners,

We are pleased to announce our professional development courses for 2017 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](http://www.valdosta.edu/training)**.

We wish you a productive and fulfilling semester.

Sincerely,

**Rebecca B. Murphy**

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

Rebecca Murphy and the Staff of Human Resources and Employee Development

# Table of Contents

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

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Other areas that have contributed to this catalog:

- I.T. Training
- Human Resources
- The Idea Center
- Procurement
- eLearning
- Creative Services
- Centralized Advising
- New Media Center
- Institutional Effectiveness
- Financial Services
- Office of Social Equity

## Stay**Connected!**

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

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



### Why Skillport?

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

### How is it beneficial?

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

### Online Registration Process!

Take Advantage of the Online Registration Process by visiting:

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

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

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

# General Information

## Campus Training Programs

The programs listed in this catalog are open to all VSU employees. Classes are filled on a first come, first served basis. If a class is full, please call Employee Development at **229.259.5105** to be put on a waiting list. Waiting 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 should be notified of planned absences or tardiness. For excused absences during multi-day courses contact the instructor to discuss options available to receive full credit.

## Customized Programs

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



## Training Transcripts

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

## New Employee Orientation

We provide orientation for full-time benefited staff and administrative employees the second Thursday of every month. 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

### Icon Key

Administrative Assistant Certificate



Advising



Supervisory Management Certificate



Leadership Series



Available Online



Professional Development Consortium



Diversity Series



# Management / Leadership

## Leadership Profile and 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 | February 14, 2017 | 1:30 pm - 5:30 pm**

**Instructor: Ashley Cooper**

**Where: UC Rose Room**



## Assertiveness Communication Training

1 Day / 3 Hours

Assertive communication skills are an important part of interacting in 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 learned. 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.

**Tuesday | April 04, 2017 | 1:30 pm - 4:30 pm**

**Instructor: Ashley Cooper**

**Where: UC Rose Room**

## Thriving During Times of Change

1 Day / 3 Hours

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

**Wednesday | February 22, 2017 | 9 am - 12 pm**

**Instructor: Ashley Cooper**

**Where: UC Rose Room**

## 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 and 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?

**Tuesday | April 18, 2017 | 10 am - 12 pm**

**Instructor: Ashley Cooper**

**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 session and learn how you can increase your effectiveness in conflict situations.

**Thursday | March 23, 2017 | 9 am - 12 pm**

**Instructor: Ashley Cooper**

**Where: TBA**

## How to Hire the Right Person

1 Day / 3 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.

**Tuesday | May 9, 2017 | 9 am - 12 pm**

**Instructor: Ashley Cooper**

**Where: UC Magnolia Room 1**



# Personal Development

## Introduction to Exploration of Diversity

1 Day / 2 Hours

This session establishes a foundation of learning for subsequent sessions. Activities will include understanding the definition of diversity. Activities will also foster expanding the dimensions of diversity and the need for personal knowledge and awareness of differences and likeness. The impact and implications of interaction between individuals of different cultures is the focus of this exciting workshop.

**Wednesday | February 1, 2017 | 10 am - 12 pm**

**Instructor: Dr. Maggie Viverette, Social Equity**

**Where: UC Rose Room**



## Policy & the Right Thing to Do Sexual Harassment & Discrimination

1 Day / 2 Hours

This training will provide participants with information related to federal and state law addressing issues of all forms of harassment. Participants will also be guided through the process of policy and practice in compliance with both the letter and the spirit of such laws.

**Tuesday | February 21, 2017 | 10 am - 12 pm**

**Instructor: Dr. Maggie Viverette, Social Equity**

**Where: UC Rose Room**



## Advanced Exploration of Diversity

1 Day / 2.5 Hours

This session builds on the work accomplished in the introductory session. Activities will include in depth discussions on the impact of privilege and oppression. Activities will equip participants with the skills to serve as a social ally and also foster the personal knowledge and awareness of participants. Participants will also gain knowledge of the impact serving of serving as a cultural ally for others.

**Wednesday | February 8, 2017 | 1 pm - 3 pm**

**Instructor: Dr. Maggie Viverette, Social Equity**

**Where: UC Rose Room**



## Microaggression and Unconscious Bias

1 Day / 2 Hours

This session will explore strategies to maintain a strong, positive work environment by addressing microaggression and unconscious bias through awareness and action.

**Wednesday | March 1, 2017 | 10 am - 12:30 pm**

**Instructor: Dr. Maggie Viverette, Social Equity**

**Where: UC Rose Room**



# Personal Development

## Listening and 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, co-workers, or peers? Attend this seminar and explore techniques for handling everyday communication challenges.

**Wednesday | March 08, 2017 | 1:30 pm - 4:30 pm**

Instructor: Ashley Cooper

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.

**Tuesday | March 14, 2017 | 2 pm - 5 pm**

Instructor: Ashley Cooper

Where: UC Rose Room

## Organization and Time Management

1 Day / 3 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. This workshop will teach you the principles of organization and how they apply to every aspect of your life. You'll learn simple ways to change how you work that will help you get things done.

**Tuesday | March 28, 2017 | 1:30 pm - 4:30 pm**

Instructor: Ashley Cooper

Where: UC Rose Room

## Assessing Your Cohesiveness at Work

1 Day / 3 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 attendee how to understand other coworkers and how to interact with those differences.

**Tuesday | April 11, 2016 | 9 am - 12 pm**

Instructor: Ashley Cooper

Where: UC Rose Room

# Safety

## Defensive Driving

2 Days / 6 Hours

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

**Monday | January 23, 2017 | 2:00 pm - 5:00 pm**

Where: UC Rose Room

**Wednesday | January 25, 2017 | 2:00 pm - 5:00 pm**

Where: UC Rose Room

Instructor: Meredith Lancaster

**Tuesday | March 02, 2017 | 9:00 am - 12:00 pm**

Where: UC Cypress Room

**Tuesday | February 28, 2017 | 9:00 am - 12:00 pm**

Where: UC Cypress Room

Instructor: Michael Fontaine

**Tuesday | May 09, 2017 | 9:00 am - 4:00 pm**

1 Day Course

Where: UC Rose Room

Instructor: Michael Fontaine

**Monday | April 10, 2017 | 2:00 pm - 5:00 pm**

Where: UC Cypress Room

**Wednesday | April 12 | 2:00 pm - 5:00 pm**

Where: UC Cypress Room

Instructor: Meredith Lancaster

# Service Excellence



## **Student Employee Training (PFCE)** 1 Day / 1 Hour

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.

**Note:** All student employees should attend this training within 3 months of being hired.

### **We focus on the following areas:**

- Creating A Positive First Impression
- Working with A Diverse Population
- Communicating in the Workplace
- Providing Effective Customer Service
- Dealing with the Difficult Person/Situation

**Monday | January 23, 2017 | 10 am - 11am**  
**Tuesday | February 21, 2017 | 9 am - 10 am**  
**Thursday | March 16, 2017 | 3:30 pm - 4:30 pm**  
**Wednesday | April 12, 2017 | 2 pm - 3 pm**  
**Monday | April 24, 2017 | 10 am - 11 am**

**Instructor: Nancy Deida-Carballo**  
**Where: UC Rose Room**

## **Partners for Campus Excellence (PFCE)** 1 Day / 3 Hours plus Skillport (Hybrid)

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

**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.**

**Thursday | February 16, 2017 | 9 am - 12 pm**  
**Thursday | April 20, 2017 | 9 am - 12 pm**  
**Where: UC Rose Room**  
**Instructor: Ashley Cooper**



# Technology



# blazeview

## BlazeVIEW/GoVIEW: Gradebook

1 Day / 1.5 Hours

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

**Tuesday | April 18, 2017 | 2 pm - 3:30 pm**

**Instructor: Vince Spezzo, Center for eLearning**

**Where: Odum Library Room. 2633**

## BlazeVIEW/GoVIEW: Gradebook ONLINE

1 Day / 1.5 Hours

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

**Wednesday | March 22, 2017 | 10 am - 11:30 am**

**Instructor: Vince Spezzo, Center for eLearning**

**Where: Web Conference**

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

## BlazeVIEW/GoVIEW: Assessments ONLINE

1 Day / 2 Hours

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

**Thursday | March 16, 2017 | 1 pm - 3 pm**

**Instructor: Vince Spezzo, Center for eLearning**

**Where: Web Conference**

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

## BlazeVIEW/GoVIEW: Troubleshooting ONLINE

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.

**Tuesday | February 28, 2017 | 2 pm - 3 pm**

**Monday | April 3, 2017 | 11 am - 12 pm**

**Instructor: Vince Spezzo, Center for eLearning**

**Where: Web Conference**

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

## BlazeVIEW/GoVIEW: Assessments

1 Day / 2 Hours

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

**Thursday | February 7, 2017 | 1 pm - 3 pm**

**Wednesday | April 12, 2017 | 9 am - 11 am**

**Instructor: Vince Spezzo, Center for eLearning**

**Where: Odum Library Room 2633**



# Technology

## BlazeVIEW/GoVIEW: Building Courses ONLINE

1 Day / 1.5 Hours

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

**Wednesday | January 25, 2017 | 1 pm - 2:30 pm**

**Instructor: Vince Spezzo, Center for eLearning**

**Where: Web Conference**

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



## BlazeVIEW/GoVIEW: Building Courses ONLINE

1 Day / 1.5 Hours

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

**Monday | March 6, 2017 | 1 pm - 2:30 pm**

**Instructor: Vince Spezzo, Center for eLearning**

**Where: Web Conference**

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



## BlazeVIEW/GoVIEW: Intro to D2L Brightspace

ONLINE

1 Day / 1.5 Hours

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

**Monday | March 13, 2017 | 2 pm - 3:30 pm**

**Tuesday | April 25, 2017 | 3 pm - 4:30 pm**

**Instructor: Vince Spezzo, Center for eLearning**

**Where: Web Conference**

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



## OneDrive Intro

1 Day / 1.5 Hours

Learn how to access, manage, store and share documents via OneDrive.

**Thursday | January 5, 2017 | 1 pm - 2:30 pm**

**Friday | March 24, 2017 | 9 am - 11:30 am**

**Instructor: Sheila Hall, IT Specialist**

**Where: Pine Hall Computer Lab Room 107**



# Technology



## Blackboard Collaborate: Introduction

1 Day / 1.5 Hours

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

**Tuesday | January 31, 2017 | 2 pm - 3:30 pm**

**Wednesday | March 29, 2017 | 1 pm - 2:30 pm**

**Instructor: Vincent Spezzo**

**Where: eLab Odum 2621**

## 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.

**Tuesday | February 14, 2017 | 2 pm - 3:30 pm**

**Wednesday | April 5, 2017 | 1 pm - 2:30 pm**

**Instructor: Vincent Spezzo**

**Where: eLab Odum 2621**

## Cascade: Basic Training

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.

**Thursday | January 12, 2017 | 8:30 am - 11:30 am**

**Wednesday | February 1, 2017 | 1 pm - 4 pm**

**Friday | March 3, 2017 | 8:30 am - 11:30 am**

**Tuesday | April 11, 2017 | 1 pm - 4 pm**

**Instructor: Sheila Hall, IT Specialist**

**Where: Pine Hall Computer Lab Room 107**

## Cascade: Intermediate Training

1 Day / 2 Hours

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

**Thursday | January 12, 2017 | 1 pm - 3 pm**

**Wednesday | February 1, 2017 | 9 am - 11 am**

**Instructor: Sheila Hall, IT Specialist**

**Where: Pine Hall Computer Lab Room 107**

## WordPress

1 Day / 1.5 Hours

WordPress is an alternate solution for those who wish to create an independent blog/site. This training will cover how to request a site, basic WordPress functionality and features, and limitations.

**Friday | February 3, 2017 | 9 am - 11 am**

**Tuesday | March 21, 2017 | 1 pm - 3 pm**

**Thursday | April 13, 2017 | 9 am - 11 am**

**Instructor: Sheila Hall, IT Specialist**

**Where: Pine Hall Computer Lab Room 107**

## Success Portal

1 Day / 1.5 Hours

This session introduces the key features of the Success Portal (formerly known as Faculty Portal) –a solution that provides interactive dashboards, student profiles and messaging tools for faculty, advisors and student support staff to easily assess student performance and risk indicators that may contribute to or hinder students from being successful in their programs.

**Wednesday | January 18, 2017 | 9 am - 11 am**

**Wednesday | January 18, 2017 | 1 pm - 3 pm**

**Thursday | February 16, 2017 | 9 am - 11 am**

**Thursday | February 16, 2017 | 1 pm - 3 pm**

**Wednesday | March 1, 2017 | 9 am - 11 am**

**Instructor: Shelia Hall, Information Technology**

**Where: Pine Hall Computer Lab Room 107**

# Technology

## Intro to Qualtrics Survey Tool

1 Day / 2 Hours

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

**Thursday | January 19, 2017 | 1 pm - 3 pm**

**Wednesday | March 22, 2017 | 1 pm - 3 pm**

**Instructor: Daniel Smith, Center for eLearning**

**Where: Odum Library Room 2633**

## Intro to Qualtrics Survey Tool



**ONLINE**

1 Day / 2 Hours

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

**Wednesday | February 15, 2017 | 1 pm - 3 pm**

**Wednesday | April 19, 2017 | 1 pm - 3 pm**

**Instructor: Daniel Smith, Center for eLearning**

**Where: Web Conference**

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

## Excel 2013 Intro

1 Day / 2 Hours

Designed for those with little to no experience with Excel, participants will learn how to create and format worksheets, and calculate basic formulas.

**Wednesday | January 25, 2017 | 9 am - 11 am**

**Wednesday | January 25, 2017 | 1 pm - 3 pm**

**Thursday | March 9, 2017 | 9 am - 11 am**

**Thursday | March 9, 2017 | 1 pm - 3 pm**

**Instructor: Sheila Hall, IT Specialist**

**Where: Pine Hall Computer Lab Room 107**

## Phishing Awareness

1 Day / 1 Hours

Come learn what the term “phishing” means and ways you can identify it in emails, websites and even phone calls. You’ll also learn how to protect your personal information and computer files from malicious intentions. This will be a very informative presentation by IT Information Security.

**Thursday | April 6, 2017 | 2 pm - 3 pm**

**Instructor: Chad Vantine, IT Specialist**

**Where: Pine Hall Computer Lab Room 107**

## Excel Charts

1 Day / 2 Hours

Learn how to make sense of your data by creating PivotTables—manually and automatically. This class is for advanced users of Excel.

**Wednesday | February 8, 2017 | 1 pm - 3 pm**

**Thursday | April 20, 2017 | 1 pm - 3 pm**

**Instructor: Sheila Hall, IT Specialist**

**Where: Pine Hall Computer Lab Room 107**



# Technology

## Excel Formulas

1 Day / 2 Hours

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.

**Thursday | January 26, 2017 | 9 am - 11 am**

**Thursday | January 26, 2017 | 1 pm - 3 pm**

**Wednesday | March 29, 2017 | 9 am - 11 am**

**Wednesday | March 29, 2017 | 1 pm - 3 pm**

**Instructor: Sheila Hall, IT Specialist**

**Where: Pine Hall Computer Lab Room 107**

## Adobe Audition Basics

1 Day / 1.5 Hours

Adobe Audition is a top of the line audio editing tool used by professional audio engineers in the media industry. Audition, if used well, can do some amazing effects with sound files.

**Thursday | February 2, 2017 | 11 am - 12:30 pm**

**Instructor: Kyle Culpepper, Media Center**

**Where: New Media Center Room 1300**

## The ABCs of Digital Media

1 Day / 1.5 Hours

Although this program is so well known, there is often a huge barrier placed up by many who fear it. Let's break that barrier and learn the overall workspace, and importance of layers.

**Tuesday | March 21, 2017 | 3:30 pm - 5 pm**

**Instructor: Kyle Culpepper, Media Center**

**Where: New Media Center Room 1300**

## Camtasia Screen Capture Training 8.0

1 Day / 1.5 Hours

This tool allows for dynamic video enhancements for screen captured PowerPoints, software demonstrations, or even inserted video clips through the Cam Studio side.

**Tuesday | February 7, 2017 | 11 am - 12:30 pm**

**Instructor: Kyle Culpepper, Media Center**

**Where: New 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. Participants will learn to:

- Set-Up Proper Dimensions for Poster
- Adjust Background Layout
- Add Text & Images
- Work with Arrangement

**Tuesday | January 31, 2017 | 11 am - 12:30 pm**

**Instructor: Kyle Culpepper, Media Center**

**Where: New Media Center Room 1300**

## Windows 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.

**Thursday | January 26, 2017 | 11 am - 12:30 pm**

**Instructor: Kyle Culpepper, Media Center**

**Where: New Media Center Room 1300**

## Adobe Photoshop Basics

1 Day / 1.5 Hours

Although this program is so well known, there is often a huge barrier placed up by many who fear it. Let's break that barrier and learn the overall workspace, and importance of layers. Learn how to:

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

**Tuesday | January 24, 2017 | 11 am - 12:30 pm**

**Instructor: Kyle Culpepper, Media Center**

**Where: New Media Center Room 1300**

# University Procedures

## 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.

**Note:** We will be doing a tour of the campus, Please wear comfortable clothing & shoes.

**Thursday | January 12, 2017 | 8:15 am - 3 pm**

**Thursday | February 8, 2017 | 8:15 am - 3 pm**

**Thursday | March 9, 2017 | 8:15 am - 3 pm**

**Thursday | April 13, 2017 | 8:15 am - 3 pm**

**Thursday | May 11, 2017 | 8:15 am - 3 pm**

**Instructor: Rebecca Murphy,  
Employee & Organizational Development  
Where: UC Rose Room**

## ePro Requester & Procurement Guidelines Training

1 Day / 3.5 Hours

### 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.

### Part II: ePro Requester

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.

**Tuesday | February 07, 2017 | 8:30 am - 12 pm**

**Thursday | March 02, 2017 | 8:30 am - 12 pm**

**Wednesday | April 05, 2017 | 8:30 am - 12 pm**

**Instructor: Matthew Wall & Catherine Story, Procurment  
Where: Pine Hall Computer Lab Room 107**

## Get Creative with Your Marketing

1 Day / 1 Hour

An introductory workshop with Creative Services on how we can help with all your marketing needs.

**Wednesday | January 18, 2017 | 11 am - 12 pm**

**Instructor: Jessica Sharp**

**Where: UC Rose Room**

## Introduction to Digital Measures

1 Day / 1 Hour

Digital Measures is a secure, easy-to-use online database for storing information about faculty achievements such as teaching, research and publications, service, and engagement.

This will be a hands-on workshop for faculty to setup and begin using Digital Measures. Bring a copy of your curriculum vita. Digital Measures is the official and required repository for faculty credentials and course syllabi.

**Wednesday | January 4, 2017 | 10 am - 11 am**

**Thursday | February 2, 2017 | 3 pm - 4 pm**

**Tuesday | March 7, 2017 | 11 am - 12 pm**

**Monday | April 3, 2017 | 2:30 pm - 3:30 pm**

**Instructor: Michael Black, Institutional Effectiveness  
Where: Pine Hall Computer Lab Room 107**

## Digital Measures for Advanced Users

1 Day / 1 Hour

Learn about upcoming enhancements to Digital Measures, report authoring, importing/exporting data, and more.

**Tuesday | January 31, 2017 | 2 pm - 3 pm**

**Where: UC Cypress Room**

**Wednesday | March 1, 2017 | 10 am - 11 am**

**Instructor: Michael Black, Institutional Effectiveness  
Where: UC Rose Room**

## ePro Special Request Technology Ordering

1 Day / 2 Hour

This class is designed for employees ordering technology related equipment for their department, grant or organization. It will cover in more detail the complexities of ordering software and hardware equipment. Attendees must be already knowledgeable about procurement guidelines, and using the eProcurement system.

**Thursday | February 09, 2016 | 9 am - 11 am**

**Friday | March 03, 2016 | 1 pm - 3 pm**

**Thursday | April 06, 2016 | 9 am - 11 am**

**Instructor: Lorrie Proal, Information Technology  
Where: Pine Hall Computer Lab Room 107**

# University Procedures

## Phase III Performance Review

1 Day / 2 Hours

### Part I: PeopleAdmin System

This is a training for managers to help them understand and utilize the PeopleAdmin system for phase three of the new performance management system.

Course components will include: brief overview of the performance management process and how to access various elements of the PeopleAdmin performance management system. The class will be held in a computer lab and will include an overview from the instructor with a hands-on approach to learning for the participants.

**Tuesday | January 24, 2017 | 9 am - 11 am**

**Thursday | January 26, 2017 | 3 pm - 5 pm**

**Tuesday | January 27, 2017 | 10 am - 12 pm**

**Tuesday | January 31, 2017 | 3 pm - 5 pm**

**Thursday | February 02, 2017 | 3 pm - 5 pm**

**Friday | February 03, 2017 | 10 am - 12 pm**

**Wednesday | February 08, 2017 | 9 am - 11 am**

**Friday | February 10, 2017 | 10 am - 12 pm**

**Wednesday | February 15, 2017 | 9 am - 11 am**

**Thursday | February 16, 2017 | 3 pm - 5 pm**

**Instructor: HR/EOD Staff**

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

## HP Punchout

1 Day / 2 Hours

This will be a new way for ordering all HP Products.

### Features:

Take the quote received and convert it into a Purchase Requisition.

### Departments will be able to:

- View when their order was placed.
- Date of Expected Delivery.
- Tracking Information.
- Invoices can be viewed.
- No longer have to manually enter an HP Purchase
- Request into eProcurement.

**Friday | February 03, 2016 | 1 pm - 3 pm**

**Friday | March 10, 2016 | 9:00 am - 11:00 am**

**Friday | April 07, 2016 | 9:00 am - 11:00 am**

**Instructor: Lorrie Proal**

**Where: Pine Hall Computer Lab Room 107**

## Phase III Performance Review

1 Day / 2 Hours

### Part II: Dialogue for Delivery

This is a training for supervisors to assist them with phase three of the new performance management system. This class will be held in a traditional classroom to promote open discussion on best practices in dealing with high and low performers, as well as general delivery of the performance review.

The course will also cover how to connect the performance review with progressive discipline and employee engagement. **Note:** This class is primarily for supervisors completing staff evaluations.

**Monday | February 06, 2017 | 3 pm - 5 pm**

**Thursday | February 09, 2017 | 3 pm - 5 pm**

**Tuesday | February 14, 2017 | 10 am - 12 pm**

**Friday | February 17, 2017 | 10 am - 12 pm**

**Tuesday | February 21, 2017 | 3 pm - 5 pm**

**Thursday | February 23, 2017 | 10 am - 12 pm**

**Friday | February 24, 2017 | 10 am - 12 pm**

**Tuesday | February 28, 2017 | 3 pm - 5 pm**

**Wednesday | March 01, 2017 | 3 pm - 5 pm**

**Thursday | March 02, 2017 | 3 pm - 5 pm**

**Instructor: HR/EOD Staff**

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

## Best Practices to Improve Your VSU Department / Program Webpages

1 Day / 1 Hour

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

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

**Wednesday | February 15, 2017 | 4 pm - 5 pm**

**Instructor: Creative Services Web Team**

**Where: UC Rose Room**

# Academic Excellence

## Spring 2017 IDEA Center Workshops

The IDEA Center's workshops are listed in the Office of Employee and Organizational Development's training database. If you register for one of our workshops and attend, it will automatically appear in Digital Measures at the end of the year, when you are creating your Faculty Annual Report.

### Scholarship of Teaching and Learning (SoTL) Workshop

1 Day / 1 Hour

What is scholarship of teaching and learning (SoTL)? How does it differ from scholarly teaching or other types of scholarship? This workshop, serving as a kickoff of the SoTL teaching circle that will start in February, will introduce SoTL and its relations to other types of inquiry and scholarship. After this workshop, participants will be able to define SoTL, distinguish it from other types of inquiry and scholarship, and explore possible SoTL projects in their classrooms/programs.

**Wednesday | January 25, 2017 | 1 pm - 1:50 pm**

**Instructor: Li Mei Chen**

**Where: IDEA Center**

### LEAP into the CORE

1 Day / 1 Hour

The Association of American Colleges and Universities (AAC&U) created its LEAP initiative (Liberal Education and America's Promise) in 2005. Since then, many university systems and private higher education institutions, including VSU, have joined the initiative. LEAP is about energizing the teaching and learning in the core curriculum – for faculty but especially for our students. LEAP promotes essential learning outcomes, principles of excellence, and high impact educational practices (HIPs) such as undergraduate research, internships, learning communities, and so on.

Come learn about LEAP and HIPs. See how many of these practices you might be doing or could easily build into your core courses. If enough are interested, we'll create a teaching circle for Spring 2017 semester to build on this workshop and brainstorm more about how to integrate these pedagogical best practices into our teaching.

**Wednesday | February 1, 2017 | 1 pm - 1:50 pm**

**Instructor: Kathleen Lowney**

**Where: IDEA Center**

### Study Abroad Proposal Writing Workshop I

1 Day / 2 Hours

In this hands on session, participants will learn how to plan and organize travel, create a budget, conduct site visits, and begin the proposal writing process.

**Note:** The Center for International Programs asks that proposals for the summer of 2018 be submitted no later than May of 2017.

**Tuesday | February 7, 2017 | 1 pm - 3 pm**

**Instructor: Victoria Russell**

**Where: West Hall Language Lab (WH 140)**

### Techniques for Increasing Student Engagement

1 Day / 1 Hour

Have you ever asked an open ended question in class and in return were met with vacant stares and dead silence? If so, then come to this workshop. Here you will learn strategies and techniques which can help you increase student engagement in your class. Some of the techniques to be discussed will include 3 pens, flying snowballs, and send a problem.

**Thursday | February 9, 2017 | 3:30 pm - 4:30pm**

**Instructor: Dereth Drake**

**Where: IDEA Center Living Room**

### Designing Unique and Rhetorically Effective Teaching Philosophies

1 Day / 1 Hour

All faculty, sooner or later, have to write (or re-envision and re-write) a teaching philosophy for a variety of settings: promotion and tenure, grant applications, and other academic opportunities. But we all know from reading our own and others' philosophies that they can become lackluster, stereotypical, and (frankly) boring. This workshop is designed to overview some of the most important elements of successful and rhetorically effective "Teaching Philosophies," while considering how to make each teaching philosophy a document that translates what is unique about each participant as a teacher.

**Tuesday | March 21, 2017 | 2 pm - 3:15 pm**

**Instructor: Maren Clegg-Hyer**

**Where: IDEA Center**



# Academic Excellence

## An Efficient Teaching Assessment Program

1 Day / 1 Hour

In this workshop, the participants will learn a selective and objective assessment method and use an automated spreadsheet to identify areas that are well done and areas that need improvement.

**Monday | March 27, 2017 | 1 pm - 1:50 pm**

**Instructor: Chunlei Liu**

**Where: IDEA Center**

## Study Abroad Proposal Writing Workshop II

1 Day / 2 Hours

In this hands on session, participants will complete their proposals and engage in peer editing. Participants will also learn about risk management and what to include in pre-departure student orientation sessions.

**Note:** The Center for International Programs asks that proposals for the summer of 2018 be submitted no later than May of 2017.

**Tuesday | April 11, 2017 | 1 pm - 3 pm**

**Instructor: Victoria Russell**

## Spring 2017 IDEA Center Teaching Circles

Teaching Circles are small groups of faculty that come together to discuss a various topics and share their personal experiences and expertise, as well as develop new skills and ideas. This fall, the IDEA Center will host eight different teaching circles that will meet throughout the semester.

### Graduate Teaching Circle

1 Day / 1 Hour

Teaching graduate students is a unique, but always rewarding experience. Are you teaching graduate students now, and have good ideas to share about what has worked well? Would you like to gather ideas from others currently teaching graduate students, for your current or future teaching graduate student assignment? If so, come and join our group "in progress" – any and all newcomers welcome! Some possible topics for this semester, based on group selection: encouraging honest and engaged discussions in the graduate seminar, translating F2F graduate courses to online versions, preventing academic dishonesty in online graduate assignments and assessments, differentiating graduate from undergraduate expectations and written assignments, designing online graduate programs (the ins and outs), etc.

**Tuesday | January 24, 2017 | 11 am - 11:50 pm**

**Tuesday | February 21, 2017 | 11 am - 11:50 pm**

**Tuesday | March 21, 2017 | 11 am - 11:50 pm**

**Tuesday | April 11, 2017 | 11 am - 11:50 pm**

**Instructor: Maren Clegg-Hyer**

**Where: IDEA Center**

### Best Practices for Teaching Online

1 Day / 1 Hour

Are you an online instructor who is struggling to keep your students motivated, energized, and engaged with the course? Would you like to learn ways to increase your students' perceptions of connectedness with their peers, with the course content, and with you? If so, please consider joining this teaching circle. Members will be provided with the text *The Online Teaching Survival Guide: Simple and Practical Pedagogical Tips* (2nd Edition) by Judith V. Boettcher and Rita Marie Conrad. We will also discuss research based best practices that could help increase retention and success rates in your online classes.

**Wednesday | January 25, 2017 | 3:30 pm - 4:30 pm**

**Wednesday | February 15, 2017 | 3:30 pm - 4:30 pm**

**Wednesday | March 08, 2017 | 3:30 pm - 4:30 pm**

**Wednesday | April 05, 2017 | 3:30 pm - 4:30 pm**

**Wednesday | April 19, 2017 | 3:30 pm - 4:30 pm**

**Instructor: Maren Clegg-Hyer**

**Where: IDEA Center**

# Academic Excellence

## Teaching Assessment and Reflection for Continuous Improvement

1 Day / 1 Hour

Successful teaching requires accurate and efficient assessment to find out the strengths and weaknesses of our teaching so that we can make continuous improvement in future offerings of the course. In this teaching circle, the participants will learn the course assessment, reflection and improvement cycle and study different ways to conduct course assessment and apply them to their courses.

**Monday | January 30, 2017 | 1 pm - 1:50 pm**

**Monday | February 13, 2017 | 1 pm - 1:50 pm**

**Monday | February 27, 2017 | 1 pm - 1:50 pm**

**Monday | March 13, 2017 | 1 pm - 1:50 pm**

**Instructor: Chunlei Liu**

**Where: IDEA Center**

## SoTL Teaching Circle

1 Day / 1 Hour

The Scholarship of Teaching of Learning (SoTL) involves postsecondary practitioners conducting systematic inquiry built upon their past scholarly work into teaching and learning. An important goal is to enhance and augment teaching and learning results by investigating the many features of discipline specific expertise and best pedagogical practice (McKinney, 2006). As many practitioners may question “how,” this teaching circle is aimed to answer the question by assisting participants, including faculty from different disciplines, new or interested in SoTL, to create a SoTL project outline for their discipline specific area or for an interdiscipline area. Specifically, participants will learn about the process regarding how to generate a SoTL research question, design their SoTL study, collect and analyze data, and disseminate their SoTL results. By the end of this teaching circle, participants will have an outline delineating all the above steps to help them move forward with their SoTL project.

**Wednesday | February 15, 2017 | 1 pm - 1:50 pm**

**Wednesday | March 8, 2017 | 1 pm - 1:50 pm**

**Wednesday | March 29, 2017 | 1 pm - 1:50 pm**

**Wednesday | April 9, 2017 | 1 pm - 1:50 pm**

**Instructor: Maren Clegg-Hyer**

**Where: IDEA Center**

## Join Our Write-A-Thon

1 Day / 1 Hour

Successful teaching requires accurate and efficient assessment to find out the strengths and weaknesses of our teaching so that we can make continuous improvement in future offerings of the course. In this teaching circle, the participants will learn the course assessment, reflection and improvement cycle and study different ways to conduct course assessment and apply them to their courses.

**Friday | February 03, 2017 | 9 am - 9:50 am**

**Friday | March 03, 2017 | 9 am - 9:50 am**

**Friday | April 07, 2017 | 9 am - 9:50 am**

**Friday | May 05, 2017 | 9 am - 9:50 am**

**Instructor: Kathleen Lowney**

**Where: IDEA Center**

## Minding Your Teaching

1 Day / 1 Hour

This teaching circle blends the scholarship of teaching and learning with techniques from mindfulness meditation to help you discover and make manifest the true teacher within you. Reflecting on your teaching is seen as a necessary step by many scholars to align your methods with your goals and ground your teaching in a pedagogical or theoretical basis. Join us to spend some focused quiet time and peer discussion to help refresh and invigorate your teaching.

**Monday | February 06, 2017 | 1 pm - 1:50 pm**

**Monday | February 20, 2017 | 1 pm - 1:50 pm**

**Monday | March 06, 2017 | 1 pm - 1:50 pm**

**Monday | March 20, 2017 | 1 pm - 1:50 pm**

**Monday | April 03, 2017 | 1 pm - 1:50 pm**

**Monday | April 17, 2017 | 1 pm - 1:50 pm**

**Instructor: Darrell Fike**

**Where: IDEA Center**

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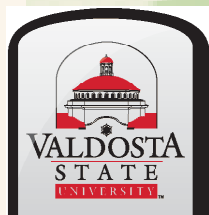
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