

STUDENT AFFAIRS

CARES

CREED.
ACCOUNTABILITY.
RESPECT.
ENGAGEMENT.
SUPPORT.



GOAL #5: The Division of Student Affairs will enhance organizational effectiveness and encourage professional growth through recruiting, developing, and retaining diverse and qualified staff at all levels in order to be nimble and relevant in our changing professions.

By summer 2019, Student Affairs will formalize an annual learning plan for the SA Training and Employee Development (SA-TED) committee focused on outcomes identified through assessing the needs of the Division, Professional Competency Areas, and national trends of the profession. SA-TED will establish learning dates and times a minimum of one semester in advance in order to better communicate the commitment to staff and graduate assistants.

Division Needs Assessment

1. Connecting and networking (team building)
2. Creative active learning opportunities from experts both VSU and external
3. Develop skills that promote more effective Division
4. Promote diversity and inclusion
5. Encourage holistic employee development with opportunities for both personal and professional growth

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SA-TED Sessions

Mandatory sessions for the entire Division of Student Affairs to meet surrounding a topic of professional development established by the SA-TED committee. Each session, celebration, and kickoff will focus on a specific letter within C.A.R.E.S. The goal is to facilitate tailored opportunities around the components that guide our “why” as student affairs professionals.

CREED	Fall Kickoff	August 1, 2019 1 pm-3 pm <i>Wild Adventures</i>	We uphold the Blazer Creed and foster an environment of civility, integrity, and citizenship. We value what each individual brings to the team and the lifelong relationships that develop. We encourage student engagement by fostering meaningful interactions.
ACCOUNTABILITY	Session	October 11, 2019 1 pm-3 pm <i>Student Union Ballrooms B & C</i>	We are student focused. We foster a division of teamwork while being dedicated to our collective purpose. We maintain purposeful decision making that will enhance personal and professional growth and development. We are fiscally responsible and good stewards of our resources.
RESPECT	Spring Kickoff	January 24, 2020 1-3pm <i>Student Union Theater</i>	We model responsible citizenship by being in the campus community, by being accountable for our actions and developmentally confronting the unfair, unjust, or uncivil behaviors of others and groups. We ensure staff and students understand the importance of an inclusive community and actively seek intentional interaction with individuals different from oneself.
ENGAGEMENT	Session	March 13, 2020 1-3pm <i>Student Union Ballrooms B & C</i>	We have pride in our University and what it means to be a “Blazer”. We foster co-curricular learning opportunities that encourage our students to make meaning and understanding from their active participation in practical experiences. We provide experiential learning, connect students to service, promote leadership, and foster employment opportunities for a successful transition to the workforce.
SUPPORT	End of Year Celebration	May 8, 2020 1-3pm <i>University Center Cypress Room</i>	We assist students in developing affirmative personal values, ethics, and spiritual awareness by exploring and challenging their sense of self. We are committed to ensuring our staff and students realize the importance of health and wellness in accomplishing goals. We are committed to recruitment and retention of diverse staff that reflects the students we serve.

Student Affairs Professional Development Opportunities & Conferences

The following professional training and development opportunities cover the various topics within VSU's Division of Student Affairs. Please note that some have costs and others (such as VSU EOD) are free.

Month	Organization	Topic	Opportunity	Resources/Notes
August	NASPA	Foster Care Alumni	Supporting Foster Care Alumni on Campus: Recommendations for Student Affairs Practitioners (August 28, 2019 – <i>Online</i>)	https://olc.naspa.org/catalog/supporting-foster-care-alumni-on-campus-recommendations-for-student-affairs
September	VSU EOD	Supervision	Fundamentals of Management and Supervision (September 27, 9am-12pm – <i>Valdosta, GA</i>)	Login and register here: https://apex.valdosta.edu/apex/f?p=256:6
	UGA Student Affairs	Various	ENGAGE! Conference 2019 (September 27, 2019, 8am-4pm – <i>Athens, GA</i>)	https://studentaffairs.uga.edu/vp/content_page/engage-conference
October	ACUHO-I	Learning & Housing	Academic Initiatives Conference (October 1-3, 2019 – <i>Minneapolis, MN</i>)	https://www.acuho-i.org/educational-events/aic
	VSU EOD	Leadership	Leadership Profile and Personal Plan (October 2, 2019, 9am-12pm – <i>Valdosta, GA</i>)	Login and register here: https://apex.valdosta.edu/apex/f?p=256:6
	ACPA	Student Learning	ICA – Institute on the Curricular Approach (October 12-15, 2019 – <i>Anaheim, CA</i>)	http://www.myacpa.org/events/ica
	ACSA	Title IX/Conduct	ACSA Sexual Misconduct Institute (October 14-16, 2019 – <i>Big Rapids, MI</i>)	http://ascatitleix.com/institute-info/bigrapids-mi/
	NODA	Retention	NODA Retention Symposium (October 19, 2019 – <i>Houston, TX</i>)	https://www.nodaweb.org/page/retention_sym
	NODA	Orientation	NODA Annual Conference (October 20-23, 2019 – <i>Houston, TX</i>)	https://www.nodaweb.org/page/NODAC_2019
	ACHA	Student Health	American College Health Association – Leadership and Innovations Summit (October 23, 2019, 8:30-4:30pm – <i>Hyattsville, MD</i>)	https://www.acha.org/ACHA/Programs_and_Services/Innovation_and_Leadership_Summit/2019/2019_Summit.aspx
	ACUHO-I	Housing	Business Operations Conference (October 22-24 – <i>Minneapolis, MN</i>)	https://www.acuho-i.org/events/busops
	VSU EOD	Leadership	Lead Like an Introvert (October 23, 2019, 1:30-4:30pm – <i>Valdosta, GA</i>)	Login and register here: https://apex.valdosta.edu/apex/f?p=256:6
	GCPA/GHO	Housing & Various	2019 GCPA & GHO Annual Joint Conference (October 23-25, 2019 – <i>Valdosta, GA</i>)	https://form.jotform.com/91823914876166
	ACPA	Leadership	Institute for Aspiring Senior Student Affairs Officers (October 27-30, 2019 – <i>Chicago, IL</i>)	http://www.myacpa.org/events/ASSAO

	ACUHO-I	Housing	Housing Facilities Conference (October 28-31, 2019 – <i>Minneapolis, MN</i>)	https://www.acuho-i.org/facilities
November	NASPA	Leadership	Ujima Institute for African American & Black Higher Education Professionals (November 7-9, 2019 – <i>Boca Raton, FL</i>)	https://www.naspa.org/events/2019-ujima-institute
	VSU EOD	Leadership	Discovering Your Why: Focusing of Purposeful Leadership (November 13, 2019, 2-5pm – <i>Valdosta, GA</i>)	Login and register here: https://apex.valdosta.edu/apex/f?p=256:6
December	AFA	Greek Life	Association of Fraternity/Sorority Advisors Annual Meeting (December 4-7, 2019 – <i>Anaheim, CA</i>)	https://www.afa1976.org/page/AFAAM
	NASPA	Diversity	NASPA Multicultural Institute: Advancing Equity and Inclusive Practice (December 8-10, 2019 – <i>New Orleans, LA</i>)	https://www.naspa.org/events/2019NMI
	NASPA	Leadership	Women’s Leadership Institute (December 9-12, 2019 – <i>Amelia Island, FL</i>)	https://www.naspa.org/events/2019WLI
	SJTI	Diversity	Social Justice Training Institute (December 9-13, 2019 – <i>Long Beach, CA</i>)	http://www.sjti.org/
	NASPA	Law	NASPA Student Affairs Law Conference (December 12-14, 2019 – <i>San Diego, CA</i>)	https://www.naspa.org/events/2019Law
January	ACPA	Leadership	Mid-Level Management Institute (January 4-8, 2020 – <i>Baltimore, MD</i>)	http://www.myacpa.org/events/MMI
	NACE	Career Services	NACE Recruiter Leadership Institute (January 9-10, 2020 – <i>Carlsbad, CA</i>)	https://www.nacweb.org/professional-development/2020/recruiter-leadership-institute/
	NASPA	Wellness	NASPA Strategies Conference (January 16-18, 2020 – <i>New Orleans, LA</i>)	https://www.naspa.org/events/2020strategies
February	ASCA	Conduct	Association for Student Conduct Administration Conference (February 5-8, 2020 – <i>Washington, DC</i>)	http://ascaconference.com/
	NSLDC	Diversity	National Student Leadership Diversity Conference National Convention (February 14-15, 2020 – <i>New Orleans, LA</i>)	http://nsldc.org/new-orleans/
	NACA	Student Life	NACA – National Association for Campus Activities (February 22-26, 2020 – <i>Denver, CO</i>)	https://www.naca.org/Convention/pages/default.aspx

	SEAHO	Housing	Southeastern Association of Housing Officers Annual Conference (February 25-28, 2020 – <i>Louisville, KY</i>)	https://www.seaho.org/page/programsub
March April	ACPA	Various	ACPA – Association of College Personnel Administrators (March 2-5, 2020 – <i>Nashville, TN</i>)	http://www.myacpa.org/events/acpa-2020-nashville-convention
	NASPA	Various	NASPA Annual Conference (March 28-April 1, 2020 – <i>Austin, TX</i>)	https://conference.naspa.org/
	CEIA	Career Services	Cooperative Education and Internship Association Conference (March 29-31, 2020 – <i>San Diego, CA</i>)	https://www.ceiainc.org/events/annual-conference-2020/
April	NSLDC	Diversity	National Student Leadership Diversity Conference National Convention (April 17-18, 2020 – <i>Atlanta, GA</i>)	http://nsldc.org/atlanta/
	NIRSA	Campus Recreation	NIRSA – National Intramural-Recreational Sports Association (April 18 – 21, 2020 – <i>Phoenix, AZ</i>)	https://nirsa.net/nirsa2020/
May	ACHA	Student Health	American College Health Association Annual Meeting (May 24-28, 2020 – <i>Chicago, IL</i>)	https://www.acha.org/AnnualMeeting20/Default.aspx
	NAFSA	International Students	2020 National Association of Foreign Student Advisers (May 24-29, 2020 – <i>St. Louis, MO</i>)	http://www.nafsa.org/Annual_Conference/Annual_Conference_Expo/
	GACE	Career Services	GACE 2020 – Georgia Association of Colleges and Employers (May 26-29, 2020 – <i>Jekyll Island, GA</i>)	https://www.gace.org/future-conferences
	NCORE	Diversity	NCORE - National Conference on Race and Ethnicity in Education (May 26-30, 2020 – <i>New York City, NY</i>)	https://www.ncore.ou.edu/en/
June	ACUHO-I	Housing	National Housing Training Institute 2020 (June 1-4, 2020 – <i>Fort Worth, TX</i>)	https://www.acuho-i.org/events/nhti
	Kennesaw State University	Student Conduct & Housing	KSU School of Conflict Management, Peacebuilding, & Development – Summer Institute for Conflict Management Professionals (June 1-5, 2020 – <i>Atlanta, GA</i>)	https://chss.kennesaw.edu/ccm/training-workshops/summer-institute.php

	NASPA	Civic Engagement	Civic Learning and Democratic Engagement Meeting (June 3-6, 2020 – <i>Minneapolis, MN</i>)	https://www.naspa.org/events/CLDE20
	SJTI	Diversity	Social Justice Training Institute (June 8-12, 2020 – <i>Springfield, MA</i>)	http://www.sjti.org/
	CEIA	Carrer Services	Cooperative Education and Internships Annual Academy Training (June 9-11, 2020 – <i>Vali, CO</i>)	https://www.ceiainc.org/events/ceia-academy-2020/
	ACUHO-I	Housing	2020 Annual Conference/Expo (June 27-30, 2020 – <i>Portland, OR</i>)	https://www.acuho-i.org/events/ace
July	NACE	Career Services	NACE Management Leadership Institute 2020 (July 13-17, 2020 – <i>Pittsburg, PA</i>)	https://www.nacweb.org/professional-development/2020/management-leadership-institute/
	NASPA	Fundraising	NASPA Student Affairs Fundraising Conference (July 16-18, 2020 – <i>Louisville, KY</i>)	https://www.naspa.org/events/2020safc

Below are additional opportunities. Most are offered at any time and are pre-recorded. Please check here:

- Assessment Techniques in Student Affairs: Documenting Your Effectiveness
 - <https://info.weaveeducation.com/student-affairs-webinar>
- Budget Basics for Student Affairs Professionals
 - <https://www.studentaffairs.com/Webinars/budget-basics-for-student-affairs-professionals/>
- Innovative Educators
 - <https://www.innovativeeducators.org/collections/free-training-innovative-educators>
- NASPA Webinars (various)
 - <https://olc.naspa.org/>
- SACSA Webinars (various)
 - <https://www.sacsa.org/page/106/SACSA-Webinars.htm>
- Tackling Unconscious Bias in Decision-Making
 - <https://www.studentaffairs.com/Webinars/tackling-unconscious-bias-in-decision-making/>
- Universal Design: Making Your Program Accessible to All Students
 - <https://www.studentaffairs.com/Webinars/universal-design-making-your-program-accessible-to-all-students/>

Employee & Organizational Development (EOD) and SkillPort Opportunities

Employee & Organizational Development (EOD) offers a variety of training and development opportunities to assist employees with achieving University goals, realizing ambitions, and enhancing personal job satisfaction levels. This can be accessed via <https://www.valdosta.edu/administration/finance-admin/employee-development/>. Select “Online Registration Login-VSU” and use VSU credentials.

Skillport is a leading provider of e-learning and performance support solutions for organizations, including higher education institutions. Skillport offers a full library of resources to create customized learning plans by topic or goal.

Resources in Skillport include courses, books, simulations, exams and videos. Skillport allows users to view e-learning content at their own pace and time. VSU has access to Skillport’s business skills, IT skills and desktop skills collections.

The following are categories of opportunities within Skillport:

- Analyst Research
- Business Skills
- Certification
- Collections
- Compliance
- Digital Transformation Collection
- Engineering
- Featured Topics
- Harassment
- HIPPA
- HR Compliance
- Government
- Information Technology Skills
- Legal Compliance Business Impacts
- Productivity & Collaboration Tools
- Skillsoft Leadership Development Program
- Well-being

There are subcategories within each category that house trainings applicable to the professional development of Student Affairs professionals. Please visit <https://valdosta.skillport.com/> to access the trainings.

Because Skillport uses VSU's single sign-on, if you are not already logged into MyVSU, you will be directed to do so in order to access Skillport.

Coffee and Conversations

Coffee and Conversations are informal opportunities for professional staff and graduate assistants to discuss more specific topics and trends within student affairs for a time frame ranging from 45 minutes to 1 hour. Coffee and Conversations will be led by experts within the topic from Valdosta State University. These will be heavily discussion based in smaller groups with coffee and snacks provided.

Date & Time	Topic/Focus	Presenter	Guiding Notes/Details	Location
January 17, 2020 (Friday) 1:30pm	Hazing	Dean Lowe, Carla Jordan, Madison B., and Sherolyn Hopkins	<ul style="list-style-type: none"> • Reasons/purposes for hazing happening • How to recognize hazing? • How to report hazing? • How to respond to hazing from our various departments/roles? 	Student Union, Heritage Room
January 30, 2020 (Thursday) 3:30pm	Overcoming: Declines in Enrollment and Shrinking Budgets	Ryan Hogan, Shawn Phippen, & Niki Turley	<ul style="list-style-type: none"> • What are the national trends when it comes to enrollment? Regional trends? • What does the decreased enrollment mean for the institution, the division, and efforts for retention? • An impact of declining enrollment is naturally shrinking budgets. How can we make the most of shrinking budgets and personnel? 	Student Union, Heritage Room
February 3, 2020 (Monday) 2:30pm	Diversity and Inclusion	Sandra Jones	<ul style="list-style-type: none"> • What is cultural competency? • Small ways to be inclusive and more supportive of our diverse students in our various departments/roles 	Student Union, Meeting Room 1A&B

<p>February 19, 2020 (Wednesday)</p> <p>10:30am</p>	<p>Workplace Considerations</p>	<p>Dr. Zduy Chu</p>	<ul style="list-style-type: none"> • Silo-ing: What are examples and how do we move beyond it? • We know customer service is important, but what does customer service look like at VSU? • What are things to consider and what values are more at play for us? • How to handle change and move forward with it? • How do you voice your opinion appropriately and respectfully? 	<p>Student Union, Heritage Room</p>
<p>April 2, 2020 (Thursday)</p> <p>10:30am</p>	<p>Worthwhile Work</p>	<p>Dr. Jamie Workman & Dr. Michael Black</p>	<ul style="list-style-type: none"> • Conversation about Assessment in Student Affairs (showcasing our work and validating our efforts), including the conversation on how we are contributing to our students' employability. • How are we helping them build transferable skills? • How are we proving our work and efforts? 	<p>Student Union, Heritage Room</p>
<p>April 24, 2020 (Friday)</p> <p>1:30pm</p>	<p>Mental Health</p>	<p>Heidi O'Connor</p>	<ul style="list-style-type: none"> • How do we support students with mental health issues? What about student employees? • As a mandated reporter, how do I have the "suicide" conversation? Quick QPR lesson. • How do we ensure employee wellness/self-care/work life balance? 	<p>Student Union, Heritage Room</p>

Mock The Placement Exchange (TPE) – Additional Opportunity

Mock TPE is an opportunity to help prepare second-year graduate students who are interested in working as higher education professionals. Participation from staff is completely voluntarily. Professional staff can utilize knowledge and experience of navigating employment search in the higher education field. This will be a collaborative event with Graduate School, Higher Education Leadership Program, and other relevant programs. Interview questions will be developed based on student’s specific area of interests.

February 24, 2020 (Monday) 2:30pm-5:30pm	Mock TPE	Amanda Thompson, Area Coordinator Erica Chaviano, Area Coordinator	Student Union, Meeting Room 1A&B
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Certificate Programs

The following are various certificate programs offered by Employee & Organizational Development and Continuing Education for Valdosta State University employees. Please note that each program has specific admission requirements.

Administrative Assistant Certificate: Professional Track

Administrative Assistant Certificate: Specialist Track

Leadership Academy

Professional Certificate in Leadership & Management: Leadership Track

Professional Certificate in Leadership & Management: Management Track

Administrative Assistant Certificate: Professional Track or Specialist Track

The Administrative Assistant Certificate Program (AACP) is a two-track certification process designed for all levels of administrative assistants to learn best practices and develop skills that will be beneficial in their current position.

Program Description

The Administrative Assistant Certificate Program (AACP) is a two-track certification process designed for all levels of administrative assistants to learn best practices and develop skills that will be beneficial in their current position. The Professional Certificate includes 9 fundamental courses that are of high interest and beneficial to administrative assistants in their current service areas. The Specialist Certificate includes 9 specialized courses intended for specific administrative job functions and continuous professional growth.

Program Structure

The AACP was developed based on input provided by administrative assistants and supervisors. The AACP courses are delivered in a combined format which includes face-to-face, online training (BlazeView), and online self-paced tutorials (Microsoft Skills) to provide the best learning opportunities while having minimal impact on the working day. Several classes are offered each semester, whereas some classes are available “on demand” via BlazeView. The Microsoft Skills tutorials are available online for the students to access at their convenience.

This is formulated to be a two-year program, with all your required courses and electives having been taken within two years of program admission.

Course Curriculum

PROFESSIONAL TRACK

- Navigating the Personality Maze
- Organization and Time Management
- Exploration of Diversity - Introduction
- University Policies & Procedures
- Professional Image & Success at Work (Summer 2017 called The Confidence Factor: Igniting Your Quiet Power for Personal Success)
- Microsoft Skills – Level 1
- Adobe Acrobat and Online Forms
- Career Planning & Development
- VSYou: Service Excellence

SPECIALIST TRACK

- Proofreading & Grammar Review
- Who Moved My Cheese
- How to Turn Conflict into Collaboration
- Assertiveness Communication
- Managing Student Workers
- Business Writing & Minute Taking - Skillport Online Option
- The Secrets to Being Happy at Work (Now called Assessing Your Cohesiveness at Work)
- Exploration of Diversity - Advanced
- Microsoft Skills – Level 2

Leadership Academy

The VSU Leadership Academy is designed to cultivate our current and next generation of leaders. This program utilizes the expertise of the Leaders Lyceum (www.leaderslyceum.com) facilitators to create transformational experiences that accelerate the development of leaders to a stage of greater maturity and effectiveness. It employs a proven methodology that leverages relevant experiences both inside and outside of work that meets leaders where they are and moves them toward where they need to be. Grounded in empirical research, this unique approach fosters personal growth that leads to growth in others and a strengthening of relationships across campus units. This program includes important elements from the USG Executive Leadership Institute (ELI) shown to enhance leadership potential in preparation for future higher level leadership roles.

Eligibility Requirements

- Demonstrates potential based on the USG leadership competencies; designed for high potential individuals who desire to progress or advance in leadership roles.
- Employed full-time at VSU for a minimum of two years with consecutive positive evaluation ratings or currently serving in an administrative position of manager or higher (i.e. manager, assistant/associate director, director, department head, assistant/associate dean, etc.)
- Must complete the application form and submit required letter(s) of recommendation by deadline of **Monday, October 14, 2019 by 5:30 PM.**

Program Structure

Commitment: The VSU Leadership Academy requires approximately 40 hours of the scholar's time over a 7-month period in group learning formats, independent study, and action learning. Attendance and participation in all academy activities are required. Absences are unexcused and will result in consideration for removal from the program. Participation in the Leadership Academy requires commitment to all aspects of the following:

Group Learning Sessions: Scholars will participate in four full-day group learning sessions focused on moving participants toward an increasing depth of personal understanding. The sessions also include intense introspection that drives growth through challenge-oriented curriculum.

Assessments: 360° assessments will be administered during the program. Scholars will receive feedback acquired from both in and outside of work. Scholars will also participate in a personality assessment to gain in-depth understanding of personality and its influence on leader effectiveness.

Peer Mentoring: Scholars will be divided into Peer Mentoring Groups (PMGs) in class for outside of class activities. The PM sessions are designed to promote peer-to-peer mentoring and accountability.

Timeline

Program Orientation: *Monday, October 28, 2019 3:00-4:00 PM, University Center Cypress Room.*

Full-day Session: *Tuesday, November 19 from 8:30AM-4:30PM, The Steam Center 1019 (Introduction to the Journey, Taking Responsibility for your own Growth, Creating Developmental Goals & Gaining Traction, Cross Mentoring Group Commitment & Accountability)*

6-week Application Period: Peer Mentoring & Accountability (2 X 1-hour meetings)

Full-day Session: *Tuesday, January 28 8:30AM-4:30PM, University Center Cypress Room (Intro: Personality & Leader Influence, Leveraging the Diversity of Perspective, Refining Developmental Goals & Gaining Traction, Cross Mentoring Group Commitment & Accountability)*

6-week Application Period: Peer Mentoring & Accountability (2 X 1-hour meetings)

Full-day session: *Tuesday, March 10 8:30 AM-4:30 PM, University Center Cypress Room (Understanding your Lyceum Feedback, Effective Performance Related Conversations, Refining Developments Goals & Gaining Traction, Cross Mentoring Group Commitment & Accountability)*

Half-day Session & Graduation Ceremony: *Monday, April 20 8:30AM-2:00PM, University Center Cypress Room (Defining your Legacy and Continuous Growth, Legacy & Leadership Panel Presentation, Cross Mentoring Group Commitment & Accountability, Completion Ceremony)*

Professional Certificate in Leadership & Management: Leadership Track or Management Track

The Professional Certificate in Leadership and Management is a two-track curriculum program intended for current and aspiring leaders and managers seeking to enhance their skills and become more effective leaders in the workplace. The curriculum is designed to enhance skills related to leading the organization, leading the self, and leading others (adapted from SHRM Leadership Competencies).

Program Description

Prior to beginning the program, all participants must complete an application online. If you do not currently supervise full-time faculty or staff, you must also submit two letters of recommendation along with the online application. It is recommended that one of these letters be from your immediate supervisor.

Program Structure

This program has a required 24 total hours for completion. There are four required core courses (12 total hours). There are two track options: 1.) Leadership and 2.) Management. Each track option requires participants to complete 12 hours of courses, selected by the individual from the overall list of courses. A program participant must complete all core courses and one track option requirements in order to graduate. Participants may choose to complete both track options to earn certification in both areas (12 hours from each track, 12 hours of core, totaling 36 total credit hours). The certificate program is provided by the Valdosta State University Continuing Education Department.

Cohort Size: Minimum of 6 and maximum of 25 individuals per class session

This is formulated to be a one-year program, with all your required courses and electives having been taken within two years of your application to the program. Courses are offered so that you can complete the program within a year.

All courses are designed using Adult Learning Principles and contain elements of group discussion, homework assignments, or a pass/fail test after each course. Tests will not only assess knowledge learned but skills and abilities demonstrated. Some course content may be delivered online.

CORE CURRICULUM REQUIRED FOR EACH TRACK (12 HOURS):

- Coaching for Success
- Leading a Diverse Workforce
- Fundamentals of Management & Leadership
- Leadership Profile & Personal Plan

LEADERSHIP TRACK OPTION (12 HOURS):

- Conflict Management for Leaders (3 hrs)
- Leadership in Higher Education (3hrs)
- Toxic Leadership: How to Identify, Prevent, and Recover (3hrs)
- Leadership Trends (3hrs)
- Lead Like an Introvert (3hrs)
- Discovering Your “Why?” (3hrs)
- Women in Leadership (3hrs)
- Employee Empowerment and Developing Others (3hrs)
- Leveraging Collaboration and Positivity: A Leader’s Perspective on Transformational Leadership – Skillport Online Option (3hrs)

MANAGEMENT TRACK OPTION (12 HOURS):

- Managing a Multigenerational Workforce (3hrs)
- HR 101/Employment Law (Skillport Online Course Option) (1.5 hrs)
- Building a High-Performance Culture: Performance Management (Skillport Online Course Option) (1.5hrs)
- Introduction to Situational Leadership (3hrs)
- Service Excellence: Management Issues & Strategies (3hrs)
- Guiding Your Staff Through Change (3hrs)
- How to Hire the Right Person (2hrs)
- Management: Developing Your Team through Relationship Building, Delegation, & an Engaged Workforce – Skillport Online Option (2hrs)