



# HUMAN RESOURCES

Organizational Development and Consulting Services



<u>Date &amp; Time</u>	<u>Workshop Title</u>	<u>Description</u>
9.28.11 Noon-1pm	Seven Habits Introductory Session	Come experience the worldwide phenomenon that Steven Covey spawned with his bestselling book. Your personal growth from this class will be evolutionary. Over time as you practice the habits, the net effect will be revolutionary. The Private Victory (Habits 1-3) will grow your self-confidence. You will know yourself in a more profound way. You will define yourself from within rather than through others. The Public Victory (Habits 4-6) will give you the tools and the will to fix and grow relationships. Habit 7, Sharpening the Saw, will renew you and the first six habits within you. You will be anchored with universal and timeless principles, during these times of rapid change. Let these principles allow you to have a happier, more rewarding and more productive home and work life. Learn how our paradigms affect the way we see the world and ultimately how we behave. Learn how to balance production versus production capability. Become aware and consciously monitor the Emotional Bank Account we have with others.
10.6.11 9am-Noon	The <i>HeartMath</i> Approach to Creating a Civil Environment	We live in a diverse, ever-changing and dynamic world. As a result, conflict and miscommunication crop up everywhere because of small misunderstandings. We need tools to help us effectively address stressful encounters so as to eliminate the negative impact they have on our productivity, relationships and outcomes.
10.6.11 1pm-4pm	Managing Yourself in a Diverse Culture	So many times our challenges in life begin squarely with ourselves. This course is designed around a profile instrument that helps you understand where many of your attitudes are in comparison to a healthy culture of diversity. After you take the assessment confidentially and anonymously, the course will help you dig deeper to understand your attitudes and feelings.
10.10.11 9am-Noon	Intro to Spectrum	This workshop provides training on the basic navigation of the PeopleSoft Financials tool and basic concepts of Financials operations.
10.10.11 2pm-4pm	Journal Entry	This workshop provides training on the general ledger module. A journal is the vehicle used to correct/adjust previously recorded transactions, process interdepartmental invoices, transfer expenditures, record departmental sales & service revenues, agency expenses and continuing education revenue and expenses. Participants will be taught how to create, modify, delete, print, and approve a journal, inquire on a journal and troubleshoot errors.
10.11.11 10am-1pm	Panther Prowl Recruiting & Tracking System (PPRTS) Training	This class will provide hiring managers and internal employees the necessary knowledge on how to post vacancies, manage applications and submit qualified candidates for recommendation. Individuals will also learn about system functions and methods to decrease hiring turnaround time, including techniques and strategies for identifying the most qualified candidates.





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**10.11.11**  
**1pm-5pm**

Purchase Order Entry

This workshop provides training on the procurement of goods and services which include encumbering funds for travel, equipment purchases and consultant agreements. Participants will be taught how to and modify purchase orders, how to view and approve transactions in their work list, how to inquire on existing purchase orders and their statuses and how to troubleshoot errors.

**10.12.11**  
**Noon-1pm**

Voucher Entry

This workshop provides training on the vendor payment processing. A voucher is the vehicle used in the Financials system to pay vendors. Participants will be taught how to a voucher from a vendor invoice, travel expense statement and an employee receipt, how to a credit memorandum, modify vouchers, view and approve transactions in their work list, inquire on the status of existing vouchers and payments and troubleshoot errors.

**10.12.11**  
**Noon-1pm**

Seven Habits  
Introductory  
Session

Come experience the worldwide phenomenon that Steven Covey spawned with his bestselling book. Your personal growth from this class will be evolutionary. Over time as you practice the habits, the net effect will be revolutionary. The Private Victory (Habits 1-3) will grow your self-confidence. You will know yourself in a more profound way. You will define yourself from within rather than through others. The Public Victory (Habits 4-6) will give you the tools and the will to fix and grow relationships. Habit 7, Sharpening the Saw, will renew you and the first six habits within you. You will be anchored with universal and timeless principles, during these times of rapid change. Let these principles allow you to have a happier, more rewarding and more productive home and work life. Learn how our paradigms affect the way we see the world and ultimately how we behave. Learn how to balance production versus production capability. Become aware and consciously monitor the Emotional Bank Account we have with others.

**10.13.11**  
**9am-3pm**

Reports and Related  
Inquiries

This workshop provides training on the various reports that are available to users and tell what the reports are used for i.e. expenditure review. The workshop covers how to find financial information quickly, view detailed information using drill down features for purchase orders, vouchers, payments, journals and your budget. Participants will also learn how to run reports, print reports and monitor their budgets.

**10.18.11**  
**9am-Noon**

Lawfully Recruiting for  
Diversity

Learn how to avoid discrimination complaints related to unfair recruitment/selection. Gain a better understanding of pitfalls, best practices, and the ODDEP review process during a hire.

**10.19.11**  
**1pm-4pm**

Managing Others in a  
Diverse Culture

Diversity is the collective mixture of items characterized by similarities and differences. Diversity mixtures involve people and their environments including work, socialization process, the complexity of discrimination issues, and managing change. Diversity is not just an issue of race and gender. Many types of diversity can be found in organizations such as tenure in the organization, educational attainment levels, and functional backgrounds. In short, we are all part of the collective mixture





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of similarities and differences called diversity. Learn how to better understand diversity and learn why it should be managed effectively.

**10.20.11**  
**9:30am-11am**

Workers Comp Basics

Workers' Compensation is an insurance coverage created by State Law that provides medical, rehabilitation, income, death and other benefits to employees and dependents due to injury, illness and death resulting from a compensable work-related claim covered by the State in which the employer has employees working.

- Georgia State University's Workers' Compensation Insurance is provided by the Department of Administrative Services (DOAS).
- DOAS provides the various insurance coverage for all State of Georgia entities, including universities.
- Georgia State University's Department of Safety and Risk Management administers the Workers' Compensation Program and other insurance needs for Georgia State University.
- DOAS has put all State of Georgia employees under a Managed Care Organization (MCO) for Workers' Compensation.
  - The MCO that DOAS will utilize for all State of Georgia Employees is the AmeriSys Managed Care Organization.

This program will cover the process of filing a Workers' Compensation claim, for injured employees, at Georgia State University. This class is for supervisors and managers.

**10.26.11**  
**9am-Noon**

The Grievance and The Complaint: What's the Difference?

What is a grievance? What is a complaint? When should an individual file a grievance vs. a complaint? What is a manager's responsibility once a grievance or complaint is filed? Gain a better understanding of the grievance and investigative processes, time frames, referrals, steps to follow, and a manager's role/responsibility in monitoring the environment.

**11.2.11**  
**1pm-5pm**

Query Basics

This workshop provides training on the basic concepts of the PeopleSoft Financials Web query tool. A Query is an inquiry tool that allows users to easily retrieve specific data from the PeopleSoft system by specifying the records, fields and criteria to be applied to the search. Participants will be taught how to view existing queries, a basic query, use the selection criteria and aggregate functions, download query results to an excel spreadsheet and find data in the PeopleSoft system.





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A Right to Know Program for hazardous materials was instituted at Georgia State University, in 1988, to comply with the State of Georgia's "Public Employee Hazardous Chemical Protection and Right to Know Act of 1988."

**11.3.11**  
**9:30am-11am**

Right to Know

The Right To Know (RTK) Laws are meant to protect people who work in at universities from the dangers of hazardous materials. All Right To Know Legislation is designed to help employees recognize and eliminate the potential dangers associated with the use of hazardous materials in their workplace.

The Right To Know Law is administered, for the State of Georgia, by the Georgia Department of Labor, under their more broad based Public Employee Hazardous Chemical Protection & Right To Know Rules. The University System of Georgia, Board of Regents (BOR) has the responsibility of assuring compliance for their System members, through their rules and requirements.

The basic responsibilities / requirements, under the State of Georgia Right To Know Law, Department of Labor Rules and The University System of Georgia, Board of Regents (BOR) will be presented for this course. This class is for departmental administrators who maintain employee records, or handle Workers' Compensation issues within their department.

**11.8-10.11**  
**8.30am-1.30pm**

Seven Habits of Highly Effective People

Change your life by learning to apply the principle of Stephen Covey's best selling book, The Seven Habits of Highly Effective People.

Premiere Signature Program includes the following:

Cost: \$175

"Continental Breakfast & lunch"

3-day certificate program with participant manuals, audio and video

7 Habits of Highly Effective People book written by Stephen R. Covey

5 Brown Bag Sessions - "Working the Habits"

Accountability Partner Assignment

Benchmark Assessments

**11.8.11**  
**10am-1pm**

Panther Prowl Recruiting & Tracking System (PPRTS) Training

This class will provide hiring managers and internal employees the necessary knowledge on how to post vacancies, manage applications and submit qualified candidates for recommendation. Individuals will also learn about system functions and methods to decrease hiring turnaround time, including techniques and strategies for identifying the most qualified candidates.

**11.9.11**  
**10am-11am**

FLSA & H1-B Visa Compliance

Understanding the differences between "Exempt" and "Non-Exempt" FLSA status and understanding the H1-B status process.





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**11.10.11**  
**10am-11pm**  
**&**  
**2pm-3pm**

Plan, Prepare, React:  
Active Shooter Response  
Options for Students,  
Faculty and Staff  
(Workplace Violence)

An active shooter is defined as an armed person who has used deadly force on people and continues to do so while having unrestricted access to additional victims. Although active shooter incidents on college campuses are rare events, the shootings which occurred on the Virginia Tech and Northern Illinois University campuses demonstrate that faculty, staff and students should be ready for any type of emergency. This training program, which includes a 10-minute video and a training scenario, was developed to be a resource for all 35 University System of Georgia institutions. The goal of this program is to provide faculty, staff and students with emergency response options should they become involved in an active shooter situation on campus or in the community.

**11.15.11**  
**10am-Noon**

FASA: Consultations &  
Support for Supervisors

This workshop will examine the supervisor's role, the concept of constructive confrontation with troubled employees; the role of FASA; and how and when to make formal/informal supervisory referrals. If your job includes supervising and managing employees, you will want to participate in this workshop.

**11.15.11**  
**1pm-4pm**

Harassment and  
Discrimination in the  
Workplace

Upon completion of this program, you will understand: the wide range of behaviors that may constitute discrimination and harassment, that free speech rights don't apply in the workplace, what constitutes a "tangible employment action", that everyone has a right to work in an environment free from discrimination and harassment.

**11.16.11**  
**Noon-1pm**

Working the Habits

Tools and principles are only as good as the practice that follows. Join us as we encourage one another to put our learned principles of the 7-Habits of Highly Effective People into practice.

**11.18.11**  
**9am-Noon**

Preventing Sexual  
Harassment in the  
Workplace

So you refer to a co-worker as "dear", "babe", and "darling", or inquire about their sexual identity...what is the big deal? Can your behavior in the workplace be defined as sexually harassing? Learn more about the definition of sexual harassment, appropriate and inappropriate behavior in the workplace, and the University's policy on Conflict of Interest in Amorous Relationships.

**11.18.11**  
**9am-Noon**

Project Management  
Basics

Project management has been proven to be the most effective method of delivering products within cost, schedule, and resource constraints. This intensive and hands-on course gives you the skills to ensure your projects are completed on time and on budget while giving the user the product they expect. You will gain a strong working knowledge of the basics of project management and be able to immediately use that knowledge to effectively manage work projects. At the end of the course you will be able to identify and manage the product scope, build a work breakdown structure, a project plan, the project budget, define and allocate resources, manage the project development, identify and





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		manage risks, and understand the project management process.
<b>11.30.11</b> <b>Noon-1pm</b>	Working the Habits	Tools and principles are only as good as the practice that follows. Join us as we encourage one another to put our learned principles of the 7-Habits of Highly Effective People into practice.
<b>12.1.11</b> <b>2pm-4pm</b>	Title IX	<p>Every college and university in the country is required by the Department of Education to have a campus Title IX Coordinator and abide by Title IX regulations. The Title IX Coordinator is responsible for coordination of our institution's compliance efforts on gender discrimination, sexual harassment, retaliation, sexual assault, athletics equity and related civil rights investigations. Every employee, especially managers, is required to know these regulations and how to respond should they find themselves faced with these issues. This session will focus on:</p> <ul style="list-style-type: none"> <li>• GSU's Policy around Title IX</li> <li>• Office for Civil Rights Investigations dealing with Title IX,</li> <li>• How to respond as a first responder,</li> <li>• Concepts of stalking, bullying, relationship violence, sexual harassment and sexual assault...</li> </ul>
<b>12.5.11</b> <b>9am-Noon</b>	Intro to Spectrum	This workshop provides training on the basic navigation of the PeopleSoft Financials tool and basic concepts of Financials operations.
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Compliance

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& Tracking System  
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**Noon-1pm**

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