



# AUBURN UNIVERSITY

## HUMAN RESOURCE DEVELOPMENT

### Training & Development Schedule of Courses Spring Semester 2012

For complete course descriptions and to register, log in to [www.atrains.auburn.edu](http://www.atrains.auburn.edu)

#### GENERAL PROFESSIONAL DEVELOPMENT COURSES

**\*\*All General Professional Development courses are held in the HRD Training Facility, 146 North Gay Street\*\***

Code	Description	Date	Time
CI100	Innovation in the Workplace	February 28	12:45 - 4:45
ER345	Conflict Management at Work <sup>CEU</sup>	February 7	1:00 - 4:00
HL420	Sharpening Reasonable Suspicion Skills	April 18	10:00 - 12:00
HR295	Writing in Organizations	March 7	12:45 - 4:45
HR410	Basic Language & Writing Skills <sup>CEU</sup> (10 sessions on Wednesdays - you must take all 10 sessions)	February 8 - April 25 (except 3/7 and 3/14)	3:30 - 4:30
HR420	Drafting, Editing and Revising	January 25	2:30 - 4:30
HR560	Interpersonal Communication Skills <sup>CEU</sup>	March 6	1:00 - 4:00
HR600	Communicating with Difficult People <sup>CEU</sup>	March 6	8:30 - 11:30
HR910	Making Oral Presentations with Confidence & Skill <sup>CEU</sup>	February 15	9:00 - 12:00
HR920	Effective Listening <sup>CEU</sup>	March 7	9:00 - 12:00
LD100	The Seven Habits of Highly Effective People <sup>**CEU</sup> (You must attend all 5 sessions)	February 2, 9, 16, 23, and March 1	12:45 - 4:45
LD150	The Seven Habits for Managers <sup>**CEU</sup> (You must attend both sessions)	February 21 and 28	8:00 - 4:45
LD250	FOCUS: A Time Management Workshop <sup>**CEU</sup>	February 7	8:00 - 3:30
LD300	The Choice Seminar <sup>**CEU</sup>	March 21	8:00 - 3:30
LD400	Introduction to Leadership <sup>CEU</sup>	January 31	1:30 - 4:30
LD450	Teamwork and Leadership Profiles: The Myers Briggs Type Inventory <sup>**</sup>	March 1	1:00 - 4:30
LD550	Improving Leadership Performance: The Psychology of Supervisory Activities and Leadership Skills <sup>**</sup>	January 26	8:00 - 12:00
LD650	StrengthsQuest <sup>**</sup>	February 23	1:30 - 4:30
LD700	Great Leaders, Great Teams, Great Results <sup>**CEU</sup> (You must take all 5 sessions)	March 22, 29, April 5, 12, and 19	12:45 - 4:45
LG100	Introduction to The Legal Foundations of Supervising University Employees <sup>+</sup>	April 10	9:00 - 11:45
LG120	Conducting Legally Effective Interviews <sup>§</sup>	April 10	1:00 - 2:30
LG140	Preventing and Managing Absenteeism <sup>§</sup>	April 17	8:30 - 10:00

LG160	Employee Discipline and Poor Conduct <sup>§</sup>	April 17	10:15- 11:45
LG180	Preventing Unlawful Harassment <sup>§</sup>	April 17	1:00 – 2:30
LG200	The Fair Labor Standards Act (FLSA) <sup>§</sup>	April 10	2:45 – 4:15
LG220	Privacy Rules and HIPPA <sup>§</sup>	April 24	8:30 – 10:00
LG240	The Family Medical Leave Act (FMLA) <sup>§</sup>	April 24	10:15- 11:45
LG260	Understanding the Americans with Disabilities Act <sup>§</sup>	April 17	2:45 – 4:15
LG280	Returning an Employee to Acceptable Job Performance <sup>§</sup>	April 24	1:00 – 2:30
LO101	The Lean Office**	May 9	8:00 – 4:45
MG101	The Management of Change <sup>CEU</sup>	March 22	9:00 – 12:00
MG120	Professional Ethics <sup>CEU</sup>	February 7	9:00 - 12:00
MG180	How to Interview	May 2	1:30 – 4:30
MG201	Delegation <sup>CEU</sup>	March 5	8:00 – 10:00
MG301	Secrets of Effective Teams	February 21	9:00 -12:00
MG380	Motivation	March 8	1:00 – 4:00
MG401	How to Be a Supervisor <sup>CEU</sup>	April 3	1:00 - 4:00
MG501	How to Supervise <sup>CEU</sup>	March 27	8:00 - 3:30
MG510	Meeting Skills <sup>CEU</sup>	March 8	8:00 – 12:00
MG520	Coaching <sup>CEU</sup>	February 16	9:00 - 12:00
MG530	Diversity in the Workplace	April 25	12:45 – 4:45
MG540	Understanding the Impact of Four Generations <sup>CEU</sup>	February 8	1:00 - 3:00
MG550	Generations: MEET for Respect in the Workplace <sup>CEU</sup> (MG540 is a pre-requisite)	February 9	12:45 - 4:45
MR100	Protecting the University	March 21	2:30 – 4:30
MR140	Affirmative Action / Equal Employment Opportunity for Managers/Supervisors	April 4	8:30 – 11:30
MR200	Media Relations for Academic Professionals	April 11	9:00 – 12:00
MR300	Recognizing and Helping an Auburn University Family Member in Distress	February 28	9:30 – 11:30
MR350	Students with Disabilities in Higher Education: Developing Good Policies and Procedures	March 1	9:30 – 11:30
MR500	Managing the Risks Associated with Occupational Fraud	January 31	8:30 – 11:30
PM100	Supervisor's Introduction to Performance Management <sup>+</sup>	January 26	12:45 - 4:45
PS101	Problem Solving**	April 17	8:00 – 4:45
TR100	Train the Trainer: The Adult Learner <sup>CEU</sup>	March 5	10:15 - 1:15
TR200	Train the Trainer: On the Job Training <sup>CEU</sup>	March 5	3:30 – 4:45
TR300	Train the Trainer: The Preparation and Delivery of Classroom Training <sup>CEU</sup>	March 5	1:30 – 3:30
OA100	On-Course with Student Employment	February 1	2:30 - 4:30

OA200	How to Hire a Foreign National	February 14	9:00 - 12:00
OA210	Immigration Law and AU Procedures 101	February 14	1:30 - 4:30
OS130	FMLA and AU Procedures	April 12	9:30 – 11:30
OS160	Email Etiquette	April 19	2:30 – 4:30

**All General Professional Development Courses are held in the HRD Training Facility**

\*\*Fee for Course / \$LG100 is required as a pre-requisite / <sup>CEU</sup>CEU's may be awarded for this course, refer to Guide

**UNIVERSITY OFFICE ADMINISTRATION - OFFICE MANAGEMENT**

**\*All Office Management courses will be held in the HRD Training Facility\***

<u>Date</u>	<u>Time</u>	<u>Code</u>	<u>Description</u>
February 8	8:30 - 9:30	OM600	General Program Orientation
February 8	9:45 - 11:45	OM280	Human Resources – Compensation
February 8	1:00 - 4:00	OM260	Human Resources - Employment
February 15	8:30 – 11:30	OM100	General Fund Management
February 15	1:00 – 4:00	OM130	Student Financial Services
February 22	8:30 – 11:30	OM200	Contracts and Grants - Administration
February 22	1:00 – 4:00	OM180	Contracts and Grants - Accounting
February 29	8:00 – 10:00	OM300	Human Resources – Employee Relations
February 29	10:00 – 12:00	OM340	Human Resources – Leave
February 29	1:30 – 4:00	OM150	Procurement and Payment Services

**UNIVERSITY ADMINISTRATIVE SYSTEMS**

<u>Code</u>	<u>Description</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
CT200	Introduction to Banner Admin: the Internet Native Banner Financial System	February 16	1:00-4:00	202 Dunstan Hall
CT201	Introduction to Self Service Banner (SSB) Financial System	February 9	1:00-4:00	202 Dunstan Hall
CT205	Banner Admin – Intermediate Level	April 5	1:00-4:00	202 Dunstan Hall
CT210	Introduction to the Research Accounting Banner (INB) Financial System	March 22	1:00-4:00	202 Dunstan Hall
CT250	Reading Budget Balances and Other Related Budget Information (you take both sessions)	February 1 and 2	9:00-11:30	HRD Training Facility
CT270	Budget Balances for Faculty and Directors	February 2	1:00-2:00	HRD Training Facility
CT300	Introduction to the Banner Human Resource System	February 9	8:00–11:45	HRD Training Facility
CT301	The Banner HR System – Problem/Solution	March 20	8:00-11:45	HRD Training Facility

**INFORMATION TECHNOLOGY COURSES**

For on-line training opportunities in over 30 desktop applications, contact Human Resource Development (Kelli Henderson at 4-7939 or hendekc@auburn.edu), or visit this web address:

[http://www.auburn.edu/administration/human\\_resources/hrd/aulmnk.htm](http://www.auburn.edu/administration/human_resources/hrd/aulmnk.htm)

<u>Code</u>	<u>Description</u>	<u>Date</u>	<u>Time</u>
PC970	Introduction to Outlook 2010 (you pick one session to take)	January 25, February 6 or 28, March 27, or April 18	8:00 – 12:00 or 12:45-4:45
PC200	Basic Computer Skills~ (you take all 3 sessions)	April 9, 10, and 11	8:30-11:30
PC905	Introduction to Word 2010**	April 3 and 4	9:00-4:00
PC920	Introduction to Access 2010**	February 7 and 8	9:00-4:00
PC921	Access 2010 Intermediate**	March 6 and 7	9:00-4:00
PC930	Introduction to Excel 2010**	January 31 and February 1	9:00-4:00
PC931	Excel 2010 Intermediate**	March 20 and 21	9:00-4:00
PC940	Introduction to PowerPoint 2010**	February 21 and 22	9:00-4:00

\*\*Requires a \$100 fee – must give one week notice of cancellation

~Requires a \$25 fee

**All Computer Courses are held in 202 Dunstan Hall**

### **PERSONAL GROWTH COURSES**

<u>Code</u>	<u>Description</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
FM400	Principles of Retirement Planning	March 20	9:30-11:30	HRD Training Facility
HL268	The “Fat” on Cholesterol	March 27	9:30-11:30	HRD Training Facility
HL271	Stress Management	February 16	12:45-4:45	HRD Training Facility
FM620	Annual Tax Return Preparation: Practice Tax Returns	January 19	1:00-4:30	HRD Training Facility

#### **To Register:**

1. Go to the HRD website and follow the instructions for using “A-Train” for “Course Registration.” ([http://www.auburn.edu/administration/human\\_resources/hrd/index.html](http://www.auburn.edu/administration/human_resources/hrd/index.html))
2. Once you have followed the registration instructions and requested the desired courses, A-Train will automatically send emails through your supervisor to HRD registering you for the desired courses; all communication will be via email.
3. If you do not have access to a computer, you may register by completing a Registration Form, found either in the “Schedule of Courses” or at the HRD web site. Send the form via campus mail or fax to 844-1653. Once you have successfully registered for a class using the Registration Form, HRD will send you an email confirming that you have been registered.

#### **Notes:**

- For a full description of a course, see the Training and Development Guide for Academic Year 2011-2012 available at the HRD webpage.
- All regular employees, staff and faculty, are eligible to register for the training and development courses listed in this publication. Temporary, student, and affiliated employees are not eligible.
- Some courses, particularly those which we contract through outside sources, will require that you pay in advance for the class. These courses are identified in the “Schedule” and Guide as fee courses.
- The HRD Training Facility is located in the Auburn University Employment Center at 146 North Gay Street.
- Times are subject to change; those registered for class will be notified of changes.
- You may cancel your enrollment in A-Train by going to “My History” and clicking the “Cancel” button for that particular course or inform HRD (844-7363) as soon as possible.