

2015



*Employee*

**DEVELOPMENT**

Course Catalog

**VALDOSTA STATE UNIVERSITY**

**S U M M E R**

# The Office of Employee Development

# Welcomes You!

Dear VSU Community & Regional Partners,

We are pleased to announce our professional development courses for 2015 Summer 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*

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 of campus that have contributed to this catalog:

- **DoIT**  
Department of  
Information Technology
- **The Idea Center**
- **Procurement**
- **eLearning**
- **Centralized Advising**
- **Media Center**
- **Institutional Effectiveness**
- **Student Employment**
- **Financial Services**

## StayConnected!

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

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

## 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, some courses are also available for PDC Regional Partners. Classes are filled on a first come, first served basis. If a class is full, please call Employee Development at **229.259.5105** to be put on a waiting list. Waiting lists registrants are notified of vacancies and placed into the classes as cancellations are received. If you register for a class, but are unable to attend, please cancel within 24 hours of the class. Classes are subject to cancellation if registration is low. **Employees should verify with their supervisors that they can attend a class during work hours.**

## Class Attendance

In order to receive credit for a class, participants must attend 90% of the scheduled class time. Students may miss scheduled class activities only in the event of illness, emergencies, or business-related reasons. The course instructor or facilitator should be notified of planned absences or tardiness. For excused absences during multi-day courses contact the instructor to discuss options available to receive full credit.

## Training Library Materials

Can't get away to attend class? We have another option. The Employee and Organizational Development Office has training materials available free of charge to employees for checkout from the Training Library, We have audio, video, and textbook resources on a variety of topics. The list of titles is included at the end of this catalog. Call us at **229.259.5105** for additional information.

## Cutomized Programs

We provide customized training for departments upon request. Our office will work closely with the requesting department to identify the training needs, develop the course materials, deliver the course, and assess the effectiveness of the program. For additional information about services, program, and resources, contact Rebecca Murphy at **229.259.5105** or at **rbowes@valdosta.edu**.

## Training Transcripts

Official records of attendance are maintained for training sessions offered or coordinated by our office. Employees or their supervisors needing a transcript for promotion or transfer purposes, or for discussion during the performance evaluation process, may request one by calling **229.259.5105**. Please allow 5 working days to process the request.

## New Employee Orientation

We provide orientation for full-time benefited staff and administrative employees the last Thursday of every month in the Universit Center Rose Room. Veteran employees are always welcome to attend and find out about the latest changes on campus.

### New Employee Orientation Will:

- Welcome Employees to the University & Acknowledge Employees' Value
- Help Employees Connect with Their New Workplace By Learning the Vision, Mission, & Goals of the University
- Educate Employees About University Services Provided By Various Departments On Campus & the People Who Work in Those Departments

### Icon Key

Administrative Assistant Certificate



Advising



Supervisory Management Certificate



Leadership Series



Available Online



Professional Development Consortium



# Management / Leadership

## Leading a Diverse Workforce

CORE COURSE

1 Day / 3.5 Hours

During this course you will explore how as a leader you can empower people through understanding, valuing and capitalizing on all the strengths of each individual to enhance teamwork and increase effectiveness as a department and organization. Diversity is what builds teams — a collection of individual experiences, backgrounds, and cultures that can view problems and challenges from a wide-variety of lenses.

**Tuesday | June 23, 2015 | 9 am - 12:30 pm**

**Instructor: Kimberly Tanner & Rebecca Murphy**

**Where: UC Rose Room**

*\*Pre-requisite: Participants should have attended a general diversity workshop within the last three years.*

*\*Audience: This course is designed for faculty and staff serving in a leadership role on campus. It is also a core class in the management certificate program.*



## Guiding Your Staff Through 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 | July 1, 2015 | 1:30 pm - 4:30 pm**

**Instructor: Tim Yorkey & Rebecca Murphy**

**Where: UC Rose Room**



## Building a Team & Motivating Your Workforce

1 Day / 3 Hours

This class provides participants with the skills and practice to build a strong work team from a group of employees.

This is an interactive workshop, which will involve students in group exercises, role playing and problem solving exercises. The topics include team work styles; motivating team members; communicating effectively within groups; cooperating and collaborating; running better meetings; making decisions; reaching consensus; handling problem team members; building and maintaining trust; and handling conflict.

**Wednesday | July 22, 2015 | 1:30 pm - 4:30 pm**

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

**\*Jonathan Krispin** is Assistant Professor of Management, joining the Langdale College of Business in January, 2013, returning to academics after a 17 year career in the private sector that included positions in Human

Resources, Operations, Internal Consulting (Lean Six Sigma Master Blackbelt), Product Development and Marketing. Over the years, Jonathan has also taken consulting engagements on a part-time basis, and his clients have spanned a variety of industries. The list of clients he has served includes the Ritz Carlton Hotels, the Hardin Construction Company, Cooper Tire Corporation, Smith-Northview Hospital and Regal Boats. His research interests are primarily in the areas of organizational climate and culture, business process improvement, organizational change, and leadership development.



## Managing Student Workers

1 Day / 3 Hours

Do you find that you have difficulty connecting with your student employees? Or maybe you just want to learn how to handle difficult situations more effectively.

**Friday | July 24, 2015 | 9 am - 12 pm**

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



## Lean Six Sigma Green Belt for Higher Education

3 Days / 17 Hours

This multi-day course will provide you with the understanding to apply basic statistical concepts for use in Six Sigma projects. You will use computer software to create graphs and perform statistical calculations for Six Sigma, state the statistical definition of Six Sigma and create and apply surveys using computer software to collect information for Six Sigma projects.

**Wednesday | May 20, 2015 | 9 am - 4 pm**

**Thursday | May 21, 2015 | 9 am - 4 pm**

**Friday | May 22, 2015 | 9 am - 3 pm**

**Instructor: Jonathan Krispin\***

**Where: Odum Library Room 2633**

*\*Pre-requisite:*

*Must have completed the White Belt & Yellow Belt*



# Personal Development

## Grammar & Proofreading

1 Day / 2 Hours



This workshop will benefit employees who want to learn to write more effectively on the job. This interactive workshop will last 90 minutes and will allow you access to a standing online course on grammar and proofreading. The last 30 minutes of the class will be devoted to showing you the additional educational tools available to you in BlazeVIEW.

**Thursday | June 11, 2015 | 1 pm - 3 pm**

**Instructor: Pat Miller | Where: UC Rose Room**

## Business Writing for Results

2 Days / 4 Hours



This session is designed to enhance your effectiveness in everyday business writing. Whether you are writing a memo to a co-worker or a report for your boss, your writing reflects your level of ability, confidence and flair.

**Tuesday | July 7, 2015 | 9 am - 11 am**

**Instructor: Roy Pace | Where: S.U. Meeting Rm**

**Tuesday | July 14, 2015 | 9 am - 11 am**

**Instructor: Roy Pace | Where: UC Rose Room**

# Safety

## Defensive Driving 2 Days / 6 Hours

The "AAA Driver Improvement Course" is designed to help you fine-tune your safe-driving skills. 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.

**Tuesday | May 12 | 2:30 pm - 5:30 pm**  
**& Thursday | May 14 | 2 pm - 5 pm**

**Friday | June 26, 2015 | 9 am - 3 pm**

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

## CPR / First Aid 1 Day / 3 Hours

Don't wait for a medical emergency to happen. Learn NOW what you need to do in a crisis situation. These classes are developed and sponsored by the American Red Cross. They are designed for the layperson and are taught by a certified instructor.

**Wednesday | May 6, 2015 | 2 pm - 5 pm**

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

**Monday | June 22, 2015 | 2 pm - 5 pm**

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

**Wednesday | July 8, 2015 | 9 am - 12 pm**

**Instructor: Tim Yorkey | Where: UC Dogwood Rm**

# Service Excellence

## Handling the Upset Customer 1 Day / 2.5 Hours



"The customer is always right" can be put to the test when you have a challenging encounter on the telephone with a customer who doesn't want to cooperate in finding a resolution to the problem at hand. These difficult callers can add stress to your day and linger in ways that may affect the interactions with others. Don't let this challenge get the best of you; position yourself so you know what to do in these demanding situations before they occur.

**Tues. | June 9, 2015 | 9 - 11:30 am**

**Instructor: Tim Yorkey**  
**Where: UC Rose Room**

## Partners for Campus Excellence (PFCE) 2 Days / 6 Hours

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

**Thurs. | July 9, 2015 | 2 - 5 pm**

**Fri. | July 10, 2015 | 9 am - 12 pm**

**Instructor: Tim Yorkey**  
**Where: Student Union Meeting Room 1, A&B**

## Customer Service: Management Skills & Strategies 1 Day / 2.5 Hours



A university's ability to build customer/student loyalty and retention significantly impacts its operational goals and objectives. With today's service environment being more complicated than ever with sophisticated products and services, demanding customers, complex technology, costly turnover issues, these challenges increasingly fall on the shoulders of managers.

**Fri. | June 12, 2015 | 9 - 11:30 am**

**Instructor: Tim Yorkey**  
**Where: UC Rose Room**

# Technology

## Workshops @ Media Services

All of the classes listed on this page are held by Kyle Culpepper in the Media Center.  
[www.valdosta.edu/media](http://www.valdosta.edu/media) • [media@valdosta.edu](mailto:media@valdosta.edu)

### Screen Capture Training: Camtasia 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.

#### The participant will learn how to:

- Use Functions to Record Screen
- Use Multi-Track Editing Functions
- Add Visual Effects & Animations

**Wednesday | June 24, 2015 | 11 am - 12:30 pm**

**Instructor: Kyle Culpepper | Where: Media Cntr 1300**

### Adobe Acrobat Pro: Building ePortfolio

1 Day / 1 Hour

This program is packed with smart tools that provide excellent means to share your content. Bring a flash drive with you and some example documents to start generating a portfolio along with me.

#### Learn about:

- Various Portfolio Layout Types
- How to Insert Documents into Your Portfolio
- Add Files & Folders
- Edit Visual Appearance of Portfolio

**Thursday | July 9, 2015 | 11 am - 12 pm**

**Instructor: Kyle Culpepper | Where: Media Cntr 1300**

### 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.

#### The participant will learn how to:

- Get Acquainted With Waveform & Multi-Track
- Record Audio & Save Audio Out
- Learn Various Format Types
- Understanding Clip Boarding

**Wednesday | July 15, 2015 | 3:30 pm - 5 pm**

**Instructor: Kyle Culpepper | Where: Media Cntr 1300**

### PowerPoint: Poster Creation in a Snap!

1 Day / 1 Hour

We will show how to use PowerPoint to create an academic level poster.

#### Participants will learn how to:

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

**Tuesday | June 2, 2015 | 11 am - 12 pm**

**Instructor: Kyle Culpepper | Where: Media Cntr 1300**

### 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

**Wednesday | June 10, 2015 | 3:30 pm - 5 pm**

**Tuesday | July 7, 2015 | 11 am - 12:30 pm**

**Instructor: Kyle Culpepper | Where: Media Cntr 1300**

### Movie Maker

1 Day / 1.5 Hours

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

#### Participants will learn how to:

- Generate Titles, Captions, & Credits
- Split, Remove, & Move Video Clips
- Add Visual Effects, Alter Video & Sound & Create Sound Effects

**Thursday | June 4, 2015 | 11 am - 12:30 pm**

**Instructor: Kyle Culpepper | Where: Media Cntr 1300**

# Technology

## Workshops with the Department of Information Technology

All classes are free to VSU employees and are taught by Sheila Hall in Pine Hall Lab 107 *(unless otherwise noted)*.

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

### Outlook Quick Steps & Rules 1 Day / 1.5 Hours

Reduce the time and number of clicks it takes for you to complete certain functions in Outlook by learning to automate common or repetitive tasks with Quick Steps and to manage your email messages by using Rules.

**Monday | May 11, 2015 | 10 am - 11:30 am**

### Excel Formulas Intro 1 Day / 2 Hours

Excel formulas can be used for basic number crunching, such as addition or subtraction, as well as more complex calculations, such as payroll deductions or finding a student's average on test results. A basic understanding of Excel is required.

**Thursday | May 21, 2015 | 2 pm - 4 pm**

### Introducing OneDrive 1 Day / 1.5 Hours

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

**Friday | July 10, 2015 | 10 am - 11:30 am**

### Smart Classroom

Need help using the technologies in our Smart classrooms—enabling projector privacy, hooking up your laptop or iPad, turning on the document camera and more?

**View online @ [www.link.valdosta.edu](http://www.link.valdosta.edu)**

### Phishing Awareness 1 Day / 1.5 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 | May 7, 2015 | 10 am - 11:30 am**

**Wednesday | May 13, 2015 | 10 am - 11:30 am**

**Friday | May 15, 2015 | 10 am - 11:30 am**

**Instructor: Chad Vantine**

### CMS: Cascade Service Basic Training 1 Day / 3 Hours

This training introduces features available in the online web editor utilized by VSU to maintain departmental websites. The Basic class is mandatory for those who are responsible for editing departmental web content. It is also a prerequisite to attending the optional Cascade Intermediate training and Open Labs.

**Friday | June 5, 2015 | 8:30 am - 11:30 am**

### OneNote 2013 Intro

1 Day / 2 Hours

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

**Tuesday | June 9, 2015 | 2 pm - 4 pm**

### Office Mix

1 Day / 1.5 Hours

This PowerPoint add-in allows you to make your presentations more engaging by incorporating interactive elements such as quizzes, polls and apps; as well as voice, video, ink, and screen recording. Come discover how easy it is to take your PowerPoint to the next level.

**Tuesday | June 30, 2015 | 1:30 pm - 3 pm**

### VoIP / Jabber (IM)

Designed to help you become familiar with the features of the new Voice over Internet Protocol (VoIP) phone, this hands-on workshop will demonstrate tasks such as transferring calls and call forwarding; as well as introduce you to the instant messenger application called Jabber that integrates many of the phone features such as voicemail, conference chats/calls, and call history.

**Training Offered by Request**



# Technology

## BlazeVIEW/GoVIEW & Blackboard Collaborate Workshops

All workshops listed are instructed by Vincent Spezzo in Odum Library 2633 with the exception of the two Blackboard Collaborate workshops (*both Intro & Advanced*). Those workshops will be held in the eLearning lab.

### BlazeVIEW / GoVIEW 10.3 101: Introduction to D2L Brightspace 10.3

1 Day / 1.5 Hour

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

**Wednesday | May 13, 2015 | 2 pm - 3:30 pm**

Where: **Odum Library Room 3270**

**Friday | June 5, 2015 | 10 am - 11:30 am**

**Thursday | July 23, 2015 | 3 pm - 4:30 pm**

### Introduction to Blackboard Collaborate

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.

**Friday | May 15, 2015 | 10 am - 11:30 am**

**Thursday | July 2, 2015 | 2 pm - 3:30 pm**

*\*Limit of 12 Participants Per Session*

Where: **eLearning Lab 2619**

### Advanced Tools in Blackboard Collaborate

1 Day / 1.5 Hours

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

**Friday | June 19, 2015 | 10 am - 11:30 am**

*\*Limit of 12 Participants Per Session*

Where: **eLearning Lab 2619**

### Qualtrics Survey Tool Introduction

1 Day / 2 Hours

Qualtrics is the new web-based survey tool which facilitates survey creation, distribution and data monitoring/collection.

**Tuesday | May 26, 2015 | 2 pm - 4 pm**

**Wednesday | June 17, 2015 | 1:30 pm - 3:30 pm**

**Tuesday | July 21, 2015 | 8:30 am - 10:30 am**

Instructor: **Kathy Sundin** | Where: **Odum Room 2633**

### BlazeVIEW / GoVIEW 10.3: 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.

**Tuesday | June 9, 2015 | 1 pm - 3 pm**

**Wednesday | July 8, 2015 | 10 am - 12 pm**

### BlazeVIEW / GoVIEW 10.3:

#### Troubleshooting 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.

**Tuesday | June 16, 2015 | 4 pm - 5 pm**

### BlazeVIEW / GoVIEW 10.3:

#### Building Courses 1 Day / 1.5 Hours

This workshop will cover how to use the various BlazeVIEW / GoVIEW course builder tools.

**Friday | June 29, 2015 | 3 pm - 4:30 pm**

**Thursday | July 16, 2015 | 2 pm - 3:30 pm**

### BlazeVIEW / GoVIEW 10.3: Gradebook

1 Day / 1.5 Hours

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

**Friday | May 22, 2015 | 1 pm - 2:30 pm**

**Tuesday | July 14, 2015 | 2 pm - 3:30 pm**

### Video Captioning 1 Day / 1 Hours

Creating your own video? You can also create your own captions! Providing accessible videos is getting easier and easier. Participants will learn how to use free tools to create their own captions so that videos are accessible the moment they go live. We will also go over how you can caption videos that you don't own or create.

**Monday | May 11, 2015 | 3 pm - 4 pm**

**Tuesday | May 12, 2015 | 10 am - 11 am**

**Thursday | June 18, 2015 | 2 pm - 3 pm**

**Wednesday | July 15, 2015 | 2 pm - 3 pm**

Instructor: **Laura Byers**

Where: **Pine Hall Computer Lab**

# University Procedures

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## New Employee Orientation

1 Day / 7 Hours

We provide orientation for full-time benefited staff and administrative employees the last Thursday of every month. Veteran employees are always welcome to attend and find out about the latest changes on campus. We will be doing a tour of the campus, Please wear comfortable clothing & shoes.

**Thursday | May 28, 2015 | 8:15 am - 4 pm**

**Thursday | June 25, 2015 | 8:15 am - 4 pm**

**Thursday | July 30, 2015 | 8:15 am - 4 pm**

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

## ePro Requester

1 Day / 2 Hours

This module is designed for VSU employees whose job responsibilities include completing processes to order goods and services for their department or grant.

**Tuesday | May 5, 2015 | 10 am - 12 pm**

**Instructor: Catherine Storey Where: Pine Hall Lab**

## VSU Procurement Guidelines

1 Day / 1 Hour

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.

**Tuesday | May 5, 2015 | 8:30 am - 9:45 am**

**Instructor: John Darity Where: Pine Hall Lab**

**\*This course is a pre-requisite for ePro Requester Training.**

## ePro Special Request Technology Ordering

1 Day / 1 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.

**Tuesday | May 5, 2015 | 1:30 pm - 2:30 pm**

**Instructor: Lorrie Proal**

**Where: Pine Hall Computer Lab**

**\*Pre-requisite: Knowledge of Procurement Guidelines & eProcurement System.**

Class Name	Date	Time	Place	Page
Adobe Audition Basics	July 15	3:30 pm - 5 pm	Media Center Room 1300	7
Adobe Acrobat Pro: Building ePortfolio	July 9	11 am - 12 pm	Media Center Room 1300	7
Advanced Tools in Blackboard Collaborate	June 19	10 am - 11:30 am	eLearning Lab Room 2619	9
BlazeVIEW/GoVIEW 10.3: Gradebook	May 22	1 pm - 2:30 pm	Odum Library Room 2633	9
	July 14	2 pm - 3:30 pm	Odum Library Room 2633	9
BlazeVIEW/GoVIEW 10.3: Troubleshooting	June 16	4 pm - 5 pm	Odum Library Room 2633	9
BlazeVIEW/GoVIEW 10.3: Assessments	June 9	1 pm - 3 pm	Odum Library Room 2633	9
	July 8	10 am - 12 pm	Odum Library Room 2633	9
BlazeVIEW/GoVIEW 10.3: Building Courses	June 29	3 pm - 4:30 pm	Odum Library Room 2633	9
	July 16	2 pm - 3:30 pm	Odum Library Room 2633	9
BlazeVIEW/GoVIEW 10.3: Introduction to D2L Brightspace 10.3	May 13	2 pm - 3:30 pm	Odum Library Room 2633	9
	June 5	10 am - 11:30 am	Odum Library Room 2633	9
Building a Team	July 22	1:30 - 4:30 pm	University Center Rose Room	5
Business Writing for Results	July 7	9 am - 11 am	University Center Rose Room	6
	July 14	9 am - 11 am	University Center Rose Room	6
CMS: Cascade Server Basic Training	June 5	8:30 am - 11:30 am	Pine Hall Computer Lab Room 107	8
CPR / First Aid	May 6	2 pm - 5 pm	University Center Rose Room	6
	June 22	2 pm - 5 pm	University Center Rose Room	6
	July 8	9 am - 12 pm	University Center Dogwood Room	6
Customer Service: Management Skills	June 12	9 am - 11:30 am	University Center Rose Room	6
Defensive Driving	May 12	2:30 pm - 5:30 pm	University Center Rose Room	6
	& May 14	2 pm - 5 pm	University Center Rose Room	6
	June 26	9 am - 4 pm	University Center Rose Room	6
Excel Formulas Intro	May 21	2 pm - 4 pm	Pine Hall Computer Lab Room 107	8
ePro Requester	May 5	10 am - 12 pm	Pine Hall Computer Lab Room 107	10
ePro Special Request Technology Ordering	May 5	1:30 pm - 2:30 pm	Pine Hall Computer Lab Room 107	10
Grammar & Proofreading	June 11	1 pm - 3 pm	University Center Rose Room	6
Guiding Your Staff Through Change	July 1	1:30 - 4:30 pm	University Center Rose Room	5
Handling the Upset Customer	June 9	9 am - 11:30 am	University Center Rose Room	6
Introducing OneDrive	July 10	10 am - 11:30 am	Pine Hall Computer Lab Room 107	8
Leading a Diverse Workforce	June 23	9 am - 12:30 pm	University Center Rose Room	5
Lean Six Sigma Green Belt for Higher Education	May 20	9 am - 4 pm	Odum Library Room 2633	5
	May 21	9 am - 4 pm	Odum Library Room 2633	5
	May 22	9 am - 3 pm	Odum Library Room 2633	5
Managing Student Workers	July 24	9 am - 12 pm	University Center Rose Room	5
MovieMaker	June 4	11 am - 12:30 pm	Odum Library Multimedia Rm 1300	7
New Employee Orientation	May 28	8:15 am - 4 pm	University Center Rose Room	10
	June 25	8:15 am - 4 pm	University Center Rose Room4	10
	July 30	8:15 am - 4 pm	University Center Rose Room	10
Office Mix	June 30	1:30 pm - 3 pm	Pine Hall Computer Lab Room 107	8
OneNote 2013 Intro	June 9	2 pm - 4 pm	Pine Hall Computer Lab Room 107	8
Outlook Quick Steps & Rules	May 11	10 am - 11:30 am	Pine Hall Computer Lab Room 107	8
Partners for Campus Excellence (Staff)	July 9	2 pm - 5 pm	Student Union Meeting Room 1 A&B	6
	July 10	9 am - 12 pm	Student Union Meeting Room 1 A&B	6
Phishing Awareness	May 7	10 am - 11:30 pm	Pine Hall Computer Lab Room 107	8
	May 13	10 am - 11:30 pm	Pine Hall Computer Lab Room 107	8
	May 15	10 am - 11:30 pm	Pine Hall Computer Lab Room 107	8
Photoshop Basics	June 10	3:30 pm - 5 pm	Odum Library Multimedia Rm 1300	7
	July 7	11 am - 12:30 pm	Odum Library Multimedia Rm 1300	7
PowerPoint: Poster Creation in a Snap!	June 2	11 am - 12 pm	Odum Library Multimedia Rm 1300	7
Qualtrics Survey Tool, Intro	June 17	1:30 pm - 3:30 pm	Odum Library Room 2633	9
	July 21	8:30 am - 10:30 am	Odum Library Room 2633	9
Screen Capture Training: Camtasia 8.0	June 24	11 am - 12:30 pm	Odum Library Multimedia Rm 1300	7
Smart Classroom			View Online @ <a href="http://www.link.valdosta.edu">www.link.valdosta.edu</a>	
Video Captioning	May 11	3 pm - 4 pm	Pine Hall Computer Lab Room 107	9
	May 12	10 am - 11 am	Pine Hall Computer Lab Room 107	9
	June 18	2 pm - 3 pm	Pine Hall Computer Lab Room 107	9
	July 15	2 pm - 3 pm	Pine Hall Computer Lab Room 107	9
VoIP / Jabber (IM)				Offer
VSU Procurement Guidelines	May 5	8:30 am - 9:45 am	Pine Hall Computer Lab Room 107	10



**OFFICE of EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**

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