



Auburn University Training & Development Schedule of Courses Spring Semester 2008 Classes Begin January 23



GENERAL PROFESSIONAL DEVELOPMENT COURSES

<u>Code</u>	<u>Description</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
CI100	The Art of Creative Inquiry	March 26	12:45-4:45	HRD Training Facility
ER345	Conflict Management at Work	March 11	1:00-4:00	HRD Training Facility
HR410	Basic Language & Writing Skills (you must take all 10 sessions; class will meet on Tuesday afternoons)	Feb. 5-April 22 (except 3/11 and 3/18)	3:30-4:30	HRD Training Facility
HR420	Drafting, Editing, and Revising	February 20	1:00-3:00	HRD Training Facility
HR560	Interpersonal Communication Skills	February 12	1:00-4:00	HRD Training Facility
HR910	Making Oral Presentations with Confidence & Skill	February 13	9:00-12:00	HRD Training Facility
HR920	Effective Listening	February 27	9:00-12:00	HRD Training Facility
LD100	The Seven Habits of Highly Effective People~ (You must attend all 5 sessions)	Feb. 6, 13, 20, 27, and March 5	12:45-4:45	HRD Training Facility
LD250	FOCUS~	March 6	8:45-4:45	HRD Training Facility
LD300	The Choice Seminar~ (You must attend both sessions)	March 25 and 27	12:45-4:45	HRD Training Facility
LD400	Introduction to Organizational Leadership	April 9	1:00-3:00	HRD Training Facility
LD500	The Emotionally Intelligent Leader~	March 26	10:00-12:00	HRD Training Facility
LD600	The Leadership Challenge~	April 22 and 23	8:00-4:45	HRD Training Facility
LG100	Introduction to the Legal Foundations of Supervising University Employees ⁺	February 5	9:00-11:45	HRD Training Facility
LG120	Conducting Legally Effective Interviews [§]	February 12	9:00-10:30	HRD Training Facility
LG140	Preventing and Managing Absenteeism [§]	February 19	9:00-10:30	HRD Training Facility
LG160	Employee Discipline and Poor Conduct [§]	February 26	9:00-10:30	HRD Training Facility
LG180	Preventing Unlawful Harassment [§]	March 25	9:00-11:00	HRD Training Facility
LG200	The Fair Labor Standards Act (FLSA) [§]	March 11	9:00-10:30	HRD Training Facility
LG220	Privacy Rules and HIPAA [§]	March 4	9:00-10:30	HRD Training Facility
LG240	The Family Medical Leave Act (FMLA) [§]	April 1	9:00-10:30	HRD Training Facility
LG260	Understanding the Americans with Disabilities Act [§]	April 8	9:00-10:30	HRD Training Facility
LG280	Returning An Employee to Acceptable Job Performance [§] (you only have to take one of the sessions)	January 29 OR April 15	9:00-10:30	HRD Training Facility
MG101	The Management of Change	April 16	9:00-12:00	HRD Training Facility

MG115	Strategic Planning	February 20	9:00-12:00	HRD Training Facility
MG120	Professional Ethics	March 12	9:00-12:00	HRD Training Facility
MG401	How to Be a Supervisor	April 8	1:00-4:00	HRD Training Facility
MG520	Coaching	January 23	9:00-12:00	HRD Training Facility
MG540	Understanding the Impact of Four Generations in the Workplace	February 7	1:00-3:00	HRD Training Facility
New MG550	Generations: M.E.E.T. for Respect in the Workplace	April 2	12:45-4:45	HRD Training Facility
MR150	Preventing Unlawful Harassment: Your Rights & Responsibilities as an AU Employee	April 29	1:00-3:00	HRD Training Facility
MR200	Media Relations for Academic Professionals	April 15	9:30-11:30	HRD Training Facility
PM100	Supervisor's Introduction to Performance Management ⁺	February 21	12:45-4:45	HRD Training Facility
PM110	Principles of Performance Management ⁺	February 19	12:45-4:45	HRD Training Facility
TR200	Train the Trainer – On the Job Training [#]	March 5	9:00-12:00	HRD Training Facility
TW200	Effective Telephone Communication Skills	February 5	2:00-4:00	HRD Training Facility

⁺Fee for course materials

[§]LG100 is required as a prerequisite to attend this course.

⁺Must be a supervisor of regular employees

[#]TR100 is required as a prerequisite to attend

UNIVERSITY OFFICE ADMINISTRATION - OFFICE MANAGEMENT

<u>Code</u>	<u>Description</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
OM100	General Fund Management	February 5	9:00-11:30	HRD Training Facility
OM150	Procurement and Payment Services	February 6	8:30-11:30	HRD Training Facility
OM180	Contracts and Grants – Accounting	February 13	1:00-4:00	HRD Training Facility
OM200	Contracts and Grants – Administration	February 20	8:30-11:30	HRD Training Facility
OM220	Property Control	February 27	2:00-4:00	Property Services Building, Pumphrey Ave.
OM240	Student Development and Support	March 5	10:00-12:00	HRD Training Facility
OM260	Human Resources – Employment	March 12	1:30-4:30	HRD Training Facility
OM280	Human Resources – Compensation	March 26	1:30-4:30	HRD Training Facility
OM300	Human Resources – Employee Relations	April 2	1:00-3:00	HRD Training Facility
OM320	Human Resources – Performance Development	April 9	10:00-12:00	HRD Training Facility
OM340	Human Resources – Leave	April 16	1:30-4:30	HRD Training Facility
OM380	Facilities Management	April 23	9:30-11:30	HRD Training Facility
OM600	General Program Orientation	January 23	1:00-3:00	HRD Training Facility

UNIVERSITY OFFICE ADMINISTRATION - OTHER COURSES

<u>Code</u>	<u>Description</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
OA100	On-Course with Student Employment	March 6	2:00-4:00	HRD Training Facility

OA200	How to Hire a Foreign National	February 28	1:00-4:00	HRD Training Facility
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UNIVERSITY ADMINISTRATIVE SYSTEMS

<u>Code</u>	<u>Description</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
CT120	Customizing the AU Access Portal	Feb. 26	9:30-11:30	HRD Training Facility
CT200	Introduction to Banner Admin: the Internet Native Banner Financial System	Feb. 15 or April 11	8:00-11:00	300 Ramsay Hall
CT201	Introduction to Self Service Banner (SSB) Financial System	Feb. 1 or April 14	8:00-11:00	300 Ramsay Hall
CT210	Introduction to the Research Accounting Banner(INB) Financial System	March 3 or May 9	8:00-12:00	300 Ramsay Hall
CT250	Reading Budget Balances and Other Related Budget Information	February 21	9:00-11:00	HRD Training Facility
CT300	Introduction to the Banner Human Resource System (each class meets twice)	Feb. 13 & 14 OR March 11 & 12	8:00-11:45	HRD Training Facility
CT301	The Banner Human Resource System – Problem/Solution	April 22	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

<u>Code</u>	<u>Description</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
PC200	Basic Computer Skills ⁺ (You must take all 3 sessions)	May 6, 7, and 8	8:30-11:30	300 Ramsay Hall
PC905	Word 2007 Introduction	March 7 and 10	9:00-4:00	300 Ramsay Hall
PC906	Word 2007 Intermediate	May 2 and 5	9:00-4:00	300 Ramsay Hall
PC908	What's New in Word 2007	March 6	9:00-11:30	HRD Training Facility
PC920	Access 2007 Introduction** (you must take both sessions)	February 8 and 11	9:00-4:00	300 Ramsay Hall
PC921	Access 2007 Intermediate** (you must take both sessions)	April 4 and 7	9:00-4:00	300 Ramsay Hall
PC930	Excel 2007 Introduction** (you must take both sessions)	February 22 and 25	9:00-4:00	300 Ramsay Hall
PC931	Excel 2007 Intermediate** (you must take both sessions)	April 18 and 21	9:00-4:00	300 Ramsay Hall
PC960	GroupWise 7: Main Window, Mailbox, and Address Book	January 30	8:45-11:45	HRD Training Facility
PC965	GroupWise 7: Calendar, Scheduling, and Advanced Features (just take one of the sessions)	February 7	9:00-11:30	HRD Training Facility

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

⁺ Requires a \$25 fee

PERSONAL GROWTH COURSES

<u>Code</u>	<u>Description</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
ER351	Money for Your Children's Education	March 4	10:00-12:00	HRD Training Facility
FM400	Principles of Retirement Planning	May 1	10:00-12:00	HRD Training Facility

New

HL272	Decreasing the Cost of Your Medications	January 30	2:00-4:00	HRD Training Facility
HL273	Preventing and Treating High Blood Pressure with Nutrition and Lifestyle Changes	April 1	2:00-4:00	HRD Training Facility
MG300	The Successful Interview and Effective Resume	March 13	1:00-3:00	HRD Training Facility

New

GENERAL INTEREST COURSES

Code	Description	Dates	Time	Location
SA700	Defensive Driving Course – You need to take only one of the sessions <i>For Registration Questions, contact Risk Management and Safety at 4-4805</i>	Feb. 6 or April 1	8:00-12:00	HRD Training Facility
		Jan. 10, March 4, or April 30	12:30-4:30	
SA750	15 Passenger Van Driver Safety – You need to take only one of the sessions <i>For Registration Questions, contact Risk Management and Safety at 4-4805</i>	Feb. 19, April 17, or May 14	8:00-12:00	HRD Training Facility
		Jan. 24 or March 19	12:30-4:30	

To Register:

1. Go to the HRD website: http://www.auburn.edu/administration/human_resources/hrd/index.html and follow the instructions for using “A-Train” for “Course Registration.” You will need to set up an A-Train account the first time that you use it.
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 separately in the “Schedule of Courses.” Send the form via campus mail or fax to 844-1617. 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 2007-2008 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” 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.
- If you are unable to attend a class for which you have been registered, 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 (844-7939) as soon as possible, but at least two work days in advance, if possible, so that the necessary accommodations can be made.
- 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