



AUBURN UNIVERSITY

HUMAN RESOURCE DEVELOPMENT

Training & Development Schedule of Courses Summer Term 2012

For complete course descriptions and to register, log in to www.atrains.auburn.edu

GENERAL PROFESSIONAL DEVELOPMENT COURSES

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

<u>Code</u>	<u>Description</u>	<u>Date</u>	<u>Time</u>
ER345	Conflict Management at Work ^{CEU}	July 12	1:00 – 4:00
HL420	Sharpening Reasonable Suspicion Skills	July 25	10:00 – 12:00
HR295	Writing in Organizations	July 19	12:45 – 4:45
HR410	Basic Language & Writing Skills ^{CEU} (10 sessions on Wednesdays - you must take all 10 sessions)	May 23 – August 1 (except 7/4)	3:30 – 4:30
HR420	Drafting, Editing and Revising	July 18	1:00 – 3:00
HR560	Interpersonal Communication Skills ^{CEU}	July 26	1:00 – 4:00
HR600	Communicating with Difficult People ^{CEU}	June 28	1:00 – 4:00
LD100	The Seven Habits of Highly Effective People ^{**CEU} (You must attend all 5 sessions)	July 17, 19, 24, 26, 31	12:45 – 4:45
LD300	The Choice Seminar ^{**CEU} (Only take one session)	June 26 or July 11	8:00 – 3:30
LD400	Introduction to Leadership ^{CEU}	June 14	1:30 – 4:30
LD450	Teamwork and Leadership Profiles: The Myers Briggs Type Inventory	May 23	1:30 – 4:30
LD500	The Emotionally Intelligent Leader ^{**}	June 5	10:00 – 12:00
LD600	The Leadership Challenge ^{**}	July 24 and 31	8:00 – 4:45
LD650	StrengthsQuest ^{**}	June 28	1:30 – 4:30
MG101	The Management of Change ^{CEU}	June 19	9:00 – 12:00
MG115	Strategic Planning ^{CEU}	July 24	9:00 – 12:00
MG120	Professional Ethics ^{CEU}	May 22	9:00 – 12:00
MG201	Delegation ^{CEU}	May 31	9:30 – 11:30
MG280	The Search Committee Process: Hiring Selections Made Easier	June 13	9:00 – 12:00
MG301	Secrets of Effective Teams	August 1	9:00 – 12:00
MG401	How to Be a Supervisor ^{CEU}	July 10	1:00 – 4:00
MG501	How to Supervise ^{CEU}	June 27	8:00 – 3:30
MG510	Meeting Skills ^{CEU}	June 7	8:00 – 12:00
MG520	Coaching ^{CEU}	June 14	9:00 – 12:00

MG540	Understanding the Impact of Four Generations ^{CEU}	July 10	1:00 – 3:00
MG550	Generations: MEET for Respect in the Workplace ^{CEU} (MG540 is a pre-requisite)	July 12	12:45 – 4:45
MR120	Sound Fiscal Planning and Management	June 26	8:00 – 3:00
MR150	Preventing Unlawful Harassment: Your Rights and Responsibilities as an AU Employee	June 28	9:30 – 11:30
MR500	Managing the Risks Associated with Occupational Fraud	August 2	8:30 – 11:30
PM100	Supervisor's Introduction to Performance Management ⁺	June 7	12:45 – 4:45
TR300	Train the Trainer: The Preparation and Delivery of Classroom Training ^{CEU}	August 2	2:30 – 4:30
TW100	Building and Sustaining a Service Culture** ^{CEU}	July 17	8:00 – 3:30
TW200	Effective Telephone Communication Skills	July 18	10:00 – 12:00
OA100	On-Course with Student Employment	July 25	2:30 – 4:30
OA200	How to Hire a Foreign National	June 12	9:00 – 12:00
OA210	Immigration Law and AU Procedures 101	June 12	1:30 – 4:30
OS100	Professionalism – Strategies for Advancement	July 18	8:00 – 10:00
OS110	Managing HR Records	July 20	9:30 – 11:30
OS130	FMLA and AU Procedures	July 19	10:00 – 11:45
OS160	Email Etiquette	July 18	3:00 – 4:45
OS180	Office Equipment (<i>this course will be held in the CopyCat Office in the Student Center</i>)	July 20	12:45 – 2:45
OS200	Systems Overview	July 19	8:00 – 10:00

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

**Fee for Course / \$LG100 is required as a pre-requisite / ^{CEU} 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>
May 30	8:30 - 9:30	OM600	General Program Orientation
May 30	9:45 - 11:45	OM280	Human Resources – Compensation
May 30	1:00 - 4:00	OM260	Human Resources - Employment
June 6	8:30 – 11:30	OM100	General Fund Management
June 13	8:30 – 11:30	OM200	Contracts and Grants - Administration
June 13	1:00 – 4:00	OM180	Contracts and Grants - Accounting
June 20	8:00 – 10:00	OM300	Human Resources – Employee Relations
June 20	10:00 – 12:00	OM340	Human Resources – Leave
June 20	1:00 – 3:15	OM460	University Policies and Procedures
June 20	3:30 – 4:45	OM320	Human Resources – Performance Development
June 27	8:00 – 10:00	OM220	Property Control

June 27	10:15 – 12:00	OM400	Telecommunications
June 27	1:30 – 3:30	OM380	Facilities Management
July 11	8:00 – 10:00	OM240	Student Development and Support
July 11	10:00 – 12:00	OM120	Payroll and Employee Benefits
July 11	1:00 – 4:00	OM130	Student Financial 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	June 7	1:00-4:00	202 Dunstan Hall
CT201	Introduction to Self Service Banner (SSB) Financial System	May 30	1:00-4:00	202 Dunstan Hall
CT205	Banner Admin – Intermediate Level	July 25	1:00-4:00	202 Dunstan Hall
CT210	Banner Finance - Contracts and Grants Accounting	June 14	1:00-4:00	202 Dunstan Hall
CT250	Reading Budget Balances and Other Related Budget Information (you take both sessions)	June 19 and 21	9:00-11:30	HRD Training Facility
CT270	Budget Balances for Faculty and Directors	June 20	1:00-2:00	HRD Training Facility
CT300	Introduction to the Banner Human Resource System	June 12	8:00–11:45	HRD Training Facility
CT301	The Banner HR System – Problem/Solution	July 26	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>
PC970	Introduction to Outlook 2010 (you pick one session to take)	May 29, June 19, July 10, August 1	8:00 – 12:00 or 12:45-4:45
PC200	Basic Computer Skills~ (you take all 3 sessions)	July 24, 25, and 26	8:30-11:30
PC906	Intermediate Word 2010**	July 17 and 18	9:00-4:00
PC920	Introduction to Access 2010**	June 5 and 6	9:00-4:00
PC930	Introduction to Excel 2010**	May 22 and 23	9:00-4:00
PC931	Excel 2010 Intermediate**	June 26 and 27	9:00-4:00
PC940	Introduction to PowerPoint 2010**	June 12 and 13	9:00-4:00
PC980	Introduction to SharePoint~	July 31	1:30 – 4:30

**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>
ER351	Money for Your Children’s Education	TBA	TBA	HRD Training Facility
FM400	Principles of Retirement Planning	June 13	1:00 – 3:00	HRD Training Facility

FM510	Savings and Investment Basics	June 7	10:00 – 12:00	HRD Training Facility
FM550	Budget Bailout: Expert Advice for Hard Times	June 7	8:00 – 10:00	HRD Training Facility
HL264	Fitness and Recreational Services	July 12	9:30 – 11:30	HRD Training Facility
HL271	Stress Management	June 7	12:45 – 4:45	HRD Training Facility
HL272	Decreasing the Cost of Your Medications	June 12	2:30 – 4:30	HRD Training Facility
MG300	The Successful Interview and Effective Resume	June 21	2:30 – 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)
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.

Online Training Opportunities

Purchase a one year subscription to one of the three available libraries and be able to choose from hundreds of different courses to take on your schedule.

Subscription also includes access to Books 24x7 for resource materials.

If interested or would like more information, please contact Kelli Henderson (hendekc@auburn.edu or 4-7939)

3 Training Libraries available through Skillssoft

****Business Skills****

****Desktop Application Skills****

****Information Technology Professional Skills****