



HUMAN RESOURCE DEVELOPMENT

This Week in HRD:

Tuesday, May 22

9:00 – 12:00 *Professional Ethics (MG120)*

The introductory portion of the University's Personnel Policies and Procedures Manual contains a statement that could be termed an "employment value proposition." That portion of the Manual states that "The University desires to have in its employ reasonably content, industrious people who will serve courteously and efficiently. In return, the University endeavors to provide working conditions based upon fair and equitable standards." This proposition implies a balance between how the employee works and what the University provides. Maintaining this balance of "serving" and being treated fairly and equitably on the part of both parties may present ethical issues. This workshop will address the ethical tensions that may arise in sustaining that balance by addressing such questions as the following: What ethical issues do we face as we go about our day-to-day work within Auburn University? How do we make appropriate choices when faced with an ethical issue? How can we maintain a strong culture for professional ethics within the University? Using a combination of guided discussion, case studies, and review of professional ethics issues we all face in the University environment, this workshop will address these topics and more. Come prepared with thoughts and questions to discuss. Presented by Dr. William Sauser Professor, Department of Management, College of Business (3-hour program). CEU .3

Wednesday, May 23

1:30 – 4:30 *Teamwork and Leadership Profiles: The Myers Briggs Type Inventory (LD450)*

This seminar allows participants to learn their personality type and its application in the workplace. Understanding one's Myers Briggs Type Indicator (MBTI) results provides a tool to better understanding oneself and others; aids in learning to appreciate others and individual differences; and suggests more effective ways to approach problems and increase productivity. In addition to discovering their own MBTI, participants will learn how individual types contribute to the organization and teamwork; and help make up a person's leadership style, a preferred learning style, problem-solving approaches, and preferred work environments. Additionally, participants will become more aware of potential pitfalls for their types and receive suggestions for ways to be more effective in their work. Presented by Ms. Phyllis Bickers, Career Counselor, Career Development Services (3-hour program). **Course fee - \$30.00.**



HUMAN RESOURCE DEVELOPMENT

Upcoming Schedule in HRD:

Tuesday, May 29

8:00 – 12:00 *Introduction to Outlook (PC970)*

This course covers the basic skills necessary for using Outlook. Topics covered include sending messages, setting rules, calendars, manipulating texts and files, organizing mail, customizing Outlook, and scheduling (4-hour program). *Course fee covered by the Department of Information Technology*

12:45 – 4:45 *Introduction to Outlook (PC970)*

This course covers the basic skills necessary for using Outlook. Topics covered include sending messages, setting rules, calendars, manipulating texts and files, organizing mail, customizing Outlook, and scheduling (4-hour program). *Course fee covered by the Department of Information Technology*

Wednesday, May 30

8:30 – 9:30 *General Program Orientation (OM600)*

Overviews the Office Management job family and the formal training required for advancement and program promotion within the family. This course is limited only to members of the Office Management Job Family. Presented by Mr. Trey Lightner, Compensation & Classification Specialist, Human Resources (2-hour program).

9:45 – 11:45 *Human Resources – Compensation (OM280)*

Covers current policies, procedures and suggestions for management of job positions and salaries to include terms and definitions, job descriptions and titles, job evaluation (grade assignment), adding a new position and reclassifying current positions, pay structure (grades and ranges) and salary decision; also covers overtime pay, Fair Labor Standards Act provision for exempt and non-exempt employees, employee group assignments, and records maintenance. Provides examples of forms to be used. Presented by Mr. Trey Lightner, Compensation & Classification Specialist, Human Resources (3-hour program).

1:00 – 4:00 *Human Resources – Employment (OM260)*

Overviews the employment process at Auburn University, with emphasis on process and the documentation required to initiate job searches and extend offers of employment. Presented by Ms. Angela Erlandson, Director, Employment Services, Human Resources (3-hour program).

1:00 – 4:00 *Introduction to Self Service Banner (SSB) Financial System (CT201)*

Learn how the queries in the Banner Finance System provide access to the University's financial Data. Banner Finance provides the means to check balances and the status of the Organization as well as transactions booked against that Organization. This class will explain how to view the screens and provide additional tips on using the system. Presented by Felicia Roberson, Information Technology Specialist IV (3-hour program). Who should attend: Employees who have not been previously trained on the system and are responsible for providing financial information to those in their unit. A valid DUC global user ID and password for Banner Finance System are required. At least one week in advance of the class, attendees should contact their computing coordinator and request Banner access.

Thursday, May 31

9:30 – 11:30 *Delegation (MG201)*

A leader cannot accomplish everything alone; that is why we have teams. But how does the leader know which team members can be delegated the authority to act and contribute effectively to the team effort? Who can be entrusted with the information and opportunity to stand in for the leader? This seminar will discuss these issues and others and address how a leader can help set the appropriate climate for delegation to be successful, determine the proper balance between tight control and complete release, and recognize the variables that affect individual delegation decisions. Presented by Dr. Jimmy Lawrence, Director of Corporate Relations, College of Business (2-hour program).

CEU .2