

# Zoom into Professional Development



## OUR MISSION

To support employee learners with high quality content and instruction

## OUR VISION

Connect Auburn people with their future by providing development experiences

## WHY PROFESSIONAL DEVELOPMENT?

1. Gain tools to do your job better
2. Build your resume
3. Grow professionally



## YOUR ONE-STOP RESOURCE

One of the missed perks of being on campus is the face-to-face professional development offered by various Auburn departments. So we want to remind employees that alternate operations may provide opportunities for employees to participate in their own professional development. AU Human Resource Development and other groups on campus are still providing Zoom-based and online instruction. This page is a “one-stop” resource for professional development opportunities across campus.

## DON'T FORGET:

- ✓ The end of the performance year is May 31. Check your goals and see if classes or other training would help you achieve them.
- ✓ We also encourage those needing a certification or renewal of licensure to reach out to the appropriate agencies to complete any required training provided.



GET IN TOUCH



[autrain@auburn.edu](mailto:autrain@auburn.edu)



[aub.ie/pd](http://aub.ie/pd)



# SPRING HRD CLASSES AVAILABLE VIA ZOOM

The following classes are still being offered this spring via Zoom.  
Enroll through Fast-Train to participate. *Updated 4/1/2020*



Date	Course Code	Course Name
4/6	HR500	Safe Zone
4/7	OM340	HR Leave and Payroll
4/14	DI220	You, We, Me: A Primary in Allyship
4/14	HR750	Understanding Bullying and Mobbing
4/15	OA200	How to Hire a Foreign National (OA210 is a prerequisite)
4/16	PW120	Writing in Professional Contexts
4/21	MG507	Performance Management Introduction & Fundamentals
4/21	MG510	Meeting Skills
4/22	CT280	Understanding and Utilization of e-Print Reports

## ENROLL IN AN HRD CLASS

1. Click on "Fast-Train" in AU Access
2. Click "Courses" in the menu to the left
3. Click "Training Calendar"
4. Click on the day that you are interested in
5. Click on the course you want
6. Click "Enroll"



Auburn HRD is planning on providing our most popular classes via Zoom throughout the summer. We will update this page with more information soon!

## eLEARNING CLASSES AVAILABLE 24/7

The following classes are available to Auburn employees 24/7 via Fast-Train.

- **LG120e: Understanding the Americans with Disabilities Act**
- **LG140e: Family Medical Leave Act**
- **LG160e: Fair Labor Standards Act**
- **LG180e: Title IX: Understanding and Responding to Sexual Misconduct**
- **LG200e: Basic HIPAA Training**
- **LG220e: Legally Effective Hiring Practices**
- **LG240e: Preventing and Managing Absenteeism**
- **LG260e: Addressing Employee Misconduct**
- **HLE420e: Reasonable Suspicion & Post-Accident Testing**
- **MG410e: Feedback in a Flash**
- **MG500e: Introduction to Performance Management (1 of 2)**
- **MG505e: Performance Management Fundamentals for Employees (2 of 2)**
- **MG510e: Performance Management Fundamentals for Supervisors (2 of 2)**
- **MG450e: Behavioral Interviewing**

*Updated 4/1/2020*

## OTHER CAMPUS RESOURCES

These professional development opportunities are provided by other departments across campus. Click the hyperlink below to learn more.

- [Human Resources: Search Committees](#)
- [Student Employment](#)
- [Risk Management and Safety](#)
- [Food Systems Institute](#)
- [Office of Professional and Continuing Education\\*](#)
- [Office of Sustainability](#)
- [Alabama Cooperative Extension System](#)
- [Biggio Center\\*](#)
- [Emergency Management](#)

*\*Payment may be required for some classes  
Updated 4/1/2020*



Learn business, creative, and technology skills to achieve your personal and professional goals—all free to active Auburn University employees.

To access the LinkedIn Learning website, log in to AU Access and select the "Employee Services" tab.