



HLC Accreditation 2016-2017

## Evidence Document

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Administration and Finance

Office of Human Resources

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### Staff Training Courses and Certificate Programs in Development

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Additional information:

# **Employee Training and Development Courses**

*Provided by Human Resources for WSU Employees*

## **Supervising with Confidence**

This course is for those who lead others and are responsible for the day-to-day supervision of an individual or team. Discuss how to establish your presence as an effective supervisor and build working relationships with those on your team, your peers, and your manager. You will also learn about delegating tasks, giving and receiving feedback, and handling shifting priorities.

## **Discovering Your Strengths**

You will be introduced to the basics of the strengths-based development concepts based on StrengthsFinder 2.0. You will identify and understand your top 5 strengths and how they relate to the overall 34 strength areas. (The StrengthsFinder profile must be completed prior to attending this course)

## **Enhancing Your Customer Service**

Your customers include your peers, supervisors, and employees as well as those external to your office to whom you provide service including faculty, staff, students, and parents. This course focuses on improving the skills used to successfully connect with all customers. We will discuss how to create focused and results-oriented conversations and service goals along with how to address complaints as well as customer service over the phone and via e-mail.

## **Working Effectively in Teams**

This class focuses on recognizing the communication factors and styles that affect a professional workplace environment. It will also cover strategies and tools for improving conflict resolution for yourself and your co-workers.

## **myPerformance**

myPerformance is the online performance management system for University Support Staff and Unclassified Professional employee evaluations starting March 1, 2016. This class will provide an overview of myPerformance for employees, supervisors, and indirect managers and focus on the navigation of myPerformance to complete the evaluation process including all steps in the evaluation cycle, the self-evaluation process, and the signature process.

## **Managing Employee Performance**

This course will focus on using the employee evaluation process as an effective tool in managing performance. It will cover all parts of the evaluation including planning, competencies, goals, self-evaluation, ratings and delivery.

## **Wage and Hour**

Wage and Hour gives a detailed understanding of the WSU timekeeping process. You will also learn the wage and hour laws, WSU policies associated with wage and hour and best practices.

## **Preventing Workplace Harassment and Discrimination**

This course will raise awareness of diversity issues in the workplace including, but is not limited to topics such as sexual harassment and discrimination based on race, gender, national origin, sexual orientation or sexual identity. In the event of a lawsuit alleging discrimination, evidence of a mandatory diversity/sexual harassment training program is an excellent means of establishing an employer's good-faith efforts to prevent discrimination in the workplace.

## **Preventing Workplace Harassment and Discrimination for Supervisors**

This course will focus on supervisor's responsibilities in recognizing, addressing, and reporting harassment and discrimination in addition to the core course objectives to raise awareness of diversity issues in the workplace including, but is not limited to topics such as sexual harassment and discrimination based on race, gender, national origin, sexual orientation or sexual identity. In the event of a lawsuit alleging discrimination, evidence of a mandatory diversity/sexual harassment training program is an excellent means of establishing an employer's good-faith efforts to prevent discrimination in the workplace.

## **Shared Leave (online)**

This online module walks you through the Shared Leave process available for WSU employees.

### **Biweekly New Employee Orientation**

This orientation covers basic policies and procedures and benefits of WSU, including *myWSU*, basic campus services and resources, as well as benefit plans offered for new employees.

### **Unclassified and USS New Employee Orientation**

In order to help you make the best possible transition to life at WSU, this orientation program is offered twice a year for new USS and unclassified professional staff. It includes presentations by the President and Vice Presidents of the University and various campus resources

### **Campus Safety / Active Shooter**

Providing a safe and secure environment for the WSU community continues to be a top priority. "Campus Safety-Active Shooter" is a new live training initiative to enhance WSU's proactive approach to ensure a safe campus environment and to prepare our faculty, staff, and students in case of an incident of campus violence. It will focus on two areas:

1) what to do in an active campus shooter incident and 2) how to identify and report behaviors of concern.

### **Active Shooter – Office and Classroom (online)**

This course provides guidance for surviving an active shooter situation by learning how to have the proper mindset and related awareness along with tools enabling you to act with purpose.

### **Flashpoint (online)**

Learn how to recognize and prevent violence in the workplace. Identifying and addressing behaviors of concern early is the best way to prevent violence in the workplace.

### **University Behavior Intervention Team (UBIT)**

The University Behavior Intervention Team conducts this training to help you learn what you can do to help keep our campus safe. Learn how to respond to problem behavior in the classroom, in the workplace, and on campus.

### **Safe Zone**

This training is a dynamic, interactive session that includes activities and discussion around: inclusive language, the process of coming out, the power of the straight ally, understanding sexual identity, how to respond to homophobic incidents, where to go for help and much more. The goal of Safe Zone training is to educate as well as create and sustain a welcoming and inclusive environment for the LGBTQ campus community.

### **Gender Diversity**

This training will cover gender identity, transitioning, challenges posed, myths, misconceptions and inclusive language. The goal is to clarify the understanding of issues related to gender minority/transgender people.

### **Campus Safety and Social Responsibility (Campus SaVE) (Online)**

To raise awareness of sexual assault on a college campus and knowing how to respond to it, the University has an online training program regarding campus safety and social responsibility for faculty, staff, and student employees. This training explains the possible areas of interpersonal violence, identifies resources to utilize in addressing interpersonal violence, and explains your role in responding to interpersonal violence on our college campus. The Violence Against Women Reauthorization Act, Section 304, includes the Campus Sexual Violence Elimination (SaVE) Act to help bolster the response to and prevention of sexual violence in higher education.

### **Campus Security Authority**

This training will provide employees who are identified as a Campus Security Authority (CSA) with the basics of the role in meeting WSU's obligations under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, better known as the Clery Act.

### **Chief Emergency Building Coordinator and Emergency Building Coordinator General Overview**

This basic training covers the CEBC/EBC responsibilities before, during and after an emergency. This training will outline the importance of the WSU Emergency Preparedness Program, who is involved, and expectations. This training is facilitated by Sedgwick County Emergency Management.

### **Emergency Response (Online)**

As a follow up to the General Overview training, all CEBCs and EBCs will review their duties and learn specific responsibilities in fire, tornado, power outage, gas leak, flooding, explosion, bomb threat and chemical spill emergencies. This training is available to all WSU employees.

### **Inclement Weather (Online)**

Tornado warnings and severe weather are common Midwest events. CEBCs and EBCs must know how to prepare, where to direct others for shelter, how to access weather communication, and even how to respond after building damage or injury. Emergency Building Coordinators will learn how to plan and equip themselves to be familiar with what to do in the event of a tornado warning. This training is available to all WSU employees.

### **Emergency Evacuation Plan Preparation (Online)**

This training is for Chief Emergency Building Coordinators (CEBCs). CEBCs are required to develop and maintain Emergency Evacuation Plans for their building with the assistance and approval of Environmental Health & Safety. This session will guide the completion of the plan and communication of the components to EBCs in their building.

### **PeopleAdmin 7.6**

PeopleAdmin is the automated system used in the WSU hiring process which includes preparing effective postings, managing requisitions, and screening applicants. This course is focused on training the users in the steps of the process which they utilize on the PeopleAdmin system.

### **The Hiring Process: PD Development and the AAO-1 Hiring Documents**

This class covers the benefit eligible hiring process, including completion of the AA01 documentation and the roles and responsibilities of the Search Chair, Search Committee Member and Hiring Manager. It provides a hands-on experience with the development of position descriptions, supplemental questions, resume evaluation, AA01 document completion, and candidate onboarding. It is a great learning tool for anyone who serves as a search chair, or anyone wanting to learn more about the hiring process as a hiring manager, potential search chair member, or administrative support.

### **I-9 Form Training (online)**

This online module walks you through the process for completing a new employee's I-9 form and to ensure it meets all requirements.

### **Student / Grad / Lecturer Hiring Process (ePAF)**

ePAF originators will use the on-line process when their organization hires, changes or terminates student or graduate assistant positions. This required training includes hands-on time in the lab to learn the process. (Prerequisite: OHR must have a completed ePAF Request for Access and Set-Up Form from the Budget Officer.)

### **Timekeeping Policies and Procedures (online)**

This is the first of a series of courses one must complete as a Department Timekeeper. It is a general overview of the timekeeping process.

### **Banner Timekeeping Section 1**

Applications Training and HR Timekeeping co-facilitate this course which shows attendees how to navigate Banner time entry forms and review WSU time keeping procedures. Prior to attending, new timekeepers must attend FERPA and successfully complete the HR Online Training: HR Timekeeping Policies and Procedures.

### **Banner Timekeeping Section 2**

This session is required for new department timekeepers and current timekeepers are also invited to attend. The agenda includes additional data entry techniques and time entry processes. Attendees learn to correctly enter and approve time and how to navigate the various Banner time entry forms. This class is co-facilitated by Applications Training and HR Timekeeping.

### **Banner Self-Service Employee Timekeeping (Online)**

Student employees will learn the steps to enter work hours electronically using the Banner Self-Service Employee Time Sheet. Timekeepers and supervisors will learn the approval process for the electronic system.

### **Forklift Training**

This course covers the safe operating procedures for forklift operation and meets the OSHA 1910.178(I) training requirements. You will learn all aspects of forklift basic maneuvers, inspection, and parking. The hands-on portion of the training will follow the classroom session. You will receive a certificate.

### **Lockout/Tagout**

OSHA's standard on the control of hazardous energy (lockout/tagout) applies to the servicing and maintenance of machines and equipment when the unexpected energization or start-up of the equipment, or the release of stored energy, could cause injury to employees. Lockout/Tagout uses locks and warning tags on the equipment's energy isolating devices to give the employee doing the servicing or maintenance work control over keeping the machinery deenergized. The program is intended to protect employees and ensure compliance with regulatory requirements applicable to electrical systems.

### **Hazard Communication – HazCom (Online)**

This training is about hazardous chemicals that you may be exposed to on the job at Wichita State University. You need to know about the effects of potential exposure to hazardous chemicals on the campus. You will also learn about chemicals that are hazardous, warning signs and symbols, control measures for minimizing exposure and improving safety at work.



## Current Courses

## In-development/Updating

## Future Courses

### Advanced Leadership Program

Gain personal insight and perspective that will develop key leadership skills needed to achieve impactful, tangible results throughout the organization. Leaders must balance dealing with complex challenges while learning to recognize and exploit new opportunities. This program aims to provide participants with the ideas, frameworks, and tools required to create an environment and culture in which individuals feel compelled to be innovative and contribute to a transforming work environment. You will also examine your own leadership capabilities and strengths to improve your personal leadership effectiveness.

\*\* The StrengthsFinder profile must be completed prior to attending any leadership courses

\*\* Each module may require completion of pre-work prior to class time

#### ▪ Maximizing Your Strengths as a Leader

In this program you will gain insight into yourself as a leader based on your StrengthsFinder profile in relation to the four keys of great leadership in Strengths Based Leadership: Executing, Influencing, Relationship, and Strategic Thinking. We will discuss concepts, strategies and tools to help you apply these strengths to your role, your partnerships, and your team. You will explore how your talents influence your partnerships and how you lead as well as how your leadership affects others' engagement and performance in the workplace. You will develop an action plan to help enhance your effectiveness in team leadership. (*This program will be three half-day sessions conducted over a three-week timeframe*)

#### ▪ Influencing and Leading Through Change

Achieve your goal of being one who can create clarity, vision, and build mutual trust with your team and other departments by utilizing your strengths in influencing and leading through change. "Change" is becoming a normal process to meet the goals of organizations in today's world and our leaders need to be an expert in leading and influencing through these changes. Learn to recognize and explore various sources of resistance to change, develop commitment strategies and communication plans, evaluate and compare the various roles of team members, and identify the characteristics of bounce-back people and organizations. (*This program will be one half-day session*)

#### ▪ Understanding and Utilizing Emotional Intelligence

Professionals who understand the connection between emotions and actions will see how emotional intelligence is a key to dealing with others as well as maximizing their own potential to become an effective and high-performing leader. You will gain an understanding of the difference between emotional intelligence and IQ, identify negative consequences of unmanaged emotions on your personal effectiveness, practice techniques to achieve greater self-awareness, self-control, and self-motivation, and learn how it can be applied in the workplace to enhance employee relationships and increase productivity. (*This program will be one half-day session*)

#### ▪ Critical Thinking and Strategic Planning – Not Just Buzzwords

What is critical thinking and how does it apply to strategic planning? This course will answer those questions by identifying the elements of an effective strategic planning model and defining strategic values while learning how to avoid the common pitfalls that derail strategic plans. We will also discuss why critical thinking is important and how it implements curiosity, awareness, flexibility and common sense. You will also learn the EEE's of the critical thinking process and how to avoid the common mistakes. (*This program will be two half-day sessions conducted over a two-week timeframe*)

### ▪ **Delivering Presentations as a Leader**

Today, presentations and public speaking are very much a part of a leader's responsibilities. Learn to present with confidence and control to enhance your natural speaking style and how to use appropriate strategies for reaching reluctant, uncommitted or inactive audiences. You will also learn the difference in designing informative, persuasive, or motivational presentations. We will discuss how to overcome any fear of public speaking and negative stress. You will have the opportunity to develop and deliver a presentation. *(This program will be two half-day sessions conducted over a two-week timeframe)*

### ▪ **Problem Solving and Decision Making**

Problem solving and decision making are core parts of a leader's role and this course will challenge participants to handle both in various situations. We will discuss the most common mistakes made in problem solving and decision making with ideas on how to avoid them. Learn how to recognize and overcome resistance, how to make decisions under pressure, and how to use flexible thinking to overcome obstacles. *(This program will be one half-day session)*

## **Managing People Program**

**An innovative program designed to enhance the skills of managers and supervisors. Managing people can be the most challenging part of your job. To be successful, you must get results through other people. The skills necessary to do this are acquired through training and hands-on experience. This program is designed to provide you with the knowledge and techniques to develop skills necessary to effectively manage people in the workplace. You will join with others from campus who desire to expand their overall knowledge and improve their job skills. You will also have discussions with those who have similar work concerns and day-to-day challenges.**

*\*\*Legal & Compliance program must also be completed for Managing People Certification*

### **Foundational Courses – (Managing People Program)**

#### ▪ **Supervising with Confidence**

This course is for those who lead others and are responsible for the day-to-day supervision of an individual or team. Discuss how to establish your presence as an effective supervisor and build working relationships with those on your team, your peers, and your manager. You will also learn about delegating tasks, giving and receiving feedback, and handling shifting priorities.

#### ▪ **Discovering Your Strengths**

You will be introduced to the basics of the strengths-based development concepts based on StrengthsFinder 2.0. You will identify and understand your top 5 strengths and how they relate to the overall 34 strength areas. (The StrengthsFinder profile must be completed prior to attending this course)

#### ▪ **Strengths Based Teamwork**

After completing "Discovering Your Strengths", you will now learn strategies for applying your strengths as a manager in ways that lead to employee engagement and better team performance. You will also learn how to utilize the strengths of your team members to work together to maximize your team's synergy. ("Discovering Your Strengths" must be completed prior to attending this course)

### **Critical Learning Courses – (Managing People Program)**

#### ▪ **Motivating and Coaching Your Team to Optimal Performance**

Develop your skills for motivating and coaching your employees to improve the effectiveness of individuals and teams. This includes analyzing the cause of low performance, creating a climate for positive coaching and learning, reinforcing the behavior of top performers, building the trust and communication to motivate and coach employees effectively. We will discuss the five approaches to coaching – encouraging, training, counseling, mentoring, and challenging.



- **Diversity and Inclusion in the Workplace**

Creating an inclusive environment for diversity and inclusion is a main initiative for WSU and everyone plays a part in it. In this course, we will discuss recognizing microaggressions, getting past stereotypes/prejudices/microaggressions, comfort in social situations, understanding racism, addressing issues and giving feedback.

- **Successfully Dealing with Conflict and Employee Issues (Including Discipline and Termination)**

Learn effective techniques for dealing with situations involving employee conflicts and issues. As you manage employees, you will be faced with multiple situations requiring you to deal with difficult people and situations including discipline and termination. This course will discuss ways to manage disputes and disagreements positively and proactively, how to control the impact of negative situations, and learn a four-step process to eliminate negative organizational norms.

- **Managing Multiple Tasks and Setting Priorities**

Establishing priorities and managing a myriad of tasks are necessary to produce key results. Learn how to prioritize your work and use the appropriate tools to organize and streamline both projects and daily tasks. You'll also learn ways to identify time-wasters, apply time-saving techniques, manage interruptions and overcome procrastination.

- **Enhancing Your Customer Service**

Your customers include your peers, supervisors, and employees as well as those external to your office to whom you provide service including faculty, staff, students, and parents. This course focuses on improving the skills used to successfully connect with all customers. We will discuss how to create focused and results-oriented conversations and service goals along with how to address complaints. We will also cover customer service over the phone and via e-mail.

- **Working Effectively in Teams**

This class focuses on recognizing the communication factors and styles that affect a professional workplace environment. It will also cover strategies and tools for improving conflict resolution for yourself and your co-workers.

### **Essential Duties Courses – (Managing People Program)**

- **myPerformance**

myPerformance is the online performance management system for University Support Staff and Unclassified Professional employee evaluations starting March 1, 2016. This class will provide an overview of myPerformance for employees, supervisors, and indirect managers and focus on the navigation of myPerformance to complete the evaluation process including all steps in the evaluation cycle, the self-evaluation process, and the signature process.

- **Managing Employee Performance**

This course will focus on using the employee evaluation process as an effective tool in managing performance. It will cover all parts of the evaluation including planning, competencies, goals, self-evaluation, ratings and delivery.

- **Unclassified Professional Evaluations (if applicable)**

This class focuses on the employee evaluation process for Unclassified Professionals.

- **Wage and Hour**

Wage and Hour gives a detailed understanding of the WSU timekeeping process. You will also learn the wage and hour laws, WSU policies associated with wage and hour and best practices.



## **Administrative and Support Staff Program**

Today's administrative and support staff professionals must possess a broad range and depth of skills. You perform a wide variety of duties and this program is designed to provide you the training to increase the skills necessary to handle the tasks and demands of your job with confidence and professionalism.

*\*\*Legal & Compliance program must also be completed for Managing People Program*

### **Foundational Courses – (Administrative and Support Staff Program)**

#### **Enhancing Your Customer Service**

Your customers include your peers, supervisors, and employees as well as those external to your office to whom you provide service including faculty, staff, students, and parents. This course focuses on improving the skills used to successfully connect with all customers. We will discuss how to create focused and results-oriented conversations and service goals along with how to address complaints. We will also cover customer service over the phone and via e-mail

#### **Managing Multiple Tasks and Setting Priorities**

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### **Critical Learning Courses – (Administrative and Support Staff Program)**

#### **Handling Conflict in the Office**

Learn to control the impact of negative situations or norms in your department and deal with negative people more effectively. We will discuss specific coping tools including a four-step process to eliminate ongoing negativity and the Triple A approach – Alter, Avoid, Accept.

#### **Working Effectively in Teams**

This class focuses on recognizing the communication factors and styles that affect a professional workplace environment. It will also cover strategies and tools for improving conflict resolution for yourself and your co-workers.

#### **Diversity Awareness in the Workplace**

Creating an inclusive environment for diversity and inclusion is a main initiative for WSU and everyone plays a part in it. In this course, we will discuss recognizing microaggressions, getting past stereotypes/prejudices/microaggressions, comfort in social situations, understanding racism, addressing issues and giving feedback.

#### **Overcome Stress in the Workplace**

Learn to identify the major stressors in your workplace and develop problem-solving skills including how to deal with the people who stress you out, how to communicate effectively even when stressed, and how to implement strategies for saying no diplomatically. We will discuss the stress cycle and define the mental responses to stress with tips on how to cope with them.

### **Essential Duties Courses – (Administrative and Support Staff Program)**

#### **Workplace Writing and Grammar**

Learn to meet the challenge of writing business correspondence by mastering the skills you need to write and edit all types of documents. Apply simple and effective tips for proper grammar, spelling, and punctuation. Improve your business writing skills for more effective or persuasive emails, memos, letters, reports, minutes, and procedures.

#### **Developing an Office Procedure Manual**

An office procedure manual serves as a blueprint of how things operate in your office and is a good tool for both new and existing employees. It allows current employees the chance to refresh or reference on procedures while it teaches new hires how things operate in the office. A procedure manual must clearly explain processes and differs from a policy manual because it focuses on office processes instead of policies.

## **Legal / Compliance Program**

University employees must possess the knowledge and skills for effective day-to-day decision-making and actions regarding federal and state laws, regulations governing university compliance, and WSU's policies and practices which are dedicated to ensuring the highest ethical and legal standards for the university. Compliance and legal issues apply to our work environment and affect every department at the university. (Please note that some courses are available on-line.)

*\*\*Completion of all Legal & Compliance program courses is required for completion of both the Managing People Program and the Administrative and Support Staff Program*

### **Title IX/Clery Act**

#### **Preventing Workplace Harassment and Discrimination**

This course will raise awareness of diversity issues in the workplace including, but is not limited to topics such as sexual harassment and discrimination based on race, gender, national origin, sexual orientation or sexual identity. In the event of a lawsuit alleging discrimination, evidence of a mandatory diversity/sexual harassment training program is an excellent means of establishing an employer's good-faith efforts to prevent discrimination in the workplace.

#### **Preventing Workplace Harassment and Discrimination for Supervisors**

This course will focus on supervisor's responsibilities in recognizing, addressing, and reporting harassment and discrimination in addition to the core course objectives to raise awareness of diversity issues in the workplace including, but is not limited to topics such as sexual harassment and discrimination based on race, gender, national origin, sexual orientation or sexual identity. In the event of a lawsuit alleging discrimination, evidence of a mandatory diversity/sexual harassment training program is an excellent means of establishing an employer's good-faith efforts to prevent discrimination in the workplace.

#### **Campus Safety and Social Responsibility (Campus SaVE) (Online)**

To raise awareness of sexual assault on a college campus and knowing how to respond to it, the University has an online training program regarding campus safety and social responsibility for faculty, staff, and student employees. This training explains the possible areas of interpersonal violence, identifies resources to utilize in addressing interpersonal violence, and explains your role in responding to interpersonal violence on our college campus. The Violence Against Women Reauthorization Act, Section 304, includes the Campus Sexual Violence Elimination (SaVE) Act to help bolster the response to and prevention of sexual violence in higher education.

#### **Campus Security Authority (Online)**

This training will provide employees who are identified as a Campus Security Authority (CSA) with the basics of the role in meeting WSU's obligations under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, better known as the Clery Act.

#### **Title IX – Responsible Employee (Online)**

Title IX prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance. Institutions of higher education must respond promptly and effectively to sexual harassment, including sexual violence, that creates a hostile environment. This training defines responsible employees' responsibilities in awareness, response, and reporting.

### **Chief Emergency Building Coordinator/Emergency Building Coordinator:**

#### **General Overview (Live)**

Those who serve as Emergency Building Coordinators (EBCs) or Chief Emergency Building Coordinators (CEBCs) should attend this basic training covering their responsibilities before, during and after an emergency. This training will outline the importance of the EBC program, who is involved, and expectations of the EBC.

▪ **Emergency Response (Online)**

As a follow up to the initial training, all Emergency Building Coordinators (EBCs) and Chief Emergency Building Coordinators (CEBCs) will review their duties and learn specific responsibilities in fire, tornado, power outage, gas leak, flooding, explosion, bomb threat and chemical spill emergencies.

▪ **Inclement Weather (Online)**

Tornado warnings and severe weather are common Midwest events. An Emergency Building Coordinator (EBC) must know how to prepare, where to direct others for shelter, how to access weather communication, and even how to respond after building damage or injury. Emergency Building Coordinators will learn how to plan and equip themselves to be familiar with what to do in the event of a tornado warning.

▪ **Emergency Evacuation Plan Preparation (Online)**

This training is for Chief Emergency Building Coordinators (CEBCs). CEBCs are required to develop and maintain Emergency Building Response Plans for their building with the assistance and approval of Environmental, Health & Safety. This session will guide CEBCs on how to complete the plan and communicate the components to other EBCs in their building.

▪ **Campus Safety / Active Shooter (Classroom)**

Providing a safe and secure environment for the WSU community continues to be a top priority. "Campus Safety-Active Shooter" is a new live training initiative to enhance WSU's proactive approach to ensure a safe campus environment and to prepare our faculty, staff, and students in case of an incident of campus violence. It will focus on two areas: 1) what to do in an active campus shooter incident and 2) how to identify and report behaviors of concern.

**Workplace Violence Online:**

▪ **Active Shooter – Office and Classroom (online)**

This course provides guidance for surviving an active shooter situation by learning how to have the proper mindset and related awareness along with tools enabling you to act with purpose.

▪ **Flashpoint (online)**

Learn how to recognize and prevent violence in the workplace. Identifying and addressing behaviors of concern early is the best way to prevent violence in the workplace.

**General Legal / Compliance:**

▪ **Confidentiality and Ethics in the Workplace**

Learn both the strategies for implementing and the guidelines for managing ethics in the workplace including roles and responsibilities. You will gain an understanding of business ethics, the benefits of making ethical decisions, and the balance between personal and organizational ethics. You will also learn how to recognize and identify unethical behavior and how to prevent or address it.

▪ **Safety and Workers' Compensation**

This course discusses WSU's workers' compensation process and procedures so you will be familiar with how to proceed or advise with any worker's compensation related incidents. You will also learn the basic guidelines and policies for safety in the workplace.

▪ **FMLA (online)**

This online module walks you through the FMLA process available for WSU employees.

▪ **Shared Leave (online)**

This online module walks you through the Shared Leave process available for WSU employees.

▪ **FERPA**

This session clarifies the obligation and rules for WSU employees in maintaining the security and confidentiality of student records and information. FERPA training is required before taking Student and Admissions Inquiry Options or Student Permissions and Holds training.

- **Safe Zone**

This training is a dynamic, interactive session that includes activities and discussion around: inclusive language, the process of coming out, the power of the straight ally, understanding sexual identity, how to respond to homophobic incidents, where to go for help and much more. The goal of Safe Zone training is to educate as well as create and sustain a welcoming and inclusive environment for the LGBTQ campus community.

- **Gender Diversity**

This training will cover gender identity, transitioning, challenges posed, myths, misconceptions and inclusive language. The goal is to clarify the understanding of issues related to gender minority/transgender people.

- **University Behavioral Intervention Team (UBIT)**

Learn how to respond to problem behavior in the classroom, in the workplace, or while you are out and about on campus. The University Behavior Intervention Team workshop is designed to introduce you to UBIT's purpose, mission, and team members. It will help you learn what you can do to help keep our campus safe.

## **Hiring Process Program**

**This program is designed to offer training on all aspects of the WSU hiring process including the new PeopleAdmin system, writing position descriptions, the ePAF process, the search process, behavioral interviewing, on-boarding new employees, and completion of I-9 forms.**

*\*\*Required for employees who perform job duties within the hiring process*

- **PeopleAdmin 7.6**

PeopleAdmin is the automated system used in the WSU hiring process which includes preparing effective postings, managing requisitions, and screening applicants. This course is focused on the steps of the process in the PeopleAdmin system.

- **The Hiring Process: PD Development and the AAO1 Hiring Process**

This training will provide insight into the roles of search chair, search committee member and hiring manager throughout the 8 stages of the benefit eligible hiring process. Identify the roles and responsibilities of throughout the hiring process.

- **Interviewing Topics and Techniques**

The goal of the interview is to determine the knowledge, skills, and abilities of a prospective employee. It should be conducted so that it provides as much information as possible about an applicant's potential to perform the duties of a particular position. This training will discuss how to use interview questions, processes, guidelines, and legal requirements.

- **Affirmative Action**

Gain an understanding of Affirmative Action, the University's processes, and your responsibilities.

- **On-boarding New Employees**

This training covers the steps in the process once a candidate has accepted a position with WSU. This involves the completion the new hire paperwork and the tasks required to complete the supervisor check-list during the first two weeks of the new employee starting in their campus position.

- **I-9 Form Training (online)**

This online module walks you through the process for completing a new employee's I-9 form and to ensure it meets all requirements.

- **Student / Grad /Lecturer Hiring Process (ePAF)**

ePAF originators will use the on-line process when their organization hires, changes or terminates student or graduate assistant positions. This required training includes hands-on time in the lab to learn the process. (Prerequisite: OHR must have a completed ePAF Request for Access and Set-Up Form from the Budget Officer.)

▪ **How to Write a Successful Position Description**

Position descriptions are essential for attracting the right job candidates, helping employees understand their responsibilities, outlining expectations, and evaluating employee's performance. The position description needs to communicate clearly and concisely the tasks and responsibilities of the job as well as indicate the basic requirements, key qualifications, specific credentials, and skills.

▪ **Fair Labor Standards Act (FLSA)**

Learn the definitions for various employee classifications including exempt, non-exempt, USS, and unclassified. Identify how to develop full length position description and the steps to determine the correct employment category for various positions. Participants will discuss the process of positions description review and approval as well as their responsibility in the process.

## **Timekeeping Process Program**

This program offers training on the functions, processes, and responsibilities for the WSU timekeeping process.

*\*\*Required for employees who perform job duties within the timekeeping process*

▪ **Timekeeping Policies and Procedures (online)**

This is the first of a series of courses one must complete as a Department Timekeeper.

▪ **Banner Timekeeping Section 1**

Attendees learn to navigate Banner time entry forms and review WSU time keeping procedures. Prior to attending, new timekeepers must attend FERPA and successfully complete the HR Online Training: HR Timekeeping Policies and Procedures.

▪ **Banner Timekeeping Section 2**

This session is required for new department timekeepers and current timekeepers are also invited to attend. The agenda includes additional data entry techniques and time entry processes. Attendees learn to correctly enter and approve time and how to navigate the various Banner time entry forms.

▪ **BANNER Self-Service Employee Timekeeping**

Learn the steps to enter your work hours electronically using the Banner Self-Service Employee Time Sheet.

