



Human Resources Training Series 2016 Catalog

Learn how to initiate an Electronic Personal Action Form (EPAF): (1.5 hours) Participants will gain an understanding on how to initiate EPAFs and how they are applied into the Banner system. EPAF (electronic personnel action form) is an integrated functionality in Banner that facilitates paperless employee transactions that impact a person's employment status, pay, etc. It allows an originator to present the transaction via Banner Self-Service for approval and implementation. The form travels electronically from originator to approver(s), HR and finally payroll who applies the change in Banner without further detail data entry

Trainer: Lori Sprague

Dates: Various - Contact Lori Sprague at lsprague@jcu.edu for schedule

Time: varies

Location: TBD (*scheduled throughout the year as necessary*)

Audience: All employees

The Hiring Managers Role in utilizing PeopleAdmin Applicant Tracking System (1 hour)

Description: (1 hour) This course is intended for those individuals who are or will be actively involved in the recruiting and hiring process. Participants will learn the advantages of using PeopleAdmin and how to enter the information into the PeopleAdmin applicant tracking system, forward this information on for approvals and track the information through the process.

Trainer: Candace Pluhar, Lori Sprague & Alex Teodosio

Dates: Various - Contact Candace Pluhar at cpluhar@jcu.edu for schedule

Time: varies

Location: TBD (*scheduled throughout the year as necessary*)

Audience: Hiring managers

A Supervisor’s Guide to Utilizing the Employee Assistance Program (EAP): (1 hour) An Employee Assistance Program is a special employee benefit provided by JCU to assist employees and their family members with personal, marital, family and job-related problems. Through employee seminars and individual assistance, the EAP can help with the prevention of problems by focusing on lifestyle planning, stress management, maintaining healthy relationships, and emotional wellbeing. The EAP can help employees identify and address potential employee problems before they become serious. This course trains supervisors how to effectively utilize the Employee Assistance Program as a tool to help address deficiencies in performance and behavioral based issues in the workplace. The goal of the EAP is to assist employees in achieving and maintaining happy, healthy & fully productive lives.

Trainers: Jinger Moore, M.S. Ed., PC (Impact Solutions)

Dates: January 14, September 14

Time: 11:00 am – 12:00 pm

Location: LSC Conference Room

Audience: Supervisory employees

Immunity to Change: Mastering the Art of Personal (and Organizational) Change: (2 hours)

Why is personal change so difficult even when we are genuinely committed to doing so? This session helps participants identify assumptions and behaviors that interfere with personal effectiveness. Through this engaging and interactive workshop, participants gain a powerful picture of the systematic way they unintentionally work against the very shift they desire. Participants will be introduced to the basic steps required to overcome their “immunity to change.”

Trainer: Scott Allen

Dates: January 20, October 20

Time: 9:00 am – 11:00 am

Location: LSC Conference Room

Audience: All employees

Thinking Visually: (1.5 hours) People have always depended on visual representations such as charts and maps to understand information more easily and quickly. The University has committed to using Tableau as its primary data visualization tool for University information and data sharing. Visualizing data makes it easier than ever for employees to quickly discover insights in their data and take action. Interactive dashboards take data analytics one step further – moving beyond a static display of charts and spreadsheets allowing consumers of data to point-and-click and be even more self-sufficient in working with data.

Participants in this session will learn the fundamentals of thinking visually (visual perception) and some of the best practices in the visual design of data. The session will also include examples of how Tableau is currently being used across the JCU campus helping us become a more analytic campus culture.

Trainer: Brian Williams

Dates: February 2, September 22

Time: 9 am – 10:30 am

Locations: February 2nd (LSC Conference Room); September 22 (Jardine Room)

Audience: All employees

Summer Student Hiring Process: (1 hour) The summer student hiring process begins in March. This session will describe the new process including submitting an Electronic Personnel Action Form (EPAF) for new and returning students and how students are paid. FLSA rules with respect to student employment will also be discussed.

Trainers: Candace Pluhar, Debbie Schmidt & Lori Sprague.

Date: February 3

Time: 9 am – 10 am

Location: Jardine Room

Audience: All employees

Responding to Sexual Harassment: (1.5 hours) Participants learn how to respond to allegations of sexual harassment and gender discrimination under the law and under university policies. This seminar will define sex discrimination, including sexual harassment, discuss responsibilities of all employees, including supervisors in addressing these issues, and suggest strategies and resources for assistance in reporting complaints and referring people to resources.

Trainers: Kendra Svilar & Colleen Trembl

Dates: February 11, November 15

Time: 9:00 am – 10:30 am

Location: Jardine Room

Audience: All employees

Data-Informed Decision Making: (2 hours) Data must be utilized to complete many tasks and solve problems effectively and efficiently across the university. Yet arriving at a conclusion first and then searching for the data to support a position is still a tempting and often-used approach in decision making. As we strive to improve in data-informed decision making on campus, how do we ensure individuals at every level of the organization ask good questions and are able to gather the right data for their needs? Further, how as a Jesuit Catholic university can we best balance being data-driven while also being mission-driven when needing to make a decision or provide a recommendation to others?

This interactive workshop will present a few examples of problem solving and decision-making to demonstrate effective ways to incorporate data into a more analytic process. Participants will gain a better understanding of data-informed vs data-driven making and learn about new strategies being implemented at JCU to improve access to data.

Trainer: Brian Williams

Dates: February 19, October 6

Time: 9 am – 11 am

Location: LSC Conference Room

Audience: All employees

Addressing Employee Performance Issues with Positive Corrective Action: (2 hours)

Supervisors will learn the benefits of administering **positive** corrective action in a dignified and respectful manner using a five step model to address reasonable, attainable and measurable expectations with employees. Techniques to efficiently and effectively address performance and behavior issues will be discussed.

Trainer: Alex Teodosio

Dates: February 23, September 27

Time: 9:00 am – 11:00 am

Location: LSC Conference Room

Audience: Supervisory employees

A Guide to Computer & Data Security: (1.5 hours) As our University and society becomes increasingly data dependent, it becomes imperative that we proactively safeguard our information. This session will highlight the data we steward, the reasons we are compelled to protect it, and processes for protecting that data. We will look at methods used by bad actors attempting to purloin our data, discuss password strength, multi-factor authentication, malware protection, file & folder security, encryption, and other methods of safeguarding our information assets.

Trainers: Bill Barker & Jamie Spitznagel

Date: February 25, September 28

Time: 9:00 am – 10:30 am

Location: Jardine Room

Audience: All employees

The CarrollSTAR University-Wide Integrated Employee Recognition Program: (1.5 hours)

Creating a culture of recognition and appreciation at JCU will improve employee satisfaction, engagement and productivity. Supervisors will learn about the new recognition program and how to make recognition an important part of their everyday skillset. Participants will discover:

- The link between appreciation and engagement
- Recognition tools and personalization
- Recognition and our values
- What's in it for you
- Leveraging time

Trainers: Lori Sprague & Alex Teodosio

Date: September 1

Time: 9:00 am – 10:30 am

Location: LSC Conference Room

Audience: All employees

Understanding Diversity & Inclusion: (2 hours) This program is a dynamic, interactive session that includes activities and discussion around: inclusive and respectful language, understanding sexual identity and embracing inclusion and diversity in our workplaces and throughout our campus. This session will offer participants the skills they need to provide support and to create environments that are safe, welcoming and inclusive.

Trainer: Terry Mills

Dates: March 15, October 12

Time: 9:00 am – 11:00 am

Location: LSC Conference Room

Audience: All employees

Understanding the Performance Evaluation Process at John Carroll University: (1.5 hours)

In this training program, supervisors will learn the most effective methods to create constructive performance assessments and how to communicate effectively with employees during the performance process. In this session, participants will learn:

- The basics of performance management
- The purpose and strategies behind performance appraisals
- A gained knowledge of the performance management forms and tools
- The importance of administering accurate and timely performance evaluations

Trainers: Alex Teodosio & Ryan Armsworthy

Dates: March 23, April 19, May 2

Time: 9:00 am – 10:30 am

Location: LSC Conference Room

Audience: All employees

Legal Update for Supervisors: Current Legal Issues that Impact Supervisors: (1.5 hours)

Participants will be provided with information on current legal issues that affect supervisors and the effective management of employees in their area. The session will provide an overview of several relevant laws and issues, including a discussion of non-retaliation, genetic information, discrimination laws, privilege, and the Fair Credit Reporting Act. The goal of the session is to provide a high-level review of key legal concepts and a practical application of these issues for supervisors. Supervisors will have an opportunity to ask questions on these key topics, as well.

Trainers: Colleen Trembl, Kenneth Danton & Alex Teodosio

Date: Tuesday, April 12

Time: 9 am – 10:30 am

Location: Jardine Room

Audience: Supervisory employees

Wage & Hour Issues in the Workplace: *Understanding the Fair Labor Standards Act (FLSA)*: (2 hours) The Fair Labor Standards Act (FLSA) sets standards for basic minimum wage and overtime pay. It also establishes requirements to qualify for exemption from overtime pay. There are specific requirements under the FLSA that impact everyday management of staff by supervisors, including management of lunch time, work from home, and the writing of a job description. This workshop is designed to clarify the requirements of the FLSA that are applicable to supervisors through real-life examples.

Trainers: Alex Teodosio & Colleen Trembl

Date: October 4

Time: 9:00 am – 11:00 am

Location: LSC Conference Room

Audience: All employees

Understanding the Numbers: *The JCU Budgetary Process*: (2 hours) Participants will gain an understanding of the University's financial outlook and campus budgetary goals. The process and approach for creating a meaningful and realistic budget using key reports will be discussed.

Trainer: Jennifer Dillon

Date: October 26

Time: 9:00 am – 11:00 am

Location: LSC Conference Room

Audience: All employees

A Supervisors Guide to Understanding FMLA and ADA: (2 hours) The Family Medical Leave Act (FMLA) and the American with Disabilities Act (ADA) are among the most beneficial federal employment laws for employees. They are also among the most complicated for supervisors to understand and implement. It is essential for all supervisors to learn how to comply with regulations surrounding these Acts and related JCU policies. This seminar will cover the rights of the employee under FMLA and ADA as well as supervisors' obligations to meet basic legal requirements. Current processes to administer FMLA and ADA at JCU will be discussed.

Trainer: Ryan Armsworthy, Alex Teodosio & Colleen Trembl

Date: November 1

Time: 9:00 am – 11:00 am

Location: LSC Conference Room

Audience: Supervisory employees