

2017 Summer L&D Calendar

Title	Location	Date Time	Instructor	Cost	Description
Lean Six Sigma Black Belt Certification	Robinson College of Business Buckhead Center, Tower Place 200, Suite 500, 3348 Peachtree Road NE, Atlanta, GA 30326	06.05.17 – 06.09.17 8:30am-4:30pm	Dr. Kenneth Levine and Dr. Satish Nargundkar	\$3950 General - 50% off for Faculty and Staff - 25% off for Alumni and Students Email execed@gsu.edu for discount codes	For organizations to be successful, they need a consistent methodology and common terminology for continuous improvement. The Lean Six Sigma program offered by Georgia State University's J. Mack Robinson College of Business integrates the best of the Lean and Six Sigma methodologies to more effectively solve complex problems with unknown solutions while identifying improvement opportunities. The program also offers introductions to best-in-class methods in business analysis and change management—setting the “gold standard” in Lean Six Sigma training. Register at Execed
Quit Tobacco Tuesdays: “Freshstart” Tobacco Cessation Program	TBD	06.06.17 – 06.27.17 12pm-1pm	Cheryl Johnson Ransaw	None	This is a four-session (consecutive Tuesdays) program designed by the American Cancer Society to help people quit tobacco for good!
Introduction to Radiation	Room G88, Dahlberg Hall	06.07.17 10am-12pm	Quintena Tinson	None	Safety procedures for working in a research laboratory or any area where there is a potential to come in to contact with either an open source of radiological material such as radioisotopes or either a closed source such as an X-ray machine. In this class, students will sign up for dosimeter badges to be monitored for radiation exposure if applicable.
Wellness Wednesdays: “Grilling Safety”	Webinar	06.07.17 12pm-1pm	David Talley	None	This WebEx webinar offers tips on how to healthy grilling safely! To register online, go to the link below- GSU Meetings on Webex
5 Hacks to an effective PowerPoint Presentation!	CLSO Rm 403	6.12.17 9–11:30 am	Deborah Dunbar	None	PowerPoint is a test of basic marketing skills. To have a compelling presentation, you need to demonstrate design skills, technical literacy, and a sense of personal style. If the presentation has a problem, like an unintended font, a broken link, or

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					unreadable text, then you probably failed the test. Even if your spoken presentation is well-rehearsed, a bad visual experience can ruin it for the audience. Expertise means nothing without an excellent presentation to back it up. Don't let PowerPoint decide how you use PowerPoint. Learn how to create custom slide designs and impressive presentations in this engaging class with Microsoft Certified Trainer Deborah Dunbar. Prerequisite: Must know Windows.
Certificate Program in Project Management	Robinson College of Business Buckhead Center, Tower Place 200, 3348 Peachtree Road NE, Atlanta, GA 30326	06.13.17 – 06.16.17 8:30am- 4:30pm	Dr. Richard Deane	\$3750 General 50% off for Faculty and Staff 25% off for Alumni and Students Email execed@gsu.edu for discount codes Register Execed	The Certificate Program in Project Management is designed and taught by a world-class project management professor and practitioner. Richard Deane, who has more than 30 years of project management teaching and consulting experience and is one of the most highly rated professors teaching in Georgia State University's executive education programs. Dr. Deane offers real-world project management wisdom based on his practical experience leading small and large-scale projects as a consultant.
Doc Talk "Zika: Everything You Need to Know"	Webinar	06.13.17 12pm-1pm; 3pm-4pm	BCBS	None	To register, go to the link below- Event Registration for Doc Talk on Zika
Hazardous Waste Disposal and Chematix Training	Room G88, Dahlberg Hall	06.14.17 10am-12pm	Reginald Sanders/ Stephen Johnson	None	Safety procedures for proper hazardous waste disposal. Chematix user names and passwords will be assigned and users will be taught how to submit a waste pick up properly.
Mental Health First Aid Training	Lofts Training Center 135 Edgewood Avenue	06.16.17; 07.21.17; 08.18.17; 09.15.17; 10.10.17 9am-5pm	Chrisanne Mayer, PhD Counseling & Testing Center	\$100	This program will benefit anyone who wants to understand more about the mental health concerns of our students and who wants to help support the GSU community. It teaches individuals how to help those experiencing mental health challenges or crises.

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MS Word - Beyond the Basics	CLSO Rm 403	6.19.17 9–11:30 am	Deborah Dunbar	None	<p>Are you ready to go beyond the Basics? We see seen many people struggle with Word doing very weird things when they try to edit their documents. If it's somebody else's work? Well, that makes it even worse! Make your job easier! Master the tools needed to move quickly through word processing projects and resolve troubleshooting issues. Learn how to create professional-looking letters and reports. In this Level 2 class, you will create complex documents in Word by adding components such as, customized lists, tables, charts, and graphics; use templates to automate document creation; perform mail merges. This is a hands-on tutorial that teaches practical skills taught by leading Microsoft Certified Trainer Deborah Dunbar. Exercise files accompany the course.</p> <p>Prerequisite: Must be familiar with Word and use it regularly.</p>
Introduction to Laboratory Safety	Room G88, Dahlberg Hall	06.21.17 10am-12pm	Stephen Johnson/ Reginald Sanders	None	Safety procedures for working in a research laboratory or any area where there is potential to come into contact with biological, chemical, or radiological waste.
Intro to Spectrum/ Panther Mart	75 Piedmont Ave (Citizen's Trust Bank Building), Basement, Suite B	06.26.17 9am-noon	Spectrum Staff	None	This workshop provides training on the basic navigation of the PeopleSoft Financials and Panther Mart tools and basic concepts of Financials operations.
MS Excel Level I	CLSO Rm 403	6.26.17 9–11:30 am	Deborah Dunbar	None	New to Excel? And you don't know where to start? This outstanding workshop taught by Microsoft Certified Trainer Deborah Dunbar is the place to start! It's your ticket to a

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					<p>faster, more productive way to master the beginner's level of Excel. From worksheet shortcuts to getting beyond just typing numbers into a spreadsheet. If you are a beginner in Excel or rarely use it- this course is perfect for you! Most jobs require basic Excel skills. Here, you will learn the six areas that form the core of basic Excel skills.</p> <p>Prerequisite: Must be comfortable using Microsoft Windows.</p>
Money Mondays: "Money at Work 2: Sharpening Investment Skills"	Webinar	06.26.17 12pm-1pm	TIAA USG/ Sponsor	None	<p>This WebEx webinar is hosted by Georgia Institute of Technology.</p> <p>To register, go to the link below-TBD</p>
Financial Reports and Inquiries	75 Piedmont Ave (Citizen's Trust Bank Building), Basement, Suite B	06.26.17 1pm-4pm	Spectrum Staff	None	<p>This workshop provides training on the various reports that are available to users and tell what the reports are used for i.e. expenditure review. The workshop covers how to find financial information quickly, view detailed information using drill down features for purchase orders, vouchers, payments, journals and your budget. Participants will also learn how to run reports, print reports and monitor their budgets.</p>
Financial Reports and Inquiries	75 Piedmont Ave (Citizen's Trust Bank Building), Basement, Suite B	06.26.17 1pm-4pm	Spectrum Staff	None	<p>This workshop provides training on the various reports that are available to users and tell what the reports are used for i.e. expenditure review. The workshop covers how to find financial information quickly, view detailed information using drill down features for purchase orders, vouchers, payments, journals and your budget. Participants will also learn how to run reports, print reports and monitor their budgets.</p>
Journal Entry	75 Piedmont Ave (Citizen's Trust Bank Building),	06.27.17 9 am-12pm	Spectrum Staff	None	<p>This workshop provides training on the general ledger module. A journal is the vehicle used to correct/adjust previously recorded transactions, process interdepartmental invoices, transfer expenditures, record departmental sales & service</p>

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	Basement, Suite B				revenues, agency expenses and continuing education revenue and expenses. Participants will be taught how to create, modify, delete, print, and approve a journal, inquire on a journal and troubleshoot errors.
Biosafety	Room G88, Dahlberg Hall	06.28.17 10am-12pm	Paul Hysell	None	Safety procedures for working in a research laboratory involving recombinant DNA and/or synthetic nucleic acids including NIH Guidelines, IBC reporting procedures, and training requirements for Principal Investigators
Stress and Anxiety Relief with Yoga & Mindful Meditation	25 Park Place, Room 2343 Downtown Campus	06.30.17 12pm-1:15pm (yoga) 1:15pm-1:45pm (meditation)	Janet Wice	None	This interactive course offers breathing and meditation techniques and gentle yoga, emphasizing stress reduction and relaxation.
Introduction to Radiation	Room G88, Dahlberg Hall	07.05.17 10am-12pm	Quintena Tinson	None	Safety procedures for working in a research laboratory or any area where there is a potential to come in to contact with either an open source of radiological material such as radioisotopes or either a closed source such as an X-ray machine. In this class, students will sign up for dosimeter badges to be monitored for radiation exposure if applicable.
Quit Tobacco Tuesdays: "Freshstart" Tobacco Cessation Program	TBD	07.11.17 – 08.01.17 12pm-1pm	Cheryl Johnson Ransaw	None	This is a four-session (consecutive Tuesdays) program designed by the American Cancer Society to help people quit tobacco for good!
Business Etiquette and Professionalism (OPC)	HR Training Room, 1 Park Place	07.11.17 1:30-5pm	Rhonda Hight	\$75	This interactive course will help you build strong business relationships with associates inside and outside your office or department and with customers. It will help you make a positive first impression and provide techniques to continue being positive and professional in daily work activities. The course will show you how to meet and greet others, perform appropriately in the work environment and use technology effectively. In addition, you will learn how to communicate with others in a

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					positive manner when challenging situations arise inside the office and with other departments and customers.
LSAT Prep	GSU Downtown Campus Petit Science Center, room 124 100 Piedmont Ave. SE Atlanta, GA 30303	07.11.17 – 08.29.17 5:30-9:00pm (Tuesdays)	Gary B. Cohen, Ph.D., widely known as "Dr. Test Prep"	\$750.00 General \$55 discount – Use code: TPA when registering at Execed	Gain a great score on the LSAT exam by learning about the most current material covered on the exam. Each participant receives the acclaimed and completely revised workbook written by Dr. Cohen, <i>Doing Your Best on the LSAT</i> . The interactive class and workbook combine to help you achieve understanding of the design of the exam and how to use this information to your advantage. The series of seven weekly classes is lively, engaging, and highly effective. First, you are given a diagnostic exam which quickly pinpoints your strong and weak areas. Then you are provided a list of resources for targeted help.
Coaching Skills for Managers (MC)	HR Training Room	7.11.17 9am-4pm	Merle Strangway, PhD	\$150	This course is designed to help a manager bring the best out of every employee so that team members become more effective, productive and committed. Effective coaching creates the ideal environment for team member success. The best coaches work collaboratively with their team members. They set in motion a learning process characterized by feedback that is specific and constructive, by clear goals for which team members are held accountable, and by high levels of motivation. This highly interactive course provides managers with the skills they need to take their coaching to the next level.
Hazardous Waste Disposal and Chematix Training	Room G88, Dahlberg Hall	07.12.17 10am-12pm	Reginald Sanders/ Stephen Johnson	None	Safety procedures for proper hazardous waste disposal. Chematix user names and passwords will be assigned and users will be taught how to submit a waste pick up properly.
Wellness Wednesdays: "Summer Exercise & Safety"	Webinar	07.12.17 12pm-1pm	Tony Price	None	This WebEx webinar offers tips on having an active & safe summer. To register online, go to the link below- GSU Meetings on Webex for Summer Exercise & Safety

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GMAT Prep	<p>GSU Downtown Campus</p> <p>Petit Science Center, room 124 100 Piedmont Ave. SE Atlanta, GA 30303</p>	<p>07.12.17 – 08.30.17</p> <p>5:30-9:00pm (Wednesdays)</p>	<p>Gary B. Cohen, Ph.D., widely known as "Dr. Test Prep"</p>	<p>\$750.00 General</p> <p>\$55 discount – Use code: TPA when registering at Execed</p>	<p>Gain a great score on the GMAT exam by learning about the most current material covered on the exam. Each participant receives the acclaimed and completely revised workbook written by Dr. Cohen, Doing Your Best on the GMAT. The interactive class and workbook combine to help you achieve understanding of the design of the exam and how to use this information to your advantage. The series of seven weekly classes is lively, engaging, and highly effective. First, you are given a diagnostic exam which quickly pinpoints your strong and weak areas. Then you are provided a list of resources for targeted help.</p>
GRE Prep	<p>GSU Downtown Campus</p> <p>Petit Science Center, room 124 100 Piedmont Ave. SE Atlanta, GA 30303</p>	<p>07.13.17 – 08.31.17</p> <p>5:30-9:00pm (Thursdays)</p>	<p>Gary B. Cohen, Ph.D., widely known as "Dr. Test Prep"</p>	<p>\$750.00 General</p> <p>\$55 discount – Use code: TPA when registering at Execed</p>	<p>Gain a great score on the GRE exam by learning about the most current material covered on the exam. Each participant receives the acclaimed and completely revised workbook written by Dr. Cohen, Doing Your Best on the GRE. The class and workbook combine to help you achieve understanding of the design of the exam and how to use this information to your advantage. The series of seven weekly classes is lively, engaging, and highly effective. First, you are given a diagnostic exam which quickly pinpoints your strong and weak areas. Then you are provided a list of resources for targeted help.</p>
GRE Prep	<p>GSU Downtown Campus</p> <p>Robinson College of Business, 35 Broad St. NW, room 821</p>	<p>07.15.17 – 08.26.17</p> <p>9:30 am – 1:30 pm (Saturdays)</p>	<p>Gary B. Cohen, Ph.D., widely known as "Dr. Test Prep"</p>	<p>\$750.00 General</p> <p>\$55 discount – Use code: TPA when registering Execed</p>	<p>Gain a great score on the GRE exam by learning about the most current material covered on the exam. Each participant receives the acclaimed and completely revised workbook written by Dr. Cohen, Doing Your Best on the GRE. The class and workbook combine to help you achieve understanding of the design of the exam and how to use this information to your advantage. The series of seven weekly classes is lively, engaging, and highly</p>

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LSAT Prep	GSU Downtown Campus College of Education and Human Developme nt room 150 30 Pryor St. SE Atlanta, GA 30303	07.16.17 – 08.27.17 1:00-4:30pm (Sundays)	Gary B. Cohen, Ph.D., widely known as "Dr. Test Prep"	\$750.00 General \$55 discount – Use code: TPA when registering at Execed	Gain a great score on the LSAT exam by learning about the most current material covered on the exam. Each participant receives the acclaimed and completely revised workbook written by Dr. Cohen, Doing Your Best on the LSAT. The interactive class and work book combine to help you achieve understanding of the design of the exam and how to use this information to your advantage. The series of seven weekly classes is lively, engaging, and highly effective. First, you are given a diagnostic exam which quickly pinpoints your strong and weak areas. Then you are provided a list of resources for targeted help.
MS Excel Level II	CLSO Rm 403	7.17.17 9–11:30 am	Deborah Dunbar	\$50	Wouldn't it be great if there were a way to expand your skills without having to go back to Excel Level 1? Once you have finished this course, you will know more than most people who are using Excel daily. So, can you multi-task? Learn how to work with large worksheets efficiently using formulas in multiple worksheets and workbooks at the same time! Calculate data with a variety of formulas including COUNT, COUNTA, and SUMIF. Powerful methods you will also learn are IF, AND, OR, NOT & VLOOKUPS. Logical formulas, can enhance your analysis of your department's data. Learn from Microsoft Certified Trainer Deborah Dunbar. Prerequisite: MS Excel LI
Lean Six Sigma Green Belt Certification	Robinson College of Business Buckhead Center,	07.17.17 – 07.21.17 8:30am- 4:30pm	Dr. Kenneth Levine & Dr. Satish Nargundkar	\$3750 General 50% off for Faculty and Staff	For organizations to be successful, they need a consistent methodology and common terminology for continuous improvement. The Lean Six Sigma program offered by Georgia

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	Tower Place 200, 3348 Peachtree Road NE, Atlanta, GA 30326			25% off for Alumni and Students Email us at execed@gsu.edu for discount codes Register at Execed	State University's J. Mack Robinson College of Business integrates the best of the Lean and Six Sigma methodologies to more effectively solve complex problems with unknown solutions while identifying improvement opportunities. The program also offers introductions to best-in-class methods in business analysis and change management—setting the “gold standard” in Lean Six Sigma training.
Organization and Time Management (OPC)	HR Training Room, 1 Park Place	7.18.17 1:30-5pm	Karla Brandau	\$75	Get 21 st century ideas to age-old time management challenges. Attend this course and get a fresh perspective on time and self-management. You'll transform your work day when you learn how to: manage your energy cycles, build a producer's mindset, determine goals for daily production, manage multiple priorities, and prioritize for the most vital and urgent tasks. In addition, you'll learn how to choose a time management tool that works for you instead of you working for the tool. Once you internalize these principles, you'll become a master at managing the chaos, bedlam, and pandemonium that surrounds you on a daily basis.
Project Management Professional® (PMP) Certification Exam Preparation Course	Robinson College of Business Buckhead Center, Tower Place 200, Suite 500, 3348 Peachtree Road NE, Atlanta, GA 30326	07.18.17 – 07.21.17 8:30am-4:30pm	Dr. Richard Deane	\$1875 General - 50% off for Faculty and Staff - 25% off for Alumni and Students Email us at execed@gsu.edu for discount codes Register at Execed	Without a doubt, the Project Management Institute's (PMI®) PMP credential has become the “gold standard” for project managers. PMP certification adds credibility to a resume and can result in higher expected salaries. Some recruiters divide resumes into two different piles based on those with and those without certification. Competition within the project management discipline is high and employers can afford to be selective. PMP certification in any industry is always helpful and in some disciplines, necessary.

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					Specifically, PMP-certified project managers are in high demand across many industries and disciplines including healthcare, information technology, manufacturing, logistics, and the professional services sector.
Introduction to Laboratory Safety	Room G88, Dahlberg Hall	07.19.17 10am-12pm	Stephen Johnson/Reginald Sanders	None	Safety procedures for working in a research laboratory or any area where there is potential to come into contact with biological, chemical, or radiological waste.
MS Excel Level III	CLSO Rm 403	7.24.17 9–11:30 am	Deborah Dunbar	\$50	Can you Pivot? In this course, you will learn about PivotTables and Pivot Charts. You will password protect your critical department spreadsheets or just the formula areas of your spreadsheet so no one can delete them by “mistake.” Then we will create your first dashboard! Dashboards are like your vehicle dashboard. It provides you with a visual view of your work, allowing you to make quick decisions and keep everyone up to date. This visual presentation simplifies complex data in real time. Learn all this and more from Microsoft Certified Trainer Deborah Dunbar. Prerequisite: MS Excel LII
Fundamentals of Supervision (FLSC)	Online	7.25, 27 – 8.2.17 10:30am- 12:30pm	Merle Strangway, PhD	\$150	Basic supervisory skills are indispensable if you want to get things done through other people. Supervision involves far more than “telling people what to do.” In this course you will enjoy the opportunity to confidentially assess your current supervisory skills. The course is then designed to help you increase your effectiveness in each of these skill areas. Learn the behaviors that every employee expects from a leader they are willing to follow. Discover how to plan and prioritize your work. Experience how to teach new employees the skills they need to succeed. Learn how to coach your employees to perform even more effectively. This course will focus on giving you practical solutions to the

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					common problems faced by supervisors in today's workplace. This course is delivered online over three days, 2 hours a day.
Biosafety	Room G88, Dahlberg Hall	07.26.17 10am-12pm	Paul Hysell	None	Safety procedures for working in a research laboratory involving recombinant DNA and/or synthetic nucleic acids including NIH Guidelines, IBC reporting procedures, and training requirements for Principal Investigators
Improving Interpersonal Communications (OPC)	HR Training Room, 1 Park Place	7.27.17 9am-4pm	Rhonda Hight	\$150	What Did You Say? This course is designed to improve interpersonal communications with all people. Utilizing the DiSC Profile as a foundation for discussion, participants will have an opportunity to identify their dominant personality style and the way it translates into their communication style. Additionally, this course provides participants with a reality-based definition of good communication.
Stress and Anxiety Relief with Yoga & Mindful Meditation	25 Park Place, Room 2343 Downtown Campus	07.28.17 12pm-1:15pm (yoga) 1:15pm-1:45pm (meditation)	Janet Wice	None	This interactive course offers breathing and meditation techniques and gentle yoga, emphasizing stress reduction and relaxation.
Money Mondays: "Your Retirement Plan at Work"	Webinar	07.31.17 12pm-1pm	VALIC USG/ Sponsor	None	TBD To register, go to the link below- TBD
Introduction to Radiation	Room G88, Dahlberg Hall	08.02.17 10am-12pm	Quintena Tinson	None	Safety procedures for working in a research laboratory or any area where there is a potential to come in to contact with either an open source of radiological material such as radioisotopes or either a closed source such as an X-ray machine. In this class, students will sign up for dosimeter badges to be monitored for radiation exposure if applicable.
Business Writing and Grammar Skills	HR Training Room, 1 Park Place	08.02.17 1:30-5pm	Rich St Denis	\$75	Writing is part of most people's daily workload and often reflects an employee's value in their work environment. Successful writers create effective email messages, memos, letters and reports that help readers gain knowledge, perform

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					desired tasks or respond to specific requests. It also helps to solve problems, manage work assignments and highlight progress. After completing this course, you will have an arsenal of tips, tools and techniques that improves your writing skills. You will also have a writing system that complements your writing preference, whether manual, online or both.
Creating a Highly Motivated Team	HR Training Room, 1 Park Place	08.03.17 9am-4pm	Merle Strangway, PhD	\$150	Every manager would love a highly motivated workforce. This course the latest principles and techniques for creating a more highly motivated team or work group. You'll learn: the difficulties of managing motivation; the psychology of motivation; the principles of effective motivation; and proven motivational techniques for your workplace.
Fundamentals of Emotional Intelligence	HR Training Room, 1 Park Place	08.08.17 9am-12:30pm	Doug Samuels	None	Do you pay attention to your emotions and the feelings of those around you? The answer to this question can help you discover how in tune you are with your emotions and help determine your emotional intelligence quotient (EQ). Your emotional intelligence quotient is your capacity to reason and analyze emotional information. Becoming aware of your emotions can help you become attuned to your own needs and the needs of others and can help you make better decisions and develop better relationships. This course explores the power of emotions and the concept of emotional intelligence. It also discusses emotional intelligence competencies in areas of self-awareness, self-management, social awareness, and relationship management.
Doc Talk "The Sandwich Generation –	Webinar	08.08.17 12pm-1pm; 3pm-4pm	BCBS	None	To register, go to the link below- Event registration for The Sandwich Generation

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Caring for others, Caring for you”					
Quit Tobacco Tuesdays: “Freshstart” Tobacco Cessation Program	TBD	08.08.17 – 08.29.17 12pm-1pm	Cheryl Johnson Ransaw	None	This is a four-session (consecutive Tuesdays) program designed by the American Cancer Society to help people quit tobacco for good!
Panther Mart Requestor	75 Piedmont Ave (Citizen’s Trust Bank Building), Basement, Suite B	08.09.17 9am-1pm	Spectrum Staff	None	This workshop provides training for those people who will be procuring goods and services, equipment purchases and consultant agreements. This workshop will cover shopping using catalog, non-catalog and punch-out catalog; assigning carts; reviewing carts and assigning accounting and workflow information; submitting the purchase requisition into workflow, approving transactions and receipting goods.
Hazardous Waste Disposal and Chematix Training	Room G88, Dahlberg Hall	08.09.17 10am-12pm	Reginald Sanders/ Stephen Johnson	None	Safety procedures for proper hazardous waste disposal. Chematix user names and passwords will be assigned and users will be taught how to submit a waste pick up properly.
Wellness Wednesdays: “Self Care Tips for Stress Management”	Webinar	08.09.17 12pm-1pm	Cheryl Johnson Ransaw	None	This WebEx webinar offers tips on how to take good care of yourself. To register online, go to the link below- GSU Meetings on Webex for Self Care Tips for Stress Management
Panther Mart - Payment Request/Travel	75 Piedmont Ave (Citizen’s Trust Bank Building), Basement, Suite B	08.10.17 9am-noon	Spectrum Staff	None	This workshop provides training for those people who will be requesting payments for less than \$5,000 and generally these transactions include processing invoices, reimbursements, payments to independent contractors/consultants, food purchases, non-employee travel reimbursements, relocation and moving expenses, scholarships/fellowships and stipends. This workshop also provides training for those people who process travel for their departments and/or units. Only Employee and Student travel will be processed using the Panther Mart Travel Authorization form.

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Weaving a Stronger Network	HR Training Room, 1 Park Place	08.10.17 9am-12:30pm	Rhonda Hight	\$75	This interactive course is designed to increase the participant's awareness of Networking as an effective business tool for increasing internal partnerships & collaborations, and career development; by identifying the different types of networks and how they can be utilized, and evaluating the value (or lack) of those in their respective networks.
Introduction to Laboratory Safety	Room G88, Dahlberg Hall	08.16.17 10am-12pm	Stephen Johnson/ Reginald Sanders	None	Safety procedures for working in a research laboratory or any area where there is potential to come into contact with biological, chemical, or radiological waste.
Outlook for Increased Productivity	Classroom South Rm 403	08.17.17 9am-12:30pm	Karla Brandau	\$75	If you want to leave the office on time, then attend this class that teaches you how to use features in Microsoft Outlook to get more done in less time. You'll learn how to use the new and improved Outlook ribbon, maneuver efficiently through the Outlook folders with easy click and drag techniques, use the Inbox and the Calendar as pseudo "to-do" lists and work with the Calendar as a planning tool. To complete the training, you'll learn how to use Voting Buttons and how to survive the avalanche of email that dumps into your Inbox on a regular basis. Use the techniques taught in the class and you'll be more productive – guaranteed.
Biosafety	Room G88, Dahlberg Hall	08.23.17 10am-12pm	Paul Hysell	None	Safety procedures for working in a research laboratory involving recombinant DNA and/or synthetic nucleic acids including NIH Guidelines, IBC reporting procedures, and training requirements for Principal Investigators
The Impostor Phenomenon	HR Training Room, 1 Park Place	08.22.17 9-11am	Jeana Griffith, PhD	None	Did you ever feel like a fake or downplay your success? Or maybe attribute your success to luck? These are aspects of what's known as the Impostor Phenomenon (IP), an experience that negatively affects one's self-concept and self-esteem. This course will investigate this psychological phenomenon and help

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					you better understand it and provide tools that might help you deal with these unfounded feelings.
Are you a Confident Impactful Presenter?	HR Training Room, 1 Park Place	08.23.17 9am-4pm	Donna Satchell Kimble	\$150	Delivering impactful presentations in a confident manner is a key to professional success. Come and learn how to overcome your presentation fears and nervousness. Learn how to develop a great opening, gain the audience's attention, deliver a speech with impact, and close a speech effectively. This is an experiential and interactive course in which you will create and present a short speech.
Leading with Emotional Intelligence	HR Training Room, 1 Park Place	08.25.17 9am-4pm	Rich St O	\$150	IQ will only get you so far as a leader. To be a truly effective leader, you need a healthy amount of emotional smarts, known as Emotional Intelligence (EI). EI involves being in touch with your emotions and those of others. It means understanding how to control potentially destructive emotions and summon up constructive ones in yourself and in others. These emotional smarts can make you a truly visionary, inspiring leader who engages people to do their very best. The good news is that EQ can be learned, strengthened, and developed if you truly have the desire and the tools to do so. In this class, you will measure your EQ and learn many simple, practical tools to grow your EI and become a stronger leader. If you bring the desire, we will provide you the tools to strengthen your EI when leading!
Stress and Anxiety Relief with Yoga & Mindful Meditation	25 Park Place, Room 2343 Downtown Campus	08.25.17 12pm-1:15pm (yoga) 1:15pm-1:45pm (meditation)	Janet Wice	None	This interactive course offers breathing and meditation techniques and gentle yoga, emphasizing stress reduction and relaxation.
Money Mondays: "Exploring the Benefits of an HAS"	Webinar	08.28.17 12pm-1pm	Fidelity USG/ Sponsor	None	This webinar is hosted by Valdosta State University. To register, go to the link below-

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Outlook on Steroids	CLSO Rm 403	08.29.17 9am-12:30pm	Karla Brandau	\$75	For advanced Outlook users! If you've conquered the basics of Microsoft Outlook and want to know how little known features can take your productivity up a notch, sign up for this class. You'll learn how to take advantage of the differences between the To-Do List, To-Do Bar and the Tasks folder and how to use the Tasks folder to drive project efficiency and production. You'll be introduced to amazing new features such as Quick Steps, "View as Conversation," and the Quick Access tool bar. An added bonus is learning how to be more productive with Categories, Reminders, and Calendar tools that help you set and get those goals that are just out of reach.
Fundamentals of Customer Service (OPC)	HR Training Room	08.29.17 1:30 - 5pm	Donna Satchell Kimble	\$75	The success, in fact the very existence of Georgia State University, depends on its primary customers, students and their parents, as well as secondary customers, which include employees, suppliers, and a broad range of other individuals. Learn how to make each customer experience a positive and memorable one. It's the experience that retains students through graduation, then brings them back to further their education, and causes them to tell their friends and colleagues about the university, creating more customers. It's the

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					experience that creates a positive and high-performing work environment where employees feel appreciated and valued. Learn how to make the customer service experience exceptionally rewarding for you and all the customers you serve. This engaging program incorporates both individual and group activities, insightful examples and various interactions.
Introduction to Radiation	Room G88, Dahlberg Hall	08.30.17 10am-12pm	Quintena Tinson	None	Safety procedures for working in a research laboratory or any area where there is a potential to come in to contact with either an open source of radiological material such as radioisotopes or either a closed source such as an X-ray machine. In this class, students will sign up for dosimeter badges to be monitored for radiation exposure if applicable.
Fundamentals of Good Leadership (ALC)	HR Training Room, 1 Park Place	08.31.17 9am-4pm	Rich St Denis	\$150	This interactive course will teach you the essentials of the leadership process and help you earn respect as a trusted leader. It shows you how to master the five roles of a leader: role model, visionary, motivator, coach and change agent. It builds your skills in setting the example, the agenda, the direction, and the expectations for others to follow. It deepens your skills in engaging, influencing, and inspiring others to follow your lead and do their best. It strengthens your ability to delegate, coach, and hold others accountable for improved performance. It will help you build a unified team of committed high-performing colleagues.
Managing Yourself in a Diverse Workplace	HR Training/ Conference Room 1 Park Place (Basement)	TBD 1:30pm-4:30pm	John Day	\$50	Need help navigating the diverse Georgia State work environment? Then this is the course for you! This workshop is designed to engage participants in interactive learning exercises to increase self-awareness about their strengths and challenges around differences and similarities, i.e. diversity. Participants will be required to take a diversity self-

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					<p>assessment instrument before the workshop so that they will gain personal insight into their comforts and challenges regarding race, gender, sexual orientation, religion, culture, etc.</p>
Managing Others in a Diverse Workplace	HR Training/ Conference Room 1 Park Place (Basement)	TBD 1:30pm-4:30pm	John Day	None	<p>Are you looking for ideas and strategies to manage diversity and create an inclusive environment to help your team thrive? Then you don't want to miss this course! This interactive workshop has been designed with managers and aspiring managers in mind. It creates a space and provides tools to assist participants in building a new model for addressing conflict around differences in the workplace. Further, this workshop will facilitate participants' clarification of those diversity competencies needed to manage others more effectively in a diverse and global workplace.</p>
Mayday-Mayday: I'm Stuck – Rescue Me!	HR Training Room, 1 Park Place	TBD 9am-1pm	Kim Bass	None	<p>This course is designed to simply help you get unstuck in both your personal and professional lives. You will learn how to utilize various tools and techniques to help you become unstuck and keep it moving. If you answer yes to any of the questions below, then this class is for you.</p> <ul style="list-style-type: none"> • Does life feel as though it is not going anywhere? • Are you at a work or life impasse? • Do you feel paralyzed by the need to change? • Does it feel like life is closing in on you? <p>Do you want to learn how to get unstuck and move into your life purpose?</p>
Creating an Inclusive Workplace: Understanding/ Managing Bias	HR Training/ Conference Room	TBD 1:30pm-4:30pm	John Day	None	<p>This 3-hour course challenges employees to rethink their definitions and perceptions of diversity. Participants will gain a better understanding of their own social</p>

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	1 Park Place (Basement)				identities and explore various ways those identities inform the way they view other people. The objective of this workshop is to enhance participants' ability to worth through challenges around bias.
Bloom Where You are Planted	HR Training Room, 1 Park Place basement	TBD 12-1pm	Kim Bass	None	Blooming where you are planted is turning life's storms and lessons into opportunities for growth and advancement. Attendees will leave the session with a better understanding of how to manage their emotions, thoughts, and reactions in both their professional and personal lives. In addition, attendees will receive daily practice tools to assist them with immediately starting the blooming process.
Getting the Most Out of Lynda.com	HR Training Room, 1 Park Place basement	TBD 11am-1pm	Elma Clarke	None	Learn how to get the most out of Lynda.com. You'll learn how to: access the course database; create your profile; complete an online course; manage your learning program and much more. You'll also learn about Lynda.com Quick Facts and Best Practices.
Taleo (ATS) and Managerial Training	CoE, Rm 106	TBD 9:30am-12:30pm	Rosemarie Leitner, Employee Relations	None	This session will help you to optimize your skills in a more effective way, so you are able to perform your job duties with greater efficiency. You will be provided with a refreshing way on how to navigate through the Taleo system. Once you have hired and on-boarded the employee, how do you manage the employee? This session also includes managerial training on how to decrease and effectively deal with employee relation issues.
Quit Tobacco Tuesdays: "Freedom from Smoking" Tobacco Cessation Program	Online	Any time	Self- paced	None	This is an eight-session program designed by the American Lung Association to help people quit tobacco for good! To register, go to the following link: Freedom from Smoking online program Use Discount Code: Usg121440

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Facilitated Diversity Dialogue Specific to Workplace Needs	TBD	Upon Request	John Day	None	The content of this course begins with established baseline content around creating a safe space for dialogue in engaging topical conversations of workplace diversity. Additional course content will be tailored to meet the specific needs of the individual unit, department, etc. Contact must be made with the director of Diversity Education Planning to discuss: the topic and scope; why the course is needed and desired outcomes for participants. Please contact the Office of Diversity Education Planning at 404-413-2569 to schedule.
Introduction to Workplace Diversity & Inclusion	TBD	Upon Request	John Day	None	This one hour workshop helps employees understand what diversity and inclusion are and why being culturally competent is important for individual professional growth as well as overall organizational success. Participants will be introduced to concepts that allow them to explore their own unconscious biases and how behaviors are manifested from these preferences. They will develop a working definition of diversity and explore ways in which they can help create a more inclusive workplace in their organization.

[Register for the course.](#)

If you are unable to attend a course for which you have paid a registration fee, you must cancel your registration at least seven days (1 week) prior to the class to avoid being charged the fee.

Please [register for AA/EEO - Compliance Courses.](#)

[Access Technology Training Workshops](#) offered by Center for Instructional Innovation (CII).