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# The Learning Academies @ SHSU

## Training Schedule

Title	Location	Date	Time
<a href="#">Come for Coffee: Form I-9 Lab</a>	Thomason 107	May 22, 2018	10:00 AM – 11:00 AM
<a href="#">Leadership Institute: Dealing with Departmental Conflict</a>	LSC 304	May 24, 2018	10:00 AM – 12:00 PM
<a href="#">Management Academy: Leading with Creativity and Innovation</a>	LSC 320	May 30, 2018	9:00 AM – 11:00 AM
<a href="#">Leadership Institute: Performance Management--"The How-to of Human Dynamics"</a>	LSC 304	June 26, 2018	9:00 AM - 11:00 AM
<a href="#">Come for Coffee: Reporting Leave for Exempt and Faculty Employees</a>	CHSS 430	June 27, 2018	10:00 AM – 11:00 AM
<a href="#">Training University: Graduate Hiring</a>	Thomason 107	July 10, 2018	9:00 AM – 11:00 AM
<b>* THIS EVENT HAS BEEN CANCELED *</b>			
<a href="#">Leadership Institute: The First 90 Days: Academic Affairs Policy &amp; Procedures Boot Camp</a>	CANCELED	July 16, 2018	10:00 AM - 12:00 PM
<a href="#">Training University: Student Hiring</a>	Thomason 107	July 26, 2018	2:00 PM – 4:00 PM
<a href="#">Leadership Institute: The First 90 Days: Human Resources Policy &amp; Procedures Boot Camp</a>	LSC 304	August 28, 2018	9:00 AM - 11:00 AM

<a href="#">Come For Coffee: Reclassifications &amp; Market Studies</a>	CHSS 430	September 5, 2018	10:00 AM - 11:00 AM
<a href="#">Management Academy: Managing Legally in 2018</a>	LSC 304	September 14, 2018	9:00 AM – 11:00 AM
<a href="#">Leading at Every Level: The Productive Leader</a>	LSC 315	September 18, 2018	9:00 AM – 10:30 AM
<a href="#">Leadership Institute: The First 90 Days: Finance Policy &amp; Procedures Boot Camp</a>	LSC 304	September 27, 2018	9:00 AM - 11:00 AM
<a href="#">Management Academy: Conflict Resolution Techniques</a>	LSC Room 304	October 16, 2018	9:00 AM – 11:00 AM
<a href="#">Management Academy: The Eight Things Effective Leaders Do</a>	LSC 304	November 8, 2018	9:00 AM – 11:00 AM
<a href="#">Come for Coffee: How the Money Flows at SHSU (Date/Location Tentative)</a>	Dan Rather 209	November 14, 2018	10:00 AM – 11:00 AM

## Training Details

### Come for Coffee: Form I-9 Lab

Location: Thomason 107

Date: Tuesday, May 22, 2018

Time: 10:00 AM – 11:00 AM

Description: Come join Human Resources' Benefits and Staffing teams for coffee and an interactive computer lab session on the electronic Form I-9. In this hands-on session, the HR Benefits and Employment teams will take you step-by-step through completing all sections of the Form I-9 online while providing an overview of the employment eligibility verification process, including Form I-9 requirements and the importance of Form I-9 compliance. Take this class and we can answer all of your questions and show you tips and tricks to make completing the Form I-9 easier!

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## Leadership Institute: Dealing with Departmental Conflict

Location: LSC 304

Date: Thursday, May 24, 2018

Time: 10:00 AM – 12:00 PM

Description: In May, the chairs will attend the Chairs' Academy session "Dealing with departmental conflict." Topics include conflict mediation; how to handle difficult conversations; how and when to consult with Legal. (2 hours)

Register through [Talent Management](#). For Faculty Chairs and above only.

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## Management Academy: Leading with Creativity and Innovation

Location: LSC 320

Date: Wednesday, May 30, 2018

Time: 9:00 AM – 11:00 AM

Description: Does your attitude toward problem solving and risk taking encourage your team's performance, or hold them back? Are you more like Steve Jobs, the co-founder of Apple, or are you more like Ken Olson, the president of Digital Equipment Corporation in the 1970s who once said, "There is no reason anyone would want a computer in their home"? Do you encourage your subordinates to bring their best ideas to the table, or are you missing high value opportunities because you have "always done it this way"? How can you tell?

Dr. Aneika Simmons, SHSU professor in Management, Marketing, and Information, returns to the Management Academy to present the often overlooked but critical leadership qualities of creativity and innovation. Learn when it is time to take calculated risks on new and unusual ideas, and how to not only "think outside the box," but to realize there is no box. (Credits=2 )

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## Leadership Institute: Performance Management--"The How-to of Human Dynamics"

Location: LSC 304

Date: Thursday, June 26, 2018

Time: 9:00 AM – 11:00 AM

Description: The Leadership Institute, a track of the Learning Academies @ SHSU, is a professional development program for new supervisors and seasoned supervisors (faculty chairs and staff assistant directors and above) at Sam Houston State University. The Institute offers multiple sessions on leadership topics. This is the third building block of the Leadership Institute, Performance Management, open to all chairs and staff administrators. In Performance Management: "The How-to of Human Dynamics," the Assistant Director of Human Resources will share her expertise on the following topics:

- Supervising and evaluating staff and maintaining department records and files in case of legal action.
- Managing employee time, performance appraisals and getting results, disciplinary procedures, handling employee grievances, and creating a performance improvement plan.
- Hiring and Salary administration: when/how to reclassify an employee, market studies, and internal equity. Sessions of the Institute repeat every 6 months, are stand-alone classes, and may be taken in any order.

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## Come for Coffee: Reporting Leave for Exempt and Faculty Employees

Location: CHSS 430

Date: Wednesday, June 27, 2018

Time: 10:00 AM – 11:00 AM

Description: Wonder what an exempt employee or faculty member must do to accurately report their leave? Come for Coffee and clarity with a Payroll expert as we look at available leaves, their applicability in certain situations, and how our online reporting system makes it easier than ever -- from anywhere in the world -- to report your time off!

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## Training University: Graduate Hiring

Location: Thomason 107

Date: Tuesday, July 10, 2018

Time: 9:00 AM - 11:00 AM

Description: Come to this interactive lab training session with Human Resources to learn and have your questions answered about the graduate hiring process and submitting Electronic Personnel Action Forms (EPAFs).

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**\* THIS EVENT HAS BEEN CANCELED \***

## Leadership Institute: The First 90 Days: Academic Affairs Policy & Procedures

Location: CANCELED

Date: Monday, July 16, 2018

Time: 10:00AM - 12:00pm

Description: (Credit=2 hours) The Leadership Institute, a track of the Learning Academies @ SHSU, is a training program for new supervisors (faculty chairs and staff assistant directors and above) at Sam Houston State University. This session is on the following topic: Academic Affairs Policies and Procedures – Faculty only. This session focuses on faculty related policies, including tenure and promotion, faculty evaluation and merit, academic dishonesty procedures, the student grievance process, faculty grievance procedures, and workload policy and instructional staffing.

Sessions repeat every 6 months, are stand-alone classes, and may be taken in any order.

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## Training University: Student Hiring

Location: Thomason 107

Date: Thursday, July 26, 2018

Time: 2:00 PM – 4:00 PM

Description: Come to this interactive lab training session with Human Resources to learn and have your questions answered about the hourly student process and submitting Electronic Personnel Action Forms (EPAFs).

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## Leadership Institute: The First 90 Days: Human Resources Policy & Procedure Boot Camp

Location: LSC 304

Date: Tuesday, August 28, 2018

Time: 9:00AM - 11:00AM

Description: *"The First 90 Days: What New Supervisors Must Know to Operate Legally, Ethically, and Effectively"*

Session 2: (2 Hours) HR Policies and Procedures Boot Camp. This session focuses on supervisory responsibilities as they apply to the Human Resources-related policies such as Staffing, Separations, Student Hiring, EEO and Diversity, Compliance, FMLA and Leave Approvals, Conflict of Interest, Title IX and Campus Security Authority.

Sessions repeat every 6 months, are stand-alone classes, and may be taken in any order.

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## Come for Coffee: Reclassifications & Market Studies

Location: CHSS 430

Date: Wednesday, September 5, 2018

Time: 10:00 AM – 11:00 AM

Description: A compensation and classification HR Specialist discusses the purpose of reclassifications and market studies, and provides important details about these processes. These include actions in PeopleAdmin, desk audits, market adjustments, and EPAFs.

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## Management Academy: Managing Legally in 2018

Location: LSC 304

Date: Friday, September 14, 2018

Time: 9:00 AM – 11:00 AM

**Description:** Credit=2 hours This yearly presentation is a favorite of attendees and always brings new light to the legal questions managers face daily using case studies "ripped from the headlines." Managers will learn what the current litigation landmines are and how to avoid them; identify behaviors and actions that may lead to discrimination and sexual harassment complaints and how to prevent them; and identify appropriate management conduct that can reduce or eliminate legal problems. Presented by Rhonda Beassie, TSUS Office of the General Counsel.

Eligible for faculty chairs and managers of staff only. This session also qualifies as a Management Academy elective for those attending the Leadership Institute.

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## Leading at Every Level: The Productive Leader

**Location:** LSC 315

**Date:** Tuesday, September 18, 2018

**Time:** 9:00 AM – 10:30 AM

**Description:** Organizational leaders have a lot on their plate. The responsibilities of staff supervision, office management, program planning, office administration, budgeting, committee meetings, student questions, and more keep us so busy jumping from task to task it is a wonder we ever get anything done. In this interactive workshop, we will look at some of the root causes of productivity loss and examine a behavioral approach for how we can bring intentional planning and increased productivity to our daily to-do list. This session is part of the Leading at Every Level track of the Learning Academies @ SHSU.

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## Leadership Institute: The First 90 Days: Finance Policy & Procedure Boot Camp

**Location:** LSC 304

**Date:** Thursday, September 27, 2018

**Time:** 9:00AM - 11:00 AM

**Description:** Session 3: (2 Hours) Finance Policies and Procedures Boot Camp -.This session focuses on supervisory responsibilities as

they apply to finance-related policies such as Payroll Processing and Approvals, Accounting, Interdepartmental Transactions, Travel Reimbursements, P-Card policies, Budgets, and Purchasing.

Sessions repeat every 6 months, are stand-alone classes, and may be taken in any order.

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## Management Academy: Conflict Resolution Techniques

Location: LSC Room 304

Date: Tuesday, October 16, 2018

Time: 9:00 AM – 11:00 AM

Description: (This Management Academy session is part of Conflict Resolution month)

Conflict in your team is inevitable, but it doesn't have to be destructive. It can actually be a healthy way to surface important issues in your team that need to be resolved. Join conflict resolution experts Gene Roberts, JD, Student Legal and Mediation Services Director; and Dr. Drew Miller, Executive Director of Counseling & Health Services, as they show how it is often not conflict that is the issue, but the style in which you resolve it that matters. They will demonstrate techniques for identifying conflicts in your team before they cause problems, as well as simple steps to take to keep the peace, meet the needs of the parties involved, and find creative solutions for resolving them. (Credits=2)

Eligible for faculty chairs and managers of staff only. This session also qualifies as a Management Academy elective for those attending the Leadership Institute.

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## Management Academy: The Eight Things Effective Leaders Do

Location: LSC 304

Date: Thursday, November 8, 2018

Time: 9:00 AM – 11:00 AM

Description: Join us as we welcome SHSU President Emeritus James F. Gaertner to the Management Academy for the first time. Dr. Gaertner, SHSU's 12th University President (2001 - 2010), will discuss his perspective on the actions a leader must take to win his subordinates' loyalty, respect, and support. During his tenure as president of SHSU, the University added 14 new master's programs and two new doctoral



programs; achieved Carnegie Doctoral Research classification—which placed it in the top seven percent of all higher education institutions in the U.S.; presided over more than \$275 million of construction projects; and successfully completed its first capital campaign in history, raising more than \$60 million over five years. His successful career in both private industry and higher education have led him to formulate his observations on how effective leaders get to be that way.

Eligible for faculty chairs and managers of staff only. This session also qualifies as a Management Academy elective for those attending the Leadership Institute.

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## Come for Coffee: How the Money Flows at SHSU (date/location tentative)

Location: Dan Rather 209

Date: Wednesday, November 14, 2018

Time: 10:00 AM – 11:00 AM

Description: This session will feature Edgar Smith, SHSU Director of Budget, discussing how budget works at SHSU. Attendees are encouraged to submit up to 4 questions each. Send your submission up to 6 days prior to the presentation by emailing them to [acc\\_ebs@shsu.edu](mailto:acc_ebs@shsu.edu) with the subject line Budget Q & A or complete the form that displays at registration. Some topics to get you thinking:

- How does budgeting work?
- How are different types of funds included in the budget?
- What is the difference between a budget pool and an account code?

(Credit=1 hour)

This session is tentative and is not yet available for registration through Talent Management.

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