

# Training

## Professional Development and Training

Sam Houston State University offers staff and managers of staff professional development opportunities through The Learning Academies @ SHSU. The Academies, which include Training University, Management Academy, and the Skillsoft E-Learning Library, are the next step toward individual training plans for staff employees. To learn more about the Staff Professional Development Program and The Learning Academies, click on the links below.

Town Hall and Learning Academies @ SHSU Materials:

- [Year 4 Learning Academies News](#)



- [Year 3 Learning Academies News](#)
- [Year 2 Learning Academies News](#)
- [The Learning Academies Brochure](#)
- [Staff Core Competencies](#)
- [Staff Core Competencies Defined \(What does it look like?\)](#)
- [Town Hall Charts](#)
- [Training University Flyer](#)
- [Management Academy Flyer](#)

[Talent Management](#): A Learning Management System

In 2013, implementation of [Talent Management](#) provided both staff and faculty the ability to maintain training transcripts in one centralized location. Talent Management organizes and centrally locates access to the Academies' curriculum. External training can be recorded in Talent Management, and managers can assign training to their direct reports through the system as well. Once training is complete, users can print out their own certificates of completion for their files.

Employees can register for instructor led trainings such as Photoshop, Word, and Banner Finance 101 through Talent Management. In addition, New Hire [[New Hire Training Matrix](#)] and compliance training for all employees is administered through Talent Management.

Banner General Navigation is now offered online through Talent Management and is available to all employees as a prerequisite to requesting Banner access.

Scroll down for links to additional training-related information such as tutorials, a frequently asked questions (FAQ) sheet, and more.

For more information about SHSU's Staff Professional Development Program, or to inquire about training opportunities, please contact:

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You can sign up for trainings by accessing Talent Management, going to the Learning Tab, and clicking on Browse for Training. If you have any questions about IT trainings, please contact IT @ Sam Help Desk: 4-1950.

Title IX Training Resources

[Title IX Resources List](#)

## Tutorials

[How to Run a Transcript Report to Determine Professional Development Credit](#)

[Completing the Annual Performance Appraisal in Talent Management - Supervisor Role](#)

[Completing the Annual Performance Appraisal in Talent Management - Employee Role](#)

[Completing the Six Month Performance Review in Talent Management - Supervisor Role](#)

[Completing the Six Month Performance Review in Talent Management - Employee Role](#)

[How to Add External Training to Your Transcript in Talent Management](#)

[Viewing Custom Reports Shared with You in Talent Management](#)

[How to Assign Training to Your Subordinates in Talent Management](#)

[How to Share Permissions with a Delegated Employee](#)

[Talent Management Tutorial](#)

## Training Information

[New Hire Training Matrix](#)

[FAQs](#)

## EEO Training

[EEO Training](#)

Click on the link above to take your required EEO Training through our Talent Management Learning Management System.

State Law ([Chapter 21, Section 21, Texas Labor Code](#)) requires that each new state employee take EEO training no later than the 30th day after employment and to follow it with a refresher course every two years.

EPAF Training

[Electronic Personnel Action Forms \(EPAFs\) Curriculum](#) *(link to additional EPAF information on Payroll website)*

EPAF Training Course is now in Talent Management. Click on Learning>Browse for Training> Subject: Banner

PeopleAdmin Training Documents

[User Guide](#)

[Pooled Position User Guide](#)

[Reviewing Candidates for Pooled Positions](#)

State Office of Risk Management Spotlight on Safety Videos

[Heat-Related Illness](#)

[The Quick and Fun Guide to Office Ergonomics Safety](#)

[The Chair Adjustment Guide](#)

[Slips, Trips, and Falls](#)

[Important Information About West Nile Virus](#)

[Browse for Training](#) (current employees)




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