

**NORTH CAROLINA CENTRAL UNIVERSITY  
DEPARTMENT OF HUMAN RESOURCES**

**CAMPUS-WIDE TRAINING AND DEVELOPMENT CATALOG**





## INTRODUCTION AND USER GUIDE

The Human Resources Training Department in partnership with a consortium of university constituents is committed to achieving a culture of excellence through learning and the creation of a learning organization.

At NCCU, we recognize that training programs and professional development improve individual and organizational performance because each helps the University achieve its overall institutional goals. Furthermore, training programs not only help employees increase their effectiveness by building and refining job skills, they also greatly enhance the level of service provided by the University.

This catalog provides an overview of the types of training that NCCU offers to faculty and staff. It includes a description for each of the workshops and programs along with information on pre-registration.

**NOTE: Courses are offered and facilitated by departments throughout campus.**

**NOTE: Updates are made on a regular basis as received from departments respectively.**

### **COURSE DESCRIPTIONS:**

The next section provides standardized descriptions for the planned courses in the curriculum, arranged by course topic. In addition to outlining course objectives, contents, and structure, each course description identifies the target audience for the course, as well as any prerequisite qualifications for those attending.

### **TABLE OF TOPICS:**

The next section has a Table of Topics for an easy to follow presentation of the courses offered.

Facilitator and/or Instructor Led Courses - at - a - Glance	Department
<p>* <b>The Equal Employment Opportunity &amp; Diversity Fundamentals course (EEOFDF)</b>  <i>formerly referred to as the Equal Employment Opportunity Institute (EEOI)</i>  <a href="#">Click Here For More Information</a> OR <a href="http://www.oshr.nc.gov">www.oshr.nc.gov</a></p>	Human Resources EEO & ER
<p>* <b>Title IX:</b> <i>See Title IX Office pre-registration listing</i></p>	Human Resources EEO & ER
<p><b>Search Committee Training:</b> <a href="#">Click Here To Pre-Register</a></p>	Human Resources EEO & ER
<p><b>EEO – The Legal Side of Hiring:</b> <a href="#">Click Here To Pre-Register</a></p>	Human Resources EEO & ER
<p><b>Family Medical Leave &amp; Leave Reporting:</b> <a href="#">Click Here to Pre-Register</a></p>	Human Resources Benefits
<p><b>Benefits Training (Health Ins., Retirement, NC Flex, Supplemental Retirement, Disability):</b> <a href="#">Click Here to Pre-Register</a></p>	Human Resources Benefits
<p>* <b>Management Development Institute (MDI):</b>  <b>Participants are notified by HR</b></p>	Human Resources Training
<p>* <b>Customer Service &amp; Professional Courtesy Training:</b>  <a href="#">Click Here to Pre-Register</a></p>	Human Resources Training
<p><b>Teambuilding:</b> <a href="#">Click Here to Pre-Register</a></p>	Human Resources Training
<p><b>Effective Communication in the Workplace:</b>  <a href="#">Click Here to Pre-Register</a></p>	Human Resources Training
<p><b>Serving the Difficult Customer:</b> <a href="#">Click Here to Pre-Register</a></p>	Human Resources Training
<p><b>Payroll for New Hires</b></p>	Human Resources - Payroll
<p><i>Seminars offered through ComPsych</i></p>	Human Resources EEO & ER
<p>* <b>PeopleAdmin:</b> <a href="#">Click Here To Pre-Register</a></p>	Human Resources Employment
<p><b>Classification &amp; Compensation Training:</b> <a href="#">Click Here to Pre-Register</a></p>	Human Resources Class. & Comp.
<p><b>Lunch and Learn Sessions:</b> contact extension 5148 for more information</p>	
<p><b>Personality Matters: What's Your Type?</b> <a href="#">Click Here to Pre-Register</a></p>	Human Resources Training
<p>* <b>Strategic Planning Training:</b> <a href="#">Click Here To Pre-Register</a></p>	Strategic Planning

\* Indicates MANDATORY

Facilitator and/or Instructor Led Courses - at - a - Glance	Department
<b>Funding Opportunities Training, Grant Submission &amp; RAMSeS Training:</b> <i>This training is available upon request by emailing <a href="mailto:osrp@nccu.edu">osrp@nccu.edu</a>.</i> We are available for one-on-one InfoEd SPIN, Grant Submission Process and RAMSeS training	Sponsored Research & Programs
<b>Budget Transfers Training (Banner SSB):</b> <i>Not Currently Offered</i>	Sponsored Research & Programs
<b>Banner INB Training (Financial Systems)</b> <i>Not Currently Offered</i>	Sponsored Research & Programs in partnership with Admin. & Finance
<b>* Faculty Professional Development ( New Faculty Orientation, Leadership Training for Dept. Chairs, New Faculty Training, etc...)</b>	Office of Faculty Professional Development
<b>Office of e-Learning:</b> <a href="#">Register for Departmental Workshop Offerings.</a> <a href="#">Register for OeL Spring Training</a>	Division of Extended Studies
<b>NCCU Accessibility Basics</b>	Division of Extended Studies
<b>Creating Closed Captioning &amp; Transcripts</b>	Division of Extended Studies
<b>Applying the Quality Matters Rubric</b>	Division of Extended Studies
<b>eBasic Series</b>	Division of Extended Studies
<b>Designing Your Online Course</b>	Division of Extended Studies
<b>* Grading with Blackboard</b>	Division of Extended Studies
<b>Blackboard for the Savvy</b>	Division of Extended Studies
<b>Continuity of Instruction using Blackboard</b>	Division of Extended Studies
<b>Blackboard Back to the Basics – EZ as 1..2..3:</b> To register click <a href="#">here</a>	Division of Extended Studies
<b>Safe Zone Training:</b> <a href="#">Click Here To Pre-Register for SafeZone Training</a>	Student Affairs – LGBTA Resource Center
<b>FERPA and Student Records:</b> <a href="#">Click Here To Pre-Register</a>	Office of Legal Affairs
<b>* Title IX and Sexual Misconduct Policy:</b> <a href="#">Click Here To Pre-Register for Title IX Training.</a>	Title IX Office
<b>Legal Landmines and the Litigation Process:</b> <a href="#">Click Here To Pre-Register</a>	Office of Legal Affairs

\* Indicates MANDATORY

Facilitator / Instructor led Courses - at - a - Glance	Department
Contract Review Process: <a href="#">Click Here To Pre-Register</a>	Office of Legal Affairs
Navigating the PRR website: <a href="#">Click Here To Pre-Register</a>	Office of Legal Affairs
Records, Records, Records: Managing Student, Employee, and Public Records: <a href="#">Click Here To Pre-Register</a>	Office of Legal Affairs
* Introduction to NCCU Technology: <a href="#">Click Here to Pre-Register for ITS Training Sessions</a>	ITS
Microsoft Office 365: <a href="#">Click Here to Pre-Register for ITS Training Sessions</a>	ITS
WebEx / WebEx Refresher: <a href="#">Click Here to Pre-Register for ITS Training Sessions</a>	ITS
Computer Basics: <a href="#">Click Here to Pre-Register for ITS Training Sessions</a>	ITS
Excel Series: <a href="#">Click Here to Pre-Register for ITS Training Sessions</a>	ITS
Google Suite (Google Docs and Google Drive): <a href="#">Click Here to Pre-Register for ITS Training Sessions</a>	ITS
Microsoft Outlook: <a href="#">Click Here to Pre-Register for ITS Training Sessions</a>	ITS
Web Liaison Group Training: <a href="#">Click Here to Pre-Register</a>	ITS
MS Excel Level 1 Foundations: <a href="#">Click Here to Pre-Register for ITS Training Sessions</a>	ITS
MS Excel Level 2 Intermediate: <a href="#">Click Here to Pre-Register for ITS Training Sessions</a>	ITS
MS Excel Level 3 Advanced: <a href="#">Click Here to Pre-Register for ITS Training Sessions</a>	ITS
Microsoft Office 365 Tools to Connect: <a href="#">Click Here to Pre-Register for ITS Training Sessions</a>	ITS
Microsoft Office 365 Tools to Create: <a href="#">Click Here to Pre-Register for ITS Training Sessions</a>	ITS
Microsoft Office 365 Tools Browse and Share: <a href="#">Click Here to Pre-Register for ITS Training Sessions</a>	ITS
Excel Formulas and Functions: <a href="#">Click Here to Pre-Register for ITS Training Sessions</a>	ITS

\* Indicates MANDATORY

Facilitator / Instructor led Courses - at - a - Glance	Department
* Beyond the Filing Cabinet: Protecting Electronic Student and Employee Records: <a href="#">Click here to pre-register for Beyond the Filing Cabinet training</a>	Office of Legal Affairs in partnership with Information Technology Services
Campus Security Authority (CSA) Training	Univ. Police
Student Staff Training	Campus Recreation
Faculty Hiring Workshop: <a href="#">Click Here to Pre-Register for future ARMO Training Sessions</a>	Academic Resource Management Office (ARMO)
Purchasing Training includes P-Card; Eagle's Purch; Policies and Procedures: <a href="#">Click Here to Pre-Register for Purchasing Dept Training</a>	Purchasing Department
Mental Health First Aid Training: Click <a href="#">here</a> to Pre-register	Counseling Center
For information on workshops and courses offered through the Office of State Human Resources, click here: <a href="https://oshr.nc.gov/">https://oshr.nc.gov/</a>	Office of State Human Resources in Raleigh, NC

\* Indicates MANDATORY

# Workshops offered by Human Resources

## \* Equal Employment Opportunity Institute (EEOI) – replaced with The Equal Employment Opportunity & Diversity Fundamentals course (EEODF) (see page 5)

The Equal Employment Opportunity Institute (EEOI) is intended to provide State government executives, managers and supervisors with practical training that will assist them in becoming more effective managers and supervisors of an increasingly diverse workforce. The EEOI is intended to increase understanding among managers and supervisors of their roles and responsibilities in managing employees from different backgrounds and cultures, and the corresponding laws, policies and employment practices and techniques complementing this purpose.

**Dates:** TBD / **Times:** See OSHR at [www.oshr.nc.gov](http://www.oshr.nc.gov)

**Duration:** Full Day and ½ day

**Pre-requisites:** This course is mandated by G.S. 126.16.1, and it is required for all state government employees who were hired, promoted, or appointed to the position of supervisor or manager on or after July 1, 1991. Managers and supervisors hired, promoted or appointed prior to July 1, 1991 should also attend the Institute.

**Contact:** Human Resources EEO & Employee Relations

[Click Here For More Information](#)

## \* Title IX

Currently offered by the Title IX Office... see page 21 for more information

## **Search Committee Training: EEO Requirements and Guidelines for the Search Process**

This course is designed to help search committees prepare for and conduct an effective and lawful search process for EHRA Faculty and Non-faculty positions.

**Dates & Times:** Scheduled as needed

**Duration:** One Hour

**Pre-requisites:** none

**Contact:** Human Resources EEO & Employee Relations

[Click Here To Pre-Register](#)

## **EEO -The Legal Side of Hiring**

This session covers NCCU's compliance requirements with regard to equal employment opportunity laws and regulations governing terms and conditions of employment (hiring, promotion, compensation, training, etc.). Topics covered include; EEO laws and regulations; NCCU non-discrimination policies and procedures; definition of unlawful discrimination and protected categories; employee selection and hiring. The objective of the course is to assist hiring managers and supervisors in increasing their knowledge and understanding of the legal side of the employment process.

**Dates & Times:** Scheduled as needed

**Duration:** One Hour

**Pre-requisites:** none

**Contact:** Human Resources EEO & Employee Relations

[Click Here To Pre-Register](#)



\* Indicates MANDATORY



# Workshops offered by Human Resources

## Family Medical Leave

This session is designed to inform Supervisors of the entitlement for FMLA on campus and the processes surrounding this leave.

**Dates & Times:** Scheduled as needed

**Duration:** Two Hours

**Pre-requisites:** none

**Contact:** Human Resources Benefits

[Click Here to Pre-Register](#)

## Benefits Training (Health Insurance, Retirement, and NC Flex)

This session is designed to inform new and existing employees on the wide variety of benefits offered here on campus & the state system.

**Dates & Times:** the first of each month from 2:00-4:00PM

**Duration:** Two Hours

**Pre-requisites:** none

**Contact:** Human Resources Benefits

[Click Here to Pre-Register](#)

## Leave Reporting (Law Time)

This session is designed to inform employees on their requirement to complete timesheets and leave reports. This is a fiscal responsibility that is overseen by Human Resources.

**Dates & Times:** As requested from 9:00-11:00AM

**Duration:** Two Hours

**Pre-requisites:** none

**Contact:** Human Resources Benefits

[Click Here to Pre-Register](#)

## Open Enrollment

This session is designed to inform employees of their Benefit options for the upcoming calendar year.

**Dates & Times:** October 2 - 30, 2018 (Tues. & Thurs.)  
2:00-4:00PM

[Click Here to Pre-Register](#)

## Leave Reporting (Smart Time)

This session is designed to inform employees on their requirement to complete timesheets and leave reports. This is a fiscal responsibility that is overseen by HR.

**Dates & Times:** Scheduled as needed

**Duration:** Two Hours

**Pre-requisites:** none

**Contact:** Human Resources Benefits

[Click Here to Pre-Register](#)

## Leave Reporting (Move Time)

This session is designed to inform employees on their requirement to complete timesheets and leave reports. This is a fiscal responsibility that is overseen by HR.

**Dates & Times:** Scheduled as requested

**Duration:** Two Hours

**Pre-requisites:** none

**Contact:** Human Resources Benefits

[Click Here to Pre-Register](#)

## Supplemental Retirement

This session is designed to inform employees of their options while planning for retirement.

**Dates & Times:** As requested

**Duration:** One Hour

**Pre-requisites:** none

**Contact:** Human Resources Benefits

[Click Here to Pre-Register](#)

## Disability Benefit Training

This session is designed to inform employees of their options related to disability coverage.

**Dates & Times:** Scheduled as needed

[Click Here to Pre-Register](#)

\* Indicates MANDATORY



# Workshops offered by Human Resources

## **\*Management Development Institute (MDI)**

The North Carolina Central University (NCCU) Management Development Institute (MDI) is designed to provide management and leadership skills for new managers and those currently in management positions. Participants will learn to lead, coach, and be an integral part of work teams. While defining roles, objectives, and responsibilities. The NCCU MDI will build a more efficient, effective, and highly motivated team that enhances Eagle Excellence and improves employee morale. The interactive program includes self-assessments, small group case study discussions, role-plays, and a review of NCCU policies, procedures and practices.

**Dates:** Cohorts are scheduled per semester (*Fall, Spring, & Summer*) - Six sessions scheduled once per week

**Times:** (Wednesdays 8:30a.m.—5:00 p.m.)

**Duration:** Full Day

**Pre-requisites:** EEO/DF & MBTI

**Contact:** Human Resources Training & Development

Participants are notified by HR Training

## **\*Customer Service & Professional Courtesy**

Staying competitive in today's fast-changing world requires more than credentials. The ability to get along with people and develop relationships provides you with a competitive edge. Sincere respect and consideration of colleagues and customers is an extension of character that will benefit both personally and professionally. This course provides the skills to establish solid relationships. Additional objectives include understanding the value of quality customer service for NCCU; identifying common customer service expectations and pitfalls from the NCCU customer's perspective; understanding quality customer service skills for face-to-face, telephone, voicemail, e-mail, and social media communication.

**Dates & Times:** Scheduled as needed

**Duration:** Two Hours

**Pre-requisites:** none

**Contact:** Human Resources Training & Development

[Click Here to Pre-Register](#)

## **Teambuilding**

For a team to achieve its goals, its members must do more than just carry their own weight. They must support and share information with their teammates. And they must commit to the success of the entire team, not simply their own success. This course emphasizes the personal, interpersonal, and organizational advantages of working together, whether in teams or work groups. Participants will identify the benefits and challenge of teamwork, identify necessary team resources and how to apply "Lessons Learned."

**Dates & Times:** Scheduled as needed

**Duration:** Two - Three Hours

**Pre-requisites:** none

**Contact:** Human Resources Training & Development

[Click Here to Pre-Register](#)

## **Effective Communication in the Workplace**

When people communicating effectively in the workplace, they are informed and able to participate, contribute, and add value to their jobs and the organization. This course is designed to help equip employees with the skills they need to communicate clearly and listen carefully. This session is also designed to re-emphasize the importance of excellence in service to NCCU through the essentials of communicating with professionalism and diplomacy.

**Dates & Times:** Scheduled as needed

**Duration:** Two Hours

**Pre-requisites:** none

**Contact:** Human Resources Training & Development

[Click Here to Pre-Register](#)

## **Serving the Difficult Customer**

This session is designed to help identify what creates a difficult customer, identify what prevents the "emerge" and techniques on managing your work stress in addition to reviewing and analyzing the difficult customer cycle.

**Dates & Times:** Scheduled as needed

**Duration:** Two - Three Hours

**Pre-requisites:** none

**Contact:** Human Resources Training & Development

[Click Here to Pre-Register](#)

\* Indicates MANDATORY

# Workshops offered by Human Resources

## Payroll for New Hires

Provide payroll documents (W4, NC4, Direct Deposit, Foreign Visitor Information Form) and guidance on completion.

**Dates & Times:** Monthly new employee orientation and as requested by departments.

**Duration:** One Hour

**Pre-requisites:** none

**Contact:** Human Resources Payroll at x5347 or x7238



## Professional Development Seminars

*(offered through ComPsych)*

- Balancing Work and Life
- Becoming a Team Player
- Developing Creativity
- Emotional Intelligence
- How to Be More Engaged at Work
- Initiating Difficult Conversations
- Managing Your Emotions in the Workplace
- Mindfulness: Being Present in Your Work and Life
- Improving Your Memory
- How to Deal with a Difficult Person
- Effective Communication
- Cutting Through the Clutter
- Building Trust
- Becoming a Better Listener
- Being Accountable in Work and Life
- Awakening the Passion in Your Life

**Dates & Times:** Scheduled as needed

(scheduled with ComPsych)

**Duration:** One Hour to Eight Hours (based on session)

**Pre-requisites:** none

**Contact:** Human Resources EEO & Employee Relations

## PeopleAdmin7 (for HR Employment)

PeopleAdmin 7 is an industry-leading online position management and applicant tracking system tailored specifically for higher education. The system automates personnel actions related to recruitment and selection for EHRA and SHRA positions (*Permanent and Temporary Faculty & Staff and Graduate Assistants*).

**Dates & Times:** Scheduled as needed

**Duration:** Three - Four Hours

**Pre-requisites:** none

**Contact:** Human Resources Employment

[Click Here To Pre-Register](#)

**PeopleAdmin**

## Classification & Compensation and Position Mgmt.

Classification and Compensation is a vital function within Human Resources that provides position classification and FLSA designation for SHRA and EHRA positions. The unit also establishes new positions, reclassifies existing positions, and reviews positions for level changes and salary adjustments. We organize compiled information to formulate a recommendation.

This BASIC level one-on-one PeopleAdmin 7 training will provide you with a generic overview of the interface. This training is great for people who have never used PeopleAdmin before or want to know more about its main functions and use at NCCU. This training is not too technical, and will focus on the Position Management side. It is appropriate for brand new initiators, approvers, search committee members and/or someone who has already used PeopleAdmin, but would like some additional training.

**Dates & Times:** Scheduled as needed

**Duration:** Two - Three Hours

**Pre-requisites:** none

**Contact:** Human Resources Classification & Compensation

[Click Here to Pre-Register](#)



\* Indicates MANDATORY

# Workshops offered by Human Resources

## The Equal Employment Opportunity & Diversity Fundamentals course (EEODF)

formerly referred to as the Equal Employment Opportunity Institute (EEOI), is mandatory training for state government executives, managers and supervisors that should be completed within the first year of the appointment. EEODF provides practical training in understanding roles and responsibilities in managing employees from different backgrounds and cultures, and the corresponding laws, policies, and employment practices and techniques complementing this purpose.

The EEODF curriculum consist of online and classroom requirements. The online course modules must be completed first with at least a 70% passing grade on the assessment, and then participants are granted access to register for the classroom portion of EEODF. In order to begin the process of completing the online modules, eligible participants, supervisors and managers only, should create an Extended Enterprise User account, under the Office of State Human Resources Learning Management System, via this link: <https://ncgov.csod.com> (See the attached Quick Reference Guide). If you already have an Extended Enterprise User account, please login to the system to register and complete the online modules.

EEODF is a pre-requisite for participation in the NCCU Management Development Institute (MDI), mandated supervisory training. Therefore, all portions of the EEODF (online modules, assessment and classroom training) must be completed prior to supervisors and managers being considered for participation in the MDI.



EEODF Quick Reference Guide - EI

**Dates & Times:** Scheduled as needed

**Duration:** online & classroom training

**Pre-requisites:** online modules completion

**Contact:** Human Resources EEO & Employee Relations

[Click Here For More Information](#) OR [www.oshr.nc.gov](http://www.oshr.nc.gov)

## Personality Matters: What's Your Type?

This session is designed to help identify your type; gain a better understanding of your type And...Identify ways to use differences constructively

**Dates & Times:** Scheduled as needed

**Duration:** One - Two Hours

**Pre-requisites:** none

[Click Here to Pre-Register](#)

\* Indicates MANDATORY

# Lunch & Learn Sessions offered by Human Resources

*Lunch & Learn* courses are offered on a monthly basis and provide a wide variety of topics. These sessions provide all employees with information that can be used for personal growth and overall knowledge.

**Dates & Times:** Monthly at 12:00Noon

**Duration:** One Hour

**Pre-requisites:** Online Pre-Registration

**Contact:** Human Resources Training & Development

# Training offered by Campus Recreation

## Student Staff Training

Campus Recreation completes a student staff training and orientation prior to the student employee's first day of work. The training is designed to cover the expectations of the staff, rules and regulations of facility customers, conflict management, and emergency protocol.

**Dates & Times:** as needed based on hire

**Duration:** Two days (*note: monthly meetings occur after initial training throughout each semester*).

**Pre-requisites:** none

**Contact:** NCCU Campus Recreation

# Workshops offered by Strategic Planning

## \* Strategic Planning Training

Sessions include but not limited to:

- Priority Settings
- Mission & Vision Statement Development
- Planning Timelines
- Creating Planning Committees
- Strategy Implementation (to include Town Hall settings)
- Constituent Data Gathering
- Goal Setting & Metrics
- Identifying Market Trends

**Dates & Times:** Scheduled as needed

**Duration:** 30 minutes to four hours (varies based on session topic)

**Pre-requisites:** Initial meeting with unit leader(s)

**Contact:** Strategic Planning Dept.

[Click Here To Pre-Register](#)



\* Indicates MANDATORY

# Workshops & Courses offered by ITS

## Microsoft Office 365

An overview of what's new in Outlook, basic features and new apps.

**Dates & Times:** Scheduled as needed

**Duration:** One Hour

**Pre-requisites:** none

**Contact:** ITS

[Click Here to Pre-Register for ITS Training Sessions](#)

## WebEx

Overview of WebEx center differences and similarities.

What devices can I use? What can I do within a

WebEx Meeting? Roles in WebEx sessions

Scheduling a meeting and how to start a meeting.

**Dates & Times:** Scheduled as needed

**Duration:** One Hour

**Pre-requisites:** none

**Contact:** ITS

[Click Here to Pre-Register for ITS Training Sessions](#)

## Outlook

Getting started basics and features overview; Calendar.

**Dates & Times:** Scheduled as needed

**Duration:** One Hour

**Pre-requisites:** none

**Contact:** ITS

[Click Here to Pre-Register for ITS Training Sessions](#)

## Google Suite (Google Docs and Google Drive)

Getting started basics and features overview.

**Dates & Times:** Scheduled as needed

**Duration:** One Hour overview with Q&A

**Pre-requisites:** none

**Contact:** ITS

[Click Here to Pre-Register for ITS Training Sessions](#)

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## \* Intro to NCCU Technology

An overview of NCCU Technology and how to get started. This course will explore Outlook Mail and Calendar, timesheet, username and password and more.

**Dates & Times:** Scheduled as needed

**Duration:** One Hour overview with Q&A

**Pre-requisites:** none

**Contact:** ITS

[Click Here to Pre-Register for ITS Training Sessions](#)

## Web Liaison Group Training

Training sessions for campus Web Liaisons. These sessions are suitable both for those new to the role and those in need of a refresher course on common Web Liaison tasks.

**Dates and Times:** Quarterly

**Duration:** One Hour

**Pre-requisites:** Submission and approval of Web Liaison form.

**Contact:** Katherine Farley ([kfarley@nccu.edu](mailto:kfarley@nccu.edu))

Click Here To Pre-Register [Click Here to Pre-Register](#)



Get free IT Training Online  
[Click here for more information.](#)



For more information, visit:

<http://www.nccu.edu/calendar/dept.cfm?deptid=81>

\* Indicates MANDATORY



# Workshops & Courses offered by ITS

## MS Excel Level 1 Foundations

This course is an overview of Excel and how to get started.

We will introduce MS Excels, explains basic software terminology and introduces formulas.

**Dates & Times:** Scheduled as needed

**Duration:** One Hour

**Pre-requisites:** none

**Contact:** ITS

[Click Here to Pre-Register for ITS Training Sessions](#)

## MS Excel Level 2 Intermediate

The course is a brief review of some basics.

Once you are comfortable with the basics, you will learn handy formatting and tools for error checking. This session covers Excel functions (if, sum if, Date, etc.), charting, creating a spreadsheet for a Mail Merge.

**Dates & Times:** Scheduled as needed

**Duration:** One Hour

**Pre-requisites:** MS Excel Level 1 Foundations

**Contact:** ITS

[Click Here to Pre-Register for ITS Training Sessions](#)

## MS Excel Level 3 Advanced

After an introduction and learning some basics and intermediate level features and functionality, you will move on to more advanced formatting with themes, using Excel provided templates, adding graphics and charts, and using Excel as a database. We will also introduce PivotTables, PowerPivots & Macros.

**Dates & Times:** Scheduled as needed

**Duration:** One Hour

**Pre-requisites:** MS Excel Level 2 Intermediate

**Contact:** ITS

[Click Here to Pre-Register for ITS Training Sessions](#)

## Microsoft Office 365 Tools to Connect

This course is a comprehensive overview of Microsoft Office 365 tools to stay connected and productive anywhere. These features help make new connections within NCCU by unifying digital content creation, storage, and management with social tools for discovering and sharing information between colleagues.

[Click Here to Pre-Register for ITS Training Sessions](#)

## Microsoft Office 365 Tools to Create

This course is an exploration of Microsoft Office 365 tools to create forms, stories, documents and presentations more easily with built-in automated design and research tools.

[Click Here to Pre-Register for ITS Training Sessions](#)

## Microsoft Office 365 Tools Browse and Share

This course is an exploration of tools to browse and share securely, co-author, and share files in the cloud. You will learn how to access content, conversations, tasks, and schedules from any device.

[Click Here to Pre-Register for ITS Training Sessions](#)

## Excel Formulas and Functions

This course is an overview of how to use Excel formulas and functions.

[Click Here to Pre-Register for ITS Training Sessions](#)



# Workshops offered by the Office of Sponsored Research and Programs (OSRP)

At this time OSRP is not offering the Budget Transfer and Banner INB training. We are available for one-on-one InfoEd SPIN, Grant Submission Process and RAMSeS Training.

## Funding Opportunities Training

In this training, various systems will be shown to demonstrate the many different ways to search for [funding opportunities](#) for sponsored projects. Websites such as Grants.Gov, FedBizOpps, Grant Resource Center, and InfoEd SPIN will be discussed. This training is for all staff, faculty, and students who would like to search for funding for research, fellowships, or program support within the university.

**Dates & Time:** Scheduled as needed

**Duration:** One Hour

**Pre-requisites:** none

**Contact:** *This training is available upon request by emailing [osrp@nccu.edu](mailto:osrp@nccu.edu)*

## Grant Submission and RAMSeS Training

This training is geared for staff and faculty who are interested in submitting a proposal to a Sponsor/Agency to support their research endeavors. The overall process of submitting a proposal, as well as a step-by-step demonstration into our internal tracking system, RAMSeS (Research Administration Management System and electronic Submission), will be discussed.

**Dates & Times:** Scheduled as needed

**Duration:** Two - Three Hours

**Pre-requisites:** none

**Contact:** *This training is available upon request by emailing [osrp@nccu.edu](mailto:osrp@nccu.edu)*  
[Training Document for RAMSeS](#)

[Banner INB & SSB Manual](#) [Banner Quick Reference Guide](#)

\* Indicates MANDATORY

# Workshops offered by the Office of Faculty Professional Development (OFPD)

\* The mission of the **Office of Faculty Professional Development (OFPD)** is to encourage excellence in teaching through programs for course development and improvement, implementation of new instructional technologies, and support services to faculty that encourage instructional development and efficiency in the workplace. The primary purpose of the OFPD is to improve the quality of instruction for undergraduate and graduate student success.

The OFPD makes available to school/colleges, departments, and faculty two professional development workspaces for personalized or specific trainings and projects. The Innovation and Collaboration Room can be reserved for small and large group projects, new collaboration initiatives, and work sessions accommodating up to 25 people. This room will be equipped with collaboration tools for face-to-face and online synchronized meetings, and integrated video collaboration for trainings and webinars. The Instructional Development Lab is equipped with 16 computers and a SMART Board for professional development workshops and trainings, web conferencing, software demonstrations, course development, and technology integration.

- **New Faculty Orientation**
- **Leadership Training for Department Chairs**
- **New Faculty Training**
- **Best Instructional Practices for Developing Non-Cognitive Skills and**
- **Innovation Reappointment, Tenure, Promotion (RTP) and Academic Portfolio Development**

**Contact:**

Dr. Laurell C. Malone  
[lmalone@nccu.edu](mailto:lmalone@nccu.edu)

Shayron Saunders  
[ssaund28@nccu.edu](mailto:ssaund28@nccu.edu)

\* **Indicates MANDATORY**

# Workshops offered by Division of Extended Studies

## NCCU Accessibility Basics

The NCCU Accessibility Basics workshop is offered to enhance the understanding of issues related to accessibility on the campus of NCCU. The workshop is designed to:

- Introduce the various federal and state laws requiring accessibility compliance;
- Review terminology and concepts related to accessibility;
- Explain the expectations of the course developer;
- Identify offices and services available for faculty support; and address methods for resolving accessibility issues.

**Dates & Time:** TBD

**Duration:** Ongoing up to One Hour

**Pre-requisites:** none

**Contact:** Division of Extended Studies

## Creating Closed Captioning & Transcripts

Faculty will have a better understanding of the need for closed captioning, such as:

- Students with disabilities have a right to the same opportunities to acquire information, engage, and enjoy the use of technology;
- Students with disabilities have a right to equal access to the benefits and opportunities associated with emerging technology;

The workshop will cover the various federal requirements and guidelines related to accessibility, as well as NCCU policies and procedures:

- The Americans with Disabilities Act (ADA)
- ADA as it applies to electronic format
- Sections 504 and 508 of the Rehabilitation Act
- Sections 504 and 508 as they apply to electronic Format;
- Web Content Accessibility Guidelines (WCAG) 2.0
- NCCU Web Standards and Procedures

**Dates & Time:** Fall 2017 and Spring 2018

**Duration:** Ongoing up to One Hour

**Pre-requisites:** none

**Contact:** Division of Extended Studies

\* **Indicates MANDATORY**

## Creating Accessible PDF's, Word Docs & PPTs

Faculty learn how to create documents that are accessible to all users and compatible with screen readers and other tools used to assist the visual or hearing impaired.

**Dates & Time:** Fall 2017 and Spring 2018

**Duration:** Ongoing up to 90 minutes

**Pre-requisites:** none

**Contact:** Division of Extended Studies

## Applying the Quality Matters Rubric

Learn the underlying principles behind the QM Rubric and the critical elements of the QM quality assurance process. Learn about drafting helpful recommendations as you apply the Rubric to an actual course. After completing this workshop, participants will be able to:

- Identify the underlying principles of QM. (Recognize key QM underlying principles and concepts.)
- Identify the critical elements of the QM quality assurance program, including the QM Rubric, materials, processes, and administrative components.
- Apply the QM Rubric to review online courses.
- Make decisions on whether the sample course meets selected QM Rubric Standards.
- Apply the concept of alignment.
- Draft helpful recommendations for course improvement by citing annotations from the QM Rubric and evidence from the course.

**Dates & Time:** Fall 2017 and Spring 2018

**Duration:** Two Hours

**Pre-requisites:** none

**Contact:** Division of Extended Studies

# Workshops offered by Division of Extended Studies

## **eBasics Series**

Introduces trends, resources, and best practices in online, hybrid, and web-enhanced courses. In this highly engaging workshop series, faculty explore strategies for converting current courses for online delivery. Through the use of an e-Learning readiness checklist, faculty develop a personalized action plan to prepare online instruction.

**Dates & Time:** See the link below

**Duration:** Two Hours

**Pre-requisites:** none

**Contact:** Division of Extended Studies

## **Designing Your Online Course**

Faculty learn helpful strategies to attack the revision process in this interactive workshop. Discover ways to boost knowledge retention, address multiple intelligences, foster interaction, and support student success in the online environment.

**Dates & Time:** See the link below

**Duration:** Two Hours

**Pre-requisites:** none

**Contact:** Division of Extended Studies

## **\* Grading with Blackboard**

The Grade Center is more than just a way to record students' grades. It is a dynamic and interactive tool, allowing you to record data, calculate grades, and monitor student progress. Provide and manage student grades for assignments, tests, discussion posts, journals, blogs, and wikis, and for ungraded items, such as surveys or self-tests. Create grade columns for any activities or requirements you want to grade, such as special projects, participation, or attendance.

**Dates & Time:** See the link below

**Duration:** Two Hours

**Pre-requisites:** Basic Blackboard knowledge

**Contact:** Division of Extended Studies

## **Blackboard for the Savvy**

This workshop focuses on how to utilize the Content Area, specifically the assessment area. Learn how to create, reuse and upload questions directly onto the Test Canvas. Explore Course Tools with emphasis on our interactive tools such as journals, blogs and wikis within your course. These new tools are designed to enhance communication between you and your students. Take an extensive look at the Control Panel and learn how to manage it within your course.

**Dates & Time:** See the link below

**Duration:** Two Hours

**Pre-requisites:** Basic Blackboard knowledge

**Contact:** Division of Extended Studies

## **Continuity of Instruction using Blackboard**

A pandemic flu outbreak or natural disaster has the potential to cause major disruption to traditional (face-to-face) classroom instructional activities on the campus of NCCU. The University must be prepared to overcome this challenge by engaging alternative teaching strategies to ensure the continuation of instruction within NCCU.

**Dates & Time:** See the link below

**Duration:** Two Hours

**Pre-requisites:** Basic Blackboard knowledge

**Contact:** Division of Extended Studies

Click Below for More Information on the above workshops:

<http://www.nccu.edu/forms/blackboardtrainingrequest.cfm>

**\* Indicates MANDATORY**

# Workshops offered by Division of Extended Studies

The Office of e-Learning is a Title III Activity housed in the Division of Extended Studies and is committed to supporting faculty in the development, implementation, and evaluation of online, hybrid, and web-enhanced courses at North Carolina Central University. The goal of this office is to empower faculty with the technological skills and tools necessary to promote student success in the online learning environment. To this end, the Office of e-Learning has the following four objectives: (1) To build capacity in faculty to create high-quality, sustainable and innovative online learning and educational resources; (2) To develop a comprehensive e-Learning strategy for the University integrated with the Academic Affairs Strategic Plan; (3) To identify and implement the required tools and professional development resources to use emerging technologies for expanding online learning and educational resources; and (4) To utilize the Quality Matters (QM) Higher Education Rubric as the process for the continuous review and evaluation of online courses and programs.

## DEPARTMENTAL WORKSHOP OFFERINGS:

Universal Design  
Project-based Assessment  
Guided Reading  
Service Learning in Online Setting  
Backward Design & Modular Structure  
Crafting Effective Learning Objectives  
Course Alignment: From A-Z  
Creating Effective Online Assessments  
Enhancing Online Interaction  
Establishing Social Presence  
Minimizing Online Cheating  
e-Learning Efficiency: Work Smart, Not Hard!  
Utilizing Open Educational Resources (OER)  
Best Online Teaching Practices  
Register at: OeL Spring Departmental Workshops  
Dates & Times: Trainings are scheduled each semester and are also available upon departmental request.  
Scheduled trainings will be held in the Office of e-Learning Training Lab, Room 2008, H. M. Michaux, Jr. School of Education Building.

\* Indicates MANDATORY

Click Below for More Information on workshops offered through the Office of e-Learning:

<http://www.nccu.edu/oel/one-on-one-small-group.cfm>

## Blackboard Back to the Basics – EZ as 1..2..3

The **Faculty Den & Blackboard Office** will be offering **Blackboard Back to the Basics – EZ as 1..2..3** summer sessions. These sessions are designed to provide faculty and staff timely and effective training and also an opportunity to get better acquainted with Bb Learn. Faculty, if you have Graduate Assistants or other personnel that will be serving the role of Teaching Assistants, these sessions are for them also. Please forward this registration email to designated persons so they can register for the desired workshops.

**Dates & Time:** click below for details

**Duration:** Two Hours

**Pre-requisites:** none

**Contact:** [Sharon B. Alston](#) or [LaToya P. Hayes](#)

To register click [here](#)

# Workshops offered by Division of Student Affairs LGBTQA Resource Center

## Safe Zone Training

Safe Zone Training is an introduction to LGBTQIA+ (Lesbian, Gay, Bisexual, Queer or Questioning, Intersex and Asexual) culture and issues. The training covers some LGBTQIA+ vocabulary, topics relating to gender diversity, themes regarding sexual orientation, and highlights ways for beginning effective allyship. The aim of this sensitivity training is to increase participants' awareness of LGBTQIA+ culture and issues. The training is open to staff, students, and faculty members.

**Dates & Time:** In addition to this site, the training dates will be distributed in the campus announcements. Next available dates include:

September 17, 2018, 1-4pm

January 29, 2019, 1-4pm

**Duration:** This interactive training session is usually held in the afternoon from 1pm to 4pm

**Pre-requisites:** none

**Contact:** Division of Student Affairs

If you would like to participate, please register here:

[Click Here To Pre-Register for SafeZone Training](#)

\* Indicates MANDATORY

# Workshops offered by the Office of Legal Affairs

## FERPA and Student Records

The presentation will provide an overview of the Federal Educational Rights and Privacy Act, including the requirements of the Act regarding the confidentiality of student records and the limitations on disclosure of such records to individuals other than the NCCU student who is the holder of the record. The presentation will also provide information regarding the exceptions to the general rule regarding disclosure of student records.

**Dates & Time:** TBD

**Duration:** One Hour

**Pre-requisites:** none

**Contact:** Office of Legal Affairs

[Click Here To Pre-Register](#)

## Title IX and Sexual Misconduct Policy

The presentation will provide information regarding Title IX of the Education Amendment Act of 1972 as well as NCCU's Sexual Misconduct Policy. Participants in the training will gain an understanding of the requirements of Title IX, its applicability to NCCU and the prohibition against discriminating against individuals on the basis of their sex. In addition, participants will also be trained regarding the Sexual Misconduct Policy, who it applies to at NCCU, how to file a complaint, the process that will be followed when a responsible employee becomes aware of an act of sexual misconduct, how an allegation of sexual misconduct will be investigated and ultimately, how an allegation of sexual misconduct will be resolved.

**Dates & Time:** TBD

**Duration:** One Hour

**Pre-requisites:** none

Now offered by the Title IX Office at [titleix@nccu.edu](mailto:titleix@nccu.edu)

[Click Here To Pre-Register for Title IX Training](#)

## Legal Landmines and the Litigation Process

The presentation will provide a brief overview of keys laws that all managers and supervisors at NCCU should be familiar with, including both federal and state laws. In addition, information will be provided to meeting attendees regarding the litigation process, including the responsibilities of the OLA when lawsuits are filed against the University, and the responsibilities of an NCCU employee when he/she is named as a plaintiff in a lawsuit or when he/she has information that would be helpful to the University in defending against the suit.

**Dates & Time:** TBD

**Duration:** One Hour

**Pre-requisites:** none

**Contact:** Office of Legal Affairs

[Click Here To Pre-Register](#)

## Contract Review Process

This presentation will provide the campus community with information regarding the requirement for legal review of non-standard contracts at the university, the time it takes for the OLA to complete legal review, the contract negotiation process. Participants in the training will also receive information about where to find forms, templates and step-by-step guidance documents that are available to the campus community to use when entering into contracts with external entities when using a standard contract approved by the OLA.

**Dates & Time:** TBD

**Duration:** One Hour

**Pre-requisites:** none

**Contact:** Office of Legal Affairs

[Click Here To Pre-Register](#)

\* Indicates MANDATORY



# Workshops offered by the Office of Legal Affairs

## **Navigating the PRR website**

The presentation will introduce that the Policies, Regulations and Rules Website to meeting attendees. An overview of the website will be conducted, including the types of PRRs that are located on the site and how an employee can use the site to more effectively perform his or her job responsibilities. In addition, participants in the training will learn the difference between the terms “policy,” “regulation,” and “rule,” find out how to draft PRRs that meet the requirements of the PRR Protocol and learn more about the policy review process.

**Dates & Time:** TBD

**Duration:** One Hour

**Pre-requisites:** none

**Contact:** Office of Legal Affairs

[Click Here To Pre-Register](#)

## **Records, Records, Records: Managing Student, Employee, and Public Records**

The presentation will provide a general introduction and overview into the records that are managed by various departments on campus including student records, employee records and public records. Participants will learn more about federal and state laws that govern the disclosure of such records. Lastly, a brief overview of the Public Records Request portal will be provided as well as information regarding the purpose of the portal and how certain departments on campus, including the Registrar’s Office, the Department of Human Resources and University Relations, will use the portal in order to manage requests for records received from members of the public.

**Dates & Time:** TBD

**Duration:** One Hour

**Pre-requisites:** none

**Contact:** Office of Legal Affairs

[Click Here To Pre-Register](#)

# Workshop offered by the Office of Legal Affairs *in partnership* with Information Technology Services

## **\* Beyond the Filing Cabinet: Protecting Electronic Student and Employee Records**

This mandatory workshop is presented by the Office of Legal Affairs and Information Technology Services.

Join us for a joint training on the state and federal laws protecting student and employee records, best practices for securing electronic records, and how to respond to incidents that may compromise the security of data stored in NCCU devices and accounts.

**Dates & Time:** Next Session: June 2018

**Duration:** Two hours

**Pre-requisites:** none

**Contact:** Office of Legal Affairs & ITS

[Click here to pre-register for Beyond the Filing Cabinet training](#)

**\* Indicates MANDATORY**

# Workshops offered by the University Police Dept.

## **Campus Security Authority (CSA) Training**

Mandated by the Department of Education, the Objective of this training is to ensure compliance by North Carolina Central University, with the Clery Act. The Clery Act applies to all institutions of higher education participating in federal student financial aid programs and there are significant penalties for noncompliance. Campus Security Authorities play a critical part in meeting the crime statistics reporting requirement.

**Dates & Time:** *TBD*

**Duration:** Two Hours

**Pre-requisites:** none

**Contact:** Univ. Police Dept.

Ltd. Norwood Miller

namiller@nccu.edu

# Workshop offered by the Academic Resource Management Office (ARMO)

## **Faculty Hiring Workshop**

This workshop will offer an update on the hiring process for the next semester. The purpose of the workshop is to provide an update on hiring changes and review guidelines. The overview will include the hiring schedule, Dual Employment guidelines and required information, Temporary - Non-Faculty, and other issues. This workshop is for academic staff or faculty who are initiating PeopleAdmin posting and hiring proposals or completing HR Personnel forms for faculty members.

**Dates & Time:** Session is offered each April & September (Dates/Times TBD)

**Duration:** Three Hours

**Pre-requisites:** none

**Contact:** ARMO office: x6996

[Click Here to Pre-Register for future ARMO Training Sessions](#)

\* Indicates MANDATORY

# Workshops offered by the J.E.S. Memorial Library

## Shepard Library Basics 101 Training

Sessions on how to locate and verify information.

The sessions will provide you with the skills to become a more knowledgeable information seeker as well as learning about the many resources available to you from our campus library.

**Dates & Time:** A minimum of twice a semester

**Duration:** One Hour

**Pre-requisites:** none

**Contact:** James E. Shepard Memorial Library

[Click Here To Pre-Register](#)

# Workshops offered by the Title IX Office

## \* Title IX and Sexual Misconduct Policy

The presentation will provide information regarding Title IX of the Education Amendment Act of 1972 as well as NCCU's Sexual Misconduct Policy. Participants in the training will gain an understanding of the requirements of Title IX, its applicability to NCCU and the prohibition against discriminating against individuals on the basis of their sex. In addition, participants will also be trained regarding the Sexual Misconduct Policy, who it applies to at NCCU, how to file a complaint, the process that will be followed when a responsible employee becomes aware of an act of sexual misconduct, how an allegation of sexual misconduct will be investigated and ultimately, how an allegation of sexual misconduct will be resolved.

**Dates & Time:** TBD / **Duration:** One Hour

**Pre-requisites:** none

**Contact:** The Title IX Office at [titleix@nccu.edu](mailto:titleix@nccu.edu)

[Click Here To Pre-Register for Title IX Training](#)

\* Indicates MANDATORY

# Workshops offered by the Purchasing Department

## **Purchasing Training includes P-Card; Eagle's Purch; Policies and Procedures**

The NCCU Purchasing Department is committed to providing training to the entire campus to ensure that our end users have the necessary tools they need to be good Stewards over their budgets. Participants will be trained to become proficient and effective in the use of the P-Card, Eagle's Purch and Policies and Procedures.

Training is scheduled twice a year for the campus, however; training on an individual and small group basis is available as requested.

**Dates/Times:** TBD

**Duration:** One to Three Hours (based on content)

**Pre-requisites:** none

**Contact:** Purchasing Office: x5063

[Click Here to Pre-Register for Purchasing Dept Training](#)

# Workshops offered by the Counseling Center

## **Become Mental Health First Aid Certified!**

Mental Health First Aid is an evidence-based public health education and prevention tool - it improves the public's knowledge of mental health and substance use problems and connects people with care for their mental health or substance use problems. Similar to traditional First Aid and CPR, Mental Health First Aid is help provided to a person developing a mental health problem or experiencing a crisis until professional treatment is obtained or the crisis resolves. People who enroll in a Mental Health First Aid course learn a 5-step action plan to help loved ones, colleagues, neighbors and other cope with mental health or substance use problems.

The cost of the training is \$40 and includes the required manual and refreshments.

\*\*Participants who successfully complete this course will be certified as Mental Health First Aiders!

**Dates/Times:** Available dates/times provided on pre-registration site (click below for more details)

**Duration:** Eight Hours

**Pre-requisites:** none

**Contact:** Counseling Center: x5432

Click [here](#) to Pre-register

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**NOTE: Updates are made on a regular basis as received from departments respectively.**

**NOTE: Courses are offered and facilitated by departments throughout campus.**

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\* Indicates MANDATORY

**EXTERNAL TRAINING RESOURCE:**

Click the link below for information on workshops and courses offered through the Office of State Human Resources (OSHR) located in Raleigh, NC.

<https://oshr.nc.gov/>



Click: State Employees Resources

Click: Training



Click: Learn how to access the NC Learning Center

Click: NC Learning Center

Follow the prompts to create your account and access the catalog of sessions offered by OSHR

\* Indicates MANDATORY