## Georgia Institute of Technology
### Office of Human Resources
### Workplace Learning and Professional Development
### Course Schedule

<table>
<thead>
<tr>
<th>Courses</th>
<th>Frequency</th>
<th>Length</th>
<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Discovering Your Personal Style</td>
<td>Quarterly</td>
<td>4 Hours</td>
<td>In preparation for the Discovering your Personal Style session each participant will take the Myers Briggs Type Indicator (MBTI). The purpose of the (MBTI) personality inventory is to make the theory of psychological types described by C. G. Jung understandable and useful in people’s lives. The essence of the theory is that much seemingly random variation in the behavior is actually quite orderly and consistent, being due to basic differences in the ways individuals prefer to use their perception and judgment. During the Discovering your Personal Style session we will: Explore what we mean when we say “preferences”, “perception”, and “judgment”, Review the history of the Myers Briggs Type Indicator®, Discover your individual and team MBTI type, In a practical way explore how type shows itself in team dynamics.</td>
<td>$50.00</td>
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<tr>
<td>Leading at the Speed of Trust</td>
<td>Quarterly</td>
<td>1 Day</td>
<td>Leading at the Speed of Trust is a highly interactive workshop that engages leaders at all levels in the real work of identifying and closing the trust gaps that exist in your organization. Instead of paying outrageous “Trust Taxes,” your organization can begin to realize “Trust Dividends.” Operating at the “speed of trust” dramatically lowers costs, speeds up results, and increases productivity and influence. Participation in the course includes a Trust Quotient (TQ) self administered 360-degree-type assessment.</td>
<td>$200.00</td>
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<tr>
<td>Fierce Accountability</td>
<td>Twice a Year</td>
<td>2 Days</td>
<td>Fierce Accountability teaches how to create a culture where people choose to hold themselves accountable for delivering results no matter what. Shift your teams focus away from excuses, break down silos within organizations, learn from mistakes, and start achieving goals. Accountability is one of the most desired yet least understood characteristics of successful teams and this course will provide you with actionable tools to help you move in that direction. Please email <a href="mailto:training@ohr.gatech.edu">training@ohr.gatech.edu</a> if you are interested in attending a session that will be scheduled once the required number of participants has been reached.</td>
<td>$350.00</td>
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<tr>
<td>Fierce Conversations</td>
<td>3 Hours</td>
<td></td>
<td>Fierce Conversations® teaches attendees how to ignite productive dialogue that probes learning, resolves tough challenges and enriches relationships. It’s the place to begin, the cornerstone of great leadership, healthy cultures, intelligent strategies and whole-hearted execution. The simplest definition of a fierce conversation is one in which we come out from behind ourselves, into the conversation, and make it real. While many fear real, it is the unreal conversations that hurt to concern us because they are incredibly expensive. Participants will learn to lead effective delegations conversations, meaningful coaching conversations, transformative confrontation conversations, and unless the power that collaboration brings through effective team conversations. This two day course is a compilation of the Confrontation, Delegation, Effective, and Team Conversation courses.</td>
<td>$350.00</td>
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<tr>
<td>Fierce Generations</td>
<td>4 Hours</td>
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<td>Fierce Generations teaches leaders how to manage more effectively, motivate, recruit, and retain a diverse, multi-generational workforce. Participants will learn to embrace similarities between diverse groups while creating an atmosphere for inclusion and appreciation. Every individual holds their own piece of the truth and views reality in their own context. Bridging the communication barriers between diverse groups is critical to the long-term success of your organization. During this workshop we will: - Develop stereotypes surrounding the different generations - Analyze how diverse groups see reality through their separate lenses - Identify strengths within diverse groups to arrive at the best decision possible - Create a culture of inclusion where each diverse group has a say - Fierce Generations is an interactive program that explores the perspectives of employees at different ages and different stages of their careers.</td>
<td>$225.00</td>
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<td>Conflict Management: An Exercise in Enriching Relationships</td>
<td>Monthly</td>
<td>1 Day</td>
<td>How we manage conflict is a key differentiator as we seek to navigate and enrich relationships. Participants in this workshop will learn their personal Conflict Style and a framework to leverage as they work through conflict. This is a highly interactive program, where participants explore how they and others deal with conflict. Participants learn how to apply principles discussed in any conflicted situation through real-playing and classroom discussion. Participants are able to develop extremely effective skills, enabling them to be empathetic, even with people they might vehemently disagree with. Participants are able to learn these difficult skills in a relaxed, open teaching environment. Application of the skills is specifically tailored to each person’s Conflict Management Style. In this way, everyone can become more of a creative problem solver.</td>
<td>Free ($25.00 No Show Fee)</td>
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<tr>
<td>Giving and Receiving Feedback</td>
<td>Monthly</td>
<td>2/1/2 Hours</td>
<td>Through guided discussion and experiential learning during this session we highlight the importance of and build skills and knowledge around giving and receiving feedback. By the end of this session participants will be able to: Articulate the importance of focusing on giving and receiving feedback, Utilize a framework when preparing for and delivering feedback, and incorporate the six key components to receiving feedback into upcoming feedback sessions.</td>
<td>Free ($25.00 No Show Fee)</td>
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<tr>
<td>The Four Ethical Corners: How to Make and Defend Ethical Decisions in the Workplace</td>
<td>Bi-Monthly</td>
<td>1 Day</td>
<td>This highly interactive course draws from work in philosophy, sociology and psychology to explore the role of ethics and morality in our daily lives. It prepares Georgia Tech faculty and staff to act as leaders in their workplace by using the “Four Ethical Corners” framework to make and defend sound ethical decisions. Participants will learn to effectively “thin-slice” any situation by quickly isolating the relevant information, while also looking out for common cognitive errors—including psychological principles like the Halo Effect and the Fundamental Attribution Error—that can often lead decision makers astray. The course concludes with an intensive simulation experience that gives participants an opportunity to apply the “Four Ethical Corners” in investigating and responding to a complex ethical scenario ripped from today’s higher education headlines.</td>
<td>Free ($200.00 No Show Fee)</td>
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<td>Presentation Skills: An Exercise in Overcoming Discomfort</td>
<td>Bi-Monthly</td>
<td>1 Day</td>
<td>Whether in front of a large or small audience the ability to deliver an effective presentation is a key differentiator as one progresses through their career. This interactive two day class will help you identify and practice: ways to manage nerves, effective platform techniques and identify your unique presentation style. Participants distinguish key elements of audience analysis, practice techniques to effectively handle questions from your audience, and practice techniques for handling a difficult audience.</td>
<td>$50.00</td>
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<tr>
<td>Critical Behavior Interviewing</td>
<td>Quarterly</td>
<td>1 Day</td>
<td>This learning experience will prepare hiring managers to identify and select the right candidates for the right jobs. We will explore common flaws in traditional interview formats and take a deep dive into the 4 steps of the Critical Behavior Interviewing model.</td>
<td>$350.00</td>
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<tr>
<td>Progressive Discipline for Improved Performance</td>
<td>Bi-Monthly</td>
<td>4 Hours</td>
<td>This course helps managers effectively address performance and conduct issues within their teams. In addition to covering the traditional steps of a progressive discipline approach, emphasis is placed on the manager’s responsibilities to communicate performance expectations and provide detailed feedback to employees prior to administering formal discipline. Through interactive role plays and practical exercises, current and future managers will learn to (1) effectively communicate with their employees about performance or conduct concerns; (2) choose the appropriate level of discipline after prior corrective measures have been unsuccessful; and (3) properly administer discipline, including how to document every step in the disciplinary process.</td>
<td>$250.00</td>
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<tr>
<td>DISC: Flexing Your Style to Achieve Results</td>
<td>Monthly</td>
<td>1 Day</td>
<td>The DISC personality model explores the four primary styles—Dominance, Influence, Steadiness and Conscientiousness—that individuals exhibit in their daily interactions. Through an in-depth understanding of your style and the styles of others, you can avoid miscommunication and improve interpersonal issues and benefit from enriched relationships in every facet of your life. In addition to your individually tailored DISC profile report, you will leave this full-day session with the skills required to flex your style, remain in dialog, and achieve better results through improved communication.</td>
<td>$40.00</td>
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7 Habits of Highly Effective People
Monthly 2 Day
In the 7 Habits of Highly Effective People Signature Edition 4.0, participants learn how to: take initiative, balance key priorities, improve interpersonal communication, leverage creative collaboration, and apply principles for achieving a balanced life. Participants not only learn, but also use processes and tools to live and apply the 7 Habits.
Cost: $150.00

Service Excellence: One Interaction at a Time
Monthly 1 Day
Customer service skills are a foundational competency for every professional. Although we all have countless priorities, the core of our service-oriented effectiveness still lies in our ability to proactively and effectively service our customers. As a participant in this learning session, you will:
- Explore the meaning of service excellence the Georgia Tech way
- Discover valued behaviors that promote enriched service relationships
- Learn service techniques that proactively exceed your customer’s expressed and implied needs
- Utilize a conversation guide to initiate service excellence dialogue in order to align yourself with leadership
This highly interactive session will challenge you to delve deeper into the art of service excellence, regardless of your job role, and allow you an opportunity to identify the service excellence behaviors and techniques that are most impactful in your workplace.
Cost: Free ($50.00 No Show Fee)

Stewards of Children
3 Hours
Stewards of Children is an evidence-informed prevention solution that increases knowledge, improves attitudes, and changes child protective behaviors. This child sexual abuse prevention training offers practical prevention techniques with a conversational, real-world approach. The target audience is any employee working directly with children. This three-hour training consists of facilitator-led group discussions, a workbook, and video components.
Please email training@ohr.gatech.edu if you are interested in attending a session that will be scheduled once the required number of participants has been reached.
Cost: $10.00

The Partner Method: Managing the Performance Management Process
Monthly 2 Hours
Performance management at Georgia Tech is about more than annual goals and assessments. It’s about open communication, clear expectations, and continuous improvement, personally and collectively. This class will introduce you to the foundation of Georgia Tech’s Performance Management approach, including interactive activities to hone your skills and deepen your connection with your peers. Topics include the link between engagement and satisfaction, the unexpected dangers of a comfort zone, and the three ingredients that you can use today to create a more productive working relationship with your manager.
Cost: Free ($25.00 No Show Fee)

Seizing Your Career the Georgia Tech Way
Monthly 5 Hours
We’ve all heard the questions. Where do you see yourself in five years? What about tech? Whatever your answer, you can likely find the opportunity you’re looking for right here at Georgia Tech. This class will prepare you to seize control of your career by mastering the four core attributes of professional success and satisfaction: Self-awareness, Perception, Fundamental Skills, and Specialty Skills. The session uses discussion and storytelling to heighten your understanding of all four attributes, and features a number of engaging activities to help hone specific strengths in each area. By building on the lessons learned in this class over time, you can come to own your career like never before.
Cost: Free ($25.00 No Show Fee)

POWER of Writing
4 Hours
Today there are more media and communication channels than ever before competing for our dwindling attention span. Clear, concise writing is a powerful tool in this fast-paced environment. In this hands-on course, learn strategies to make your writing more compelling—whether it’s an email, a presentation, or a twenty-page report. Improve your writing skills by learning how to plan your message while considering your audience, format, and the medium you’ll use. Learn the power in editing and revising your writing to help you clearly and accurately compose a message that is better understood by your readers. You’ll engage in interactive writing activities to practice key concepts learned, and you’ll participate in a writing workshop with your peers to practice editing and critiquing your own and others’ writing. Together, we’ll discover the POWER of writing.
Cost: Free ($25.00 No Show Fee)

Computer Training
www.lynda.gatech.edu
If you are interested in enhancing your technical skills visit www.lynda.gatech.edu. If you find that the course offerings on Lynda does not meet your needs please contact us via email and we will work with you to get you the support needed.

BI-Weekly Time Entry
Monthly 2 hours
Reporting time worked and other hours as necessary is required for employees who are paid on a bi-weekly schedule. The HR Department Administrator is responsible for entering the payroll data in Georgia Tech’s Human Resources Management Systems (HRMS).
In order to access those panels, the HR Dept Admin must complete required training and receive authorization from their Department Head and HR Rep/Contact on the Payroll Authorization Form. The training includes attending the Bi-Weekly Time Entry training session which is always scheduled when the time editor panels are open. Participants must complete the Payroll Authorization Form at least 3 days before the class (found on OHR Forms page) and bring at least five current time documents (also known as time sheets) to the training session.

HR Reports
Tutorial self-Paced
This tutorial combines instruction on how to run the HR Ad-Hoc Report and Workforce Administration PeopleSoft panels. Pre-requisites for the reports include Supervisor’s approval on the Payroll Authorization Form (found on the OHR Forms website) and attended status in the following: Intro to Human Resources Management, Navigation, and Managing Personnel Transactions. Outcomes of the class include the ability to review employee records and confirm PSF data.

Introduction to Human Resource Management
Tutorial self-Paced
This tutorial provides a basic overview of the Office of Human Resources and Human Resources Management Systems (HRMS). This tutorial includes the ORG organization chart, commonly used HR forms, how to request access to HR PeopleSoft and reports, and contact information.

Managing Personnel Transactions
Monthly 3 hours
This instruction-led class teaches HR Department Administrators how to prepare and submit the Personnel Service Form (PSF) using newly enhanced features of online approvals and report tracking. This class includes an overview of Payroll’s policies and procedures. Participants must get their Supervisor’s approval on the Payroll Authorization Form and complete the list of pre-requisite classes prior to the MPT class.

Navigation
Tutorial Self-Paced
This tutorial provides basic instruction on navigation of TechnoWorks, PeopleSoft, and report management features in GA Tech’s administrative systems.

Payroll 101
Tutorial self-Paced
This online tutorial provides an overview of the Payroll Department within OHR. Topics include: Payroll policies, payroll management at the unit-level, payroll reporting for biweekly and monthly employees, and how to locate, review and correct paychecks and deductions.

Summer Pay
Tutorial self-Paced
This tutorial demonstrates how to enter summer salary for regular academic faculty in the PeopleSoft Summer Pay Panels. Additional information includes Payroll processing policies and Pay Distribution Reports.

BuzzMart Approver Tutorial
Tutorial Self-Paced
Financial Approvers and Spend Approvers review requisition details for BuzzMart approvals. This tutorial demonstrates how to review and take action on requisitions and vouchers. This tutorial is required for Financial Approvers and Spend Approvers to request access to the website.

BuzzMart Requestor Tutorial
Monthly 2.5 hours
The Requester Role in BuzzMart can shop and create requisitions to purchase goods and services. This hands-on class will prepare Requesters to shop, request carts, apply appropriate project and accounting details for each shopping cart, and monitor the approval workflow. This class will also include how to receive partial and/or full shipments, submit change requests, and query all transactions.

BuzzMart Shopper Tutorial
Tutorial Self-Paced
The Shopper role in BuzzMart initiates shopping carts to purchase goods and services. This tutorial provides Shoppers to create shopping carts by searching for catalog items and using forms for non-catalog items. Also, this tutorial will also demonstrate how to receive partial and/or full shipments, submit change requests, and query all transactions.