MICHIGAN STATE
U N I V E R S I T Y
SPRING 2017

PROFESSIONAL
DEVELOPMENT
& TECHNOLOGY
TRAINING
OPPORTUNITIES

spartanslearn.msu.edu

HUMAN RESOURCES AND MSU IT

Table of Contents

Professional Development by HR Professional Development Services

Technology Training by MSU IT and MSU Libraries

Spring 2017

Enrollment Instructions

1. Visit ebs.msu.edu and log in with your MSU NetID and password.
2. Select "My Career & Training."
3. Select "Courses For Employees at MSU."
4. Click on the "Monthly Calendar View," "Course Catalog" links or type a keyword to find your desired class.
5. Click on the class date or the "To Registration" link of your desired class.
6. Click "Book this course."
7. Choose your payment method following the on-screen directions.

Questions about Classes?

For Professional Development Services classes, please call 517-355-0183.

For MSU IT Training information, please call the MSU IT Service Desk at 517-432-6200 or toll free at 844-678-6200.

Custom Departmental Programs

Are you interested in boosting the skills of a group of employees or an entire unit? Contact Professional Development Services to discuss your needs and develop a plan specifically tailored to address the issues you identify. It could be a class that you have seen in our catalog or a specialized program/series that explores a number of issues. We can bring the program to your location or you can come to us, whatever works best! General learning areas include, but are not limited to:

- Performance Excellence
- Customer service
- Effective communication
- Conflict management
- Meeting management
- Supervisory or leadership skills
- Accountability issues

Contact Jennie Yelvington at jennie@hr.msu.edu or 517-884-3798 to discuss program needs, rates and timelines.

Supervisor Approval is Required for Classes

When you enroll in a class in EBS, your supervisor will receive an email notification from the system to approve your attendance in the class. The notification will also appear in their HR/Payroll Inbox. Please follow up with your supervisor to ensure that the approval has been completed in the system prior to the start of the program.

How do I find the list of classes I enrolled in?

1. Visit ebs.msu.edu and log in with your MSU NetID and password.
2. Select "My Career & Training."
3. Select "Courses For Employees at MSU."
4. In the "My Training Activities" section, view your current enrollments.
5. In the "My Learner Account" section, click "Training Activities" to view your current, completed and cancelled EBS courses. Please note that the list only includes programs since the EBS implementation.

Human Resources and MSU IT are pleased to offer an e-learning initiative that can be accessed from the convenience of your computer:

elevateU

Go Further • Online 24/7

With elevateU, current MSU staff & faculty can access a diverse library of content including:
• Courses and simulations
• Videos
• Books
• Certification test prep materials
• Webinars

There are programs that cover leadership, information technology (IT), finance, human resources, change management, project management, interpersonal skills and much more.

Utilize the resources as reference tools to help answer your day-to-day job questions or as part of your ongoing personal and professional development. Many of the courses are even approved for Continuing Education credits!

To access elevateU, simply log into EBS, select "My Career & Training" and then click "elevateU."

ELEVATEU RESOURCES

Check out these resources available at no cost through elevateU, in addition to instructor-led course offerings, to help enhance your learning and development experience.

BUSINESS ANALYSIS
- Managing Customer-Driven Process Improvement
- Mapping and Measuring Processes
- Introduction to Business Analysis Planning

COMMUNICATION
- Effective Team Communication
- Communicating with Professionalism and Etiquette
- Writing for Business
- Business Grammar
- Managing Meetings for Productivity and Effectiveness
- And more!

CUSTOMER SERVICE
- Customer Advocacy: Communicating to Build Trusting Customer Relationships
- Customer Service Fundamentals: Building Rapport in Customer Relationships
- Customer Service over the Phone
- And more!

FINANCE AND ACCOUNTING
- Principles of Accounting and Finance for Non-Financial-Professionals
- Basic Accounting Principles and Framework
- And more!

HUMAN RESOURCES
- Recruiting Talent
- Conducting Interviews: Asking the Right Questions
- Hiring Strategic Thinkers
- Hiring a New Employee
- Risk Management: Workplace Safety, Security and Privacy
- And more!

LEADERSHIP
- The Benefits and Challenges of Engaging Your Employees
- Inspiring Your Team
- Developing a High Performance Organization
- The Voice of Leadership: Effective Leadership Communication Strategies
- Cross-Functional Team Fundamentals
- And more!

MANAGEMENT
- Managing Fairly
- Managing Workforce Generations: Working with the 21st-Generation Mix
- The Art of Effective Coaching
- And more!

PERFORMANCE EXCELLENCE
- Difficult Conversations: MSU Series
  - **Navigating Difficult Conversations at Michigan State University**
  - **Navigating Difficult Conversations in Performance Excellence for Employees**
  - **Navigating Difficult Conversations in Performance Excellence for Supervisors**
- Setting Goals
- Coaching
- Developing Your Career
- Performance Excellence for Supervisors
- Performance Excellence for Employees

PERSONAL DEVELOPMENT
- Optimizing Your Work Life Balance: Taking Control of Your Stress
- Coping with Information Overload
- Prioritizing Personal and Professional Responsibilities
- Working for Your Inner Boss: Personal Accountability

BUSINESS ANALYSIS

ANALYSIS STUDIO
Thursday, March 16, 9:00 a.m. - noon

Use this advanced business intelligence tool to analyze large amounts of data in summary form. It is not meant for printed reports or for casual, infrequent use. Comprehensive knowledge of the data being analyzed is required.

Specific criteria must be met and will be verified prior to access being granted:

1. Complete Query Studio training and be a consistent and regular user of Query Studio.
2. Hold the role of Fiscal Officer and/or HR Unit Administrator.
3. Have ARM form completed https://aissecuritycontact.ais.msu.edu/ARMs/EBSCognosBIAnalysisStudio.pdf and sent to data services (dombross@msu.edu) prior to class.

Presenter: Stephanie Dombroski
Investment: Free
Location: Wells Hall B110H

PROCESS MAPPING AND ANALYSIS
Tuesday, April 25 and Wednesday, April 26, 8:30 a.m. - 5:00 p.m.

Do you have processes that need to be revisited as a result of technology, staffing or policy changes? In this intensive two-day workshop, participants will learn how to identify and understand an organization's core processes, and walk away with valuable process mapping techniques that can be applied practically to streamline and reduce time required in completing a process or transaction.

Presenter: Bob Boehringer, Orion Development Group
Investment: $350

COMMUNICATION

CRUCIAL CONVERSATIONS®
Tuesday, February 21 and Wednesday, February 22, 8:30 a.m. – 4:30 p.m., or Wednesday, May 3 and Thursday, May 4, 8:30 a.m. - 4:30 p.m.

By learning how to speak and be heard (and encouraging others to do the same), you'll begin to surface the best ideas, make the highest-quality decisions and then act on your decisions with unity and commitment. Learn step-by-step tools for promoting open, honest dialogue around high-stakes, emotional or risky topics—at all levels of your organization.
Presenter: Kathie Elliott and Christy Turner, MSU Human Resources
Investment: $320 (includes extensive participant materials)

(NEW!) COMMUNICATING AND INFLUENCING UP
Tuesday, March 7, 1:00 p.m. – 4:30 p.m. or Thursday, April 20, 1:00 p.m. – 4:30 p.m.

The ability to communicate well is arguably one of the most important business skills, yet so many of us haven't been trained in HOW to best communicate with leaders, co-workers and stakeholders. In today's fast-moving world, your ability to communicate can make or break your career! Effective communication occurs when the receiver clearly understands the information or idea that the sender transmits. The best communicators learn to convey ideas clearly and consistently to a variety of audiences, turning their communication skills into true power tools they can use to carve out career growth and personal successes. This session explores the fundamentals of effective communication, specifically focusing on using communication skills to influence others.
Presenter: Mitzi Taylor, Not So Basic Training
Investment: $150

BEST PRACTICES FOR WRITING POLICIES AND PROCEDURES
Wednesday, March 15, 8:30 a.m. – 3:00 p.m.

It can be challenging to write policies and procedures in clear terms that can be understood by all. This course will address proven strategies to make this task easier and share methods for creating easy to understand resources.
Presenter: Jackie McCarroll, McCarroll Associates
Investment: $175

CUSTOMER SERVICE

THE SPARTAN EXPERIENCE
Tuesday, January 31, 8:30 a.m. - 4:30 p.m., Tuesday, March 28, 8:30 a.m. - 4:30 p.m. or Thursday, May 18, 8:30 a.m. - 4:30 p.m.

We must continually ask how Michigan State University will truly differentiate itself from the competition and thrive into the future. What will make the difference? Simply put, SPARTANS WILL. You will make the difference. This high-energy program is designed by Spartans for Spartans. Its goal is to inspire and build a high-performance service mindset in all MSU team members to Deliver Outstanding Spartan Experiences with pride in everything we do and to all we serve.
Presenter: MSU staff members from a variety of campus units
Investment: Free

FINANCE AND ACCOUNTING

ACCOUNTING IN EBS
Tuesday, January 10, 8:30 a.m. - 4:00 p.m., Friday, March 10, 8:30 a.m. - 4:00 p.m. or Tuesday, May 2, 8:30 a.m. - 4:00 p.m.

This interactive session will provide you the opportunity to learn about key accounting concepts and how to apply them to the financial system, including: accounting basics, funds, sub-funds, object codes, workflow, internal controls, reporting basics and more.
Presenter: Lee Hunter and Ethel Mason, MSU Accounting Office
Investment: $25
Note: This session was formerly titled "MSU Accounting in EBS" and "Accounting 101." This class will serve as a prerequisite for future MSU accounting training programs. All Fiscal Officers are strongly encouraged to attend.

PAYMENTS TO NON-RESIDENT ALIENS & FOREIGN VENDORS
Wednesday, January 11, 8:30 a.m. – noon or Tuesday, March 14, 1:00 p.m. – 4:30 p.m.

This session provides key information about making payments to non-U.S. vendors and individuals. Topics will include how to identify non-resident aliens and foreign vendors, visas, payment types, professional services contracts, U.S. taxes on payments, tax treaties and processing disbursement vouchers for payment.
Presenter: Ethel Mason, MSU Accounting Office
Investment: Free

EBS FINANCIAL SYSTEM - ROLES/ONBOARDING
Tuesday, January 17, 8:30 a.m. - 11:00 a.m., Wednesday, February 15, 1:30 p.m. - 4:00 p.m., Thursday, March 23, 8:30 a.m. - 11:00 a.m., Monday, April 10, 1:30 p.m. - 4:00 p.m. and Wednesday, May 17, 8:30 a.m. - 11:00 a.m.

Are you new to MSU and/or to a financial role? The intent of this session is to answer the question, "Where do I start?" You have a vast toolbox at your disposal. This session will identify all of the tools and provide a guide to your training resources.
Presenter: Controller's Office management staff
Investment: Free

TRAVEL REGULATIONS AND REIMBURSEMENT PROCESSING

Tuesday, February 7, 8:30 a.m. – 2:30 p.m., Wednesday, March 8, 8:30 a.m. – 2:30 p.m. or Tuesday, April 18, 8:30 a.m. – 2:30 p.m.

This class is designed specifically for those who have been processing university business travel for less than one year and will focus on general travel regulations and reimbursement for basic travel scenarios. Topics and exercises will include: travel authorizations, travel regulation policies, per diem calculations, travel reimbursement processing in KFS and cash advances.
Presenter: Ethel Mason and Susan McKay, MSU Accounting Office
Investment: $25
Note: This class was formerly titled "MSU Travel 101."

FINANCIAL DATA REPORTING STRATEGIES

Thursday, February 23, 8:30 a.m. - noon

This session will provide an overview of strategies that can be used for financial planning and reporting. Topics include: identifying business questions and incorporating them into financial planning and reporting; setting up new budgets for anticipated recurring or non-recurring expenditures from an all funds perspective; structuring data so that you can get future needed reports; setting up a budget and reporting actuals against that budget.
Presenter: Ken Desloover, College of Arts and Letters and Kris Stroud, College of Human Medicine
Investment: Free
Target Audience: Individuals responsible for generating budgets and reports to assist with decision making and monitoring of projects or initiatives with a financial impact.
Note: This class was previously titled "Finance Planning and Reporting Strategies."

ADVANCED TRAVEL REGULATIONS AND REIMBURSEMENT PROCESSING

Thursday, February 23, 8:30 a.m. - noon or Tuesday, April 25, 8:30 a.m. - noon

This class is specifically designed for those who have been processing university business travel for more than one year, or who desire more in-depth knowledge regarding foreign travel reimbursements and more complicated travel scenarios. Topics and exercises will include: Fly America Act procedures, travel regulation policies, foreign per diem calculations, foreign currency conversions and complicated/unusual travel reimbursement processing.
Presenter: Ethel Mason and Susan McKay, MSU Accounting Office
Investment: Free
Note: This class was previously titled "MSU Travel: Intermediate."

PROCESSING PURCHASING REQUISITIONS

Thursday, March 23, 1:30 p.m. - 4:30 p.m.

Do you want to know how to handle requisitions and what happens when they get to Purchasing? We'll cover key processes to ensure your unit's needs are met. Additional topics include: bid requirements, contract review/approval process, international purchasing, subcontracting plan execution and reporting, and more.
Presenter: Wendy Anderson, University Services – Purchasing
Investment: Free

TARGETED TOPICS IN ACCOUNTING

The Office of the Controller is pleased to offer a series of brief courses intended to be of practical use for fiscal officers, administrators and other financial system users in the areas of decision making, accounting and reporting. Topics may change each semester to address current and relevant topics. For details, visit EBS, click on "My Career & Training," then click on "Courses for Employees at MSU."

Sessions:

SERVICE CENTER BILLING RATES
Thursday, February 2, 8:30 a.m. - 11:00 a.m.

This session will provide information to participants from units which provide goods and services for a fee. Participants will learn about the administrative responsibilities of operating a Service Center. The primary focus of the seminar will be on calculating the full cost of providing goods and services.
Presenter: Roger Gray, Controller's Office
Investment: Free

FISCAL OFFICER AND DELEGATE EXPECTATIONS
Monday, February 6, 1:30 p.m. - 4:00 p.m.

This session will inform participants about the expectations the Controller's Office has of individuals who are fiscal officers and fiscal officer delegates.
Presenter: Greg Deppong and Lee Hunter, Controller's Office
Investment: Free

ETHICS: HOW DO WE DEAL WITH THE "GRAY AREAS" IN DECISION-MAKING?
Thursday, February 16, 2:00 p.m. - 4:30 p.m.

Navigating MSU business requires a fiscal conscience. The ethical decision isn't always the most popular. This session will help by applying examples of ethical questions to daily financial transactions and decisions.
Presenter: Sarah Blanck, Provost's Office and Mike Stokes, College of Osteopathic Medicine
Investment: Free

CONTROLLER'S OFFICE ACCOUNTING & PAYROLL FORUM
Wednesday, April 12, 1:30 p.m. – 4:00 p.m

This session is designed as an open forum for participants to engage with the Controller, Chief Accountant and Payroll Manager. The intent is to provide an opportunity for the MSU community to "ask anything" regarding policies, procedures, transactions, what the Controller's Office can do better and more. Each participant will be asked to submit at least one item for discussion.
Presenter: Greg Deppong, Lee Hunter and Sheila Wamhoff, Controller's Office
Investment: Free

GIFT ACCOUNTING
Thursday, May 11, 2:00 p.m. - 4:00 p.m.

Documenting a gift to MSU is only the start of the journey for those funds. As the fiscal officer for your unit, you are responsible for tracking, reporting and appropriately using gifts to MSU. In this session, you will learn about the flow of gifts from receipt through deposit and recording. The instruction provided on the university's donor system, Advance, and the Scholarship & Endowment System, and their relationship with each other and KFS, will prepare you to assist your administration in the use and reporting of gift funds.
Presenter: Sean Harwood, University Advancement
Investment: Free

HUMAN RESOURCES

CERTIFIED HUMAN RESOURCES SPECIALIST
Tuesday, May 9, 8:30 a.m. – 4:30 p.m., Tuesday, May 16, 8:30 a.m. – 4:30 p.m., Tuesday, May 23, 8:30 a.m. – 4:30 p.m., Tuesday, May 30, 8:30 a.m. – 4:30 p.m. and Tuesday, June 6, 8:30 a.m. – 4:00 p.m.

Interested in the world of human resources? In this five-session series, participants will receive fundamental knowledge to be a successful HR professional. Pass a take-home exam to achieve CHRS certification.
Presenter: Tina Riley, Ph.D., MSU School of Human Resources and Labor Relations
Investment: $800

LEADERSHIP

CRUCIAL ACCOUNTABILITY®
Tuesday, March 21 and Wednesday, March 22, 8:30 a.m. – 4:30 p.m.

This two-day course teaches a step-by-step process for enhancing accountability, improving performance and ensuring execution. A combination of role plays and interactive scenarios allows participants to practice how to talk about violated expectations in a way that solves problems, improves relationships and strengthens team and organizational effectiveness.
Presenter: Todd Bradley, MSU Human Resources
Investment: $320 (includes extensive participant materials)

STRATEGIC LEADERSHIP
Tuesday, March 21, 8:30 a.m. - noon

Have you ever been told you need to be "more strategic" as a leader? Do you struggle to balance the daily demands of your position with the need to plan for the future? This course will show you how to become a more strategic leader – whether you are the top executive, middle-level manager or supervisor. You will discover practical tools for aligning your own and your team's goals with the high-performance needs of the organization. The course will include an in-class assessment of your preferred leadership style and a customized plan for becoming more effective as a leader.
Presenter: Lori Mason, The Learning Connexion
Investment: $185

INFLUENCER®
Wednesday, April 19 and Thursday, April 20, 8:30 a.m. – 4:30 p.m.

What can you do to create lasting change in your organization? This class is based on research of the world's best change agents to help participants identify high-leverage behaviors, diagnose the real causes behind behavior problems, effectively motivate and enable others and create behavior change strategies that yield rapid, lasting results.
Presenter: Jeff Magnuson, Henry Center for Executive Development
Investment: $320 (includes extensive participant materials)

LEADING CHANGE
Thursday, May 4, 8:30 a.m. – noon

Effective leadership is imperative in times of transition, regardless of the nature or source of the changes you're experiencing. This session will enable you to understand the phases of change, deal with resistance, build support for change and communicate more effectively to reduce and build change adeptness in staff members.
Presenter: Carrie Galdes, MSU Human Resources
Investment: Free

BOOSTING TEAM PERFORMANCE

Thursday, May 11, 8:30 a.m. – noon

Developing a shared vision of success is a critical factor in driving team performance. Methods of building trust, setting goals and providing feedback to help enhance employee engagement and working relationships will be shared in this course. Practical, critical tools are provided to enhance the long-term success of your team.

Presenter: Tina Riley, Ph.D., MSU School of Human Resources and Labor Relations
Investment: $135

MANAGEMENT

SUPERVISOR STRATEGIES FOR PERFORMANCE PLANNING

Thursday, January, 26, 8:30 a.m. – 11:30 a.m. or Thursday, April 27, 8:30 a.m. – 11:30 a.m.

As a supervisor, it is important that you sufficiently prepare and work collaboratively with your employee to make the Performance Planning portion of Performance Excellence successful. In this program, you can expect to learn strategies to link university and departmental priorities to the employee's role, clarify expectations, write effective SMART goals, identify skill gaps, create a development plan and increase engagement in the process.

Presenter: MSU Human Resources staff
Investment: Free

NEW SUPERVISOR ESSENTIALS

Wednesday, February 1, 8:30 a.m. – 4:30 p.m., Wednesday, March 1, 8:30 a.m. – 4:30 p.m. or Wednesday, May 17, 8:30 a.m. – 4:30 p.m.

This session is designed to provide new supervisors at MSU with support and information to create a strong foundation as a leader. Content includes an overview of leadership skills, administrating employee relations, understanding employee leaves and a panel discussion with current MSU supervisors. Lunch is provided.

Presenter: Jennie Yelvington, Amy Holda and Anthony Lemke, MSU Human Resources
Investment: Free
Target Audience: Recently appointed or newly hired supervisors and managers.

CORE COMPETENCIES FOR SUPERVISORS

Tuesday, March 7, 8:30 a.m. – noon or Thursday, April 20, 8:30 a.m. – noon

Frontline supervisors are a main determinant of overall performance, retention and morale in an organization. Several recent studies have shown that a leading cause of employee dissatisfaction and turnover is not due to compensation (as typically thought), but the relationship between the employee and their direct supervisor. In this session, we will explore how your role as supervisor adds value to the organization, how to successfully move from peer to supervisor and how to build communication skills, motivate and give effective feedback.

Presenter: Mitzi Taylor, Not So Basic Training
Investment: $150

ESSENTIALS OF EMPLOYEE RELATIONS

Wednesday, May 3, 8:30 a.m. – 4:30 p.m.

This course offers new and experienced supervisors a refresher from Employee Relations on topics such as setting expectations, performance management, what to do when you think you need to discipline an employee and your role as a contract administrator.

Presenter: Amy Holda, MSU Human Resources

Investment: $25

OPERATIONS

SURVIVING AN ACTIVE VIOLENCE INCIDENT: BE YOUR OWN HERO

Wednesday, February 1, 2:00 p.m. – 4:00 p.m.

Violence in the workplace exists along a spectrum with signs along the way. Identifying and addressing behaviors of concern in a timely manner is essential to preventing violence in the workplace. The MSU Police Department will provide instruction on how to identify these behaviors, give tips on intervention and give valuable training on how to respond during a violent incident, such as an active shooter in the workplace.
Presenter: Kelly Roudebush, MSU Police
Investment: Free
Note: This class was formerly titled "Recognizing and Preventing Violence in the Workplace."

NAVIGATING BUSINESS INTELLIGENCE

Thursday, February 16, 8:30 a.m. - 10:30 a.m.

Would you like to set up your own Business Intelligence reports or send them to other people automatically according to a schedule? Attend this course for an overview of Business Intelligence basics, plus tips on making Business Intelligence work for you.
Presenter: MSU IT Data Services Team
Investment: Free
Location: Wells Hall B110H

QUERY STUDIO

Thursday, January 26, 1:30 p.m. - 4:30 p.m., Thursday, February 23, 1:30 p.m. - 4:30 p.m. or Thursday, March 30, 1:30 p.m. – 4:30 p.m.

Query Studio is an ad hoc reporting tool that can be used to produce queries against enterprise data. Participants will be granted access to Query Studio upon completion of training. Additional ARM forms and approval to access specific data sets may be required.
Presenter: MSU IT Data Services Team
Investment: Free
Location: Wells Hall B110H
Pre-requisites: You must have access to finance and/or HR data as a result of a valid and current role in the EBS system. You must bring a signed ARM form to class; the form will be provided to you upon class enrollment.

RECORDS MANAGEMENT AND RETENTION AT MSU

Wednesday, March 8, 2:30 p.m. – 4:30 p.m.

Learn the rules, regulations and strategies to help manage university records. Class will cover both electronic and print documents. Bring questions and scenarios to ensure your unit is in compliance with administrative and legal records management requirements.
Presenter: Staff from University Archives and Historical Collections
Investment: Free

PERSONAL DEVELOPMENT

(NEW!) CREATING AN INCLUSIVE ENVIRONMENT

Tuesday, January 24, 8:30 a.m. – noon or Thursday, April 27, 8:30 a.m. – noon

This interactive session is divided into three segments. In the first part of the program, participants will work to understand and identify categories associated with the various labels we apply to ourselves and others in our everyday lives. In the second portion, participants will consider the ways in which these categories apply to themselves and how this shapes their interactions with others. The final portion will introduce participants to an exercise designed to enhance self-awareness and bridge connections.
Presenter: Jessica Garcia, Ph.D., Office for Inclusion and Intercultural Initiatives
Investment: Free

PROVING VALUE: DESIGNING EFFECTIVE SURVEYS
Tuesday, January 31, 1:00 p.m. - 3:00 p.m.

What is the best way to get feedback from your customers to ensure your programs are adding value? A survey is a commonly used assessment tool, but writing and designing effective surveys is an art that requires careful thought and planning. This interactive session will help you in developing surveys that are useful, informative and contribute to data-informed decision making. We will also discuss how to make your surveys user-friendly and increase survey response rates.
Presenter: Paul Goldblatt, MSU Auxiliary Enterprises
Investment: Free

(NEW!) INTRODUCTION TO QUALTRICS
Wednesday, February 15, 1:00 p.m. - 3:00 p.m.

Qualtrics is one of the leading survey design programs, and MSU has recently purchased a university-wide site license. This class will be held at an MSU computer lab to provide hands-on training. By the end of this class, you will be able to: design and edit surveys, modify the look and feel of surveys, create a wide variety of question types, choose the most appropriate distribution methodology, analyze survey results and export results into programs like SPSS for further analysis.
Presenter: Paul Goldblatt, MSU Auxiliary Enterprises
Investment: Free
Location: RHS Information Services Building, 153 Service Road

BOOST YOUR CAREER
Wednesday, February 15, 8:30 a.m. – noon or Thursday, April 27, 1:00 p.m. – 4:30 p.m.

Do you want to take charge of your career? In this program, you will learn strategies for developing a career path, as well as establishing professional development goals. Also included is a demonstration of the self-paced, online learning resource, elevateU.
Presenter: Christy Turner, MSU Human Resources
Investment: Free

EVERYTHING DISC®: BEHAVIOR STYLES AT WORK
Wednesday, February 15, 8:30 a.m. – noon or Tuesday, May 9, 8:30 a.m. – noon

Have you ever wondered why some people just don't get you? Or have you ever thought, "I cannot even begin to know what my boss needs—even when I ask, I am still not sure." Most of us have felt that way at one time or another. The good news is there is a simple tool designed to help you understand yourself AND other people. Everything DiSC® helps you build more effective working relationships based on an understanding of different behavioral styles.
Presenter: Kathie Elliott, MSU Human Resources
Investment: $75

SUSTAINABLE HIGH PERFORMANCE
Tuesdays, March 14, 21, 28 and Tuesday, April 11, 1:00 p.m. – 4:30 p.m.

Performance excellence requires you to have significant emotional resiliency as you navigate the challenges inherent in your day-to-day work life. Taking the time to develop strong emotional wellness/work effectiveness skills will increase your capacity for calm, creative responses to a wide variety of problems. Increasing your psychological flexibility and learning to operate from a high quality state of mind will allow you to be a consistently high performing employee.
Presenter: Lisa Laughman, MSW, LMSW, Office of the University Physician and Karen Pace, MSU Extension
Investment: $25

(NEW!) QUALTRICS - THE NEXT LEVEL
Wednesday, March 15, 1:00 p.m. - 3:00 p.m.

This session will build upon the Introduction to Qualtrics session and is designed to take advantage of the more powerful features that Qualtrics has to offer. This session will be held at an MSU computer lab to provide hands-on training. By the end of this class, you will have the ability to: use Display and Skip Logic, design question blocks and edit survey flow, understand piped text, add embedded data to your survey to reduce the number of questions or provide additional information and conduct advanced analyses of survey results.
Presenter: Paul Goldblatt, MSU Auxiliary Enterprises
Investment: Free
Location: RHS Information Services Building, 153 Service Road

FROM DISTRACTED TO PRODUCTIVE
Tuesday, March 28, 8:30 a.m. - noon

Email. Interruptions. Project transitions. Office clutter. Social and other media. Text messages. Even family and friends. These seven "distractors" sometimes make it almost impossible to get anything done. It seems like there is always SOMETHING getting in the way of what you really need to do. But with some forethought and effective strategies, as well as some personal discipline, it is more than possible to find your focus, even in a hyper-distracted world. Learning "game plan" ideas for getting and keeping your distractors under control and finding critical "focused productivity" time each day, will lead not only to increased performance, but also to clarity of mind and purpose.
Presenter: Randy Dean, Randall Dean Consulting Investment
Investment: $130

(NEW!) PRESENT TO CONVEY, CONVINCE & CAPTIVATE
Tuesday, May 2, 8:30 a.m. - noon

When a skilled presenter delivers a presentation, whether in front of a room or around a conference table, it looks natural, confident and spontaneous. Yet, we have all sat through enough horrible presentations to know that presenting is anything but instinctive or merely common sense. This course will teach you how to prepare a presentation that will engage your audience, communicate your message and utilize the best tools to deliver that message. (Hint: It's not always PowerPoint!) In the end, attendees will learn to make presentations like their career depends on it – and it does!
Presenter: Lisa Oliva, MSU Research Administration Project
Investment: Free

PROJECT MANAGEMENT

ESSENTIALS OF PROJECT MANAGEMENT
Wednesday, March 22 and Thursday, March 23, 8:30 a.m. – 5:00 p.m

Learn techniques to become skilled at managing projects. This two-day workshop is designed to arm you with the tools you need to manage projects and bodies of work that deliver results on time and on budget, regardless of size or nature.
Presenter: Alice Wilken, Orion Development Group
Investment: $350 (includes the book, Fast Forward MBA in Project Management)

COURSE MANAGEMENT

D2L is one of MSU's current centrally-supported Learning Management Systems. D2L training courses offer an introduction to the system and creating and managing content, as well as training on specialized topics, including the D2L gradebook, assessment tools, communication tools and customization options. Questions regarding D2L training should be directed to the MSU Library's Distance Learning Services Help Desk at 517-355-2345 (toll-free at 800-500-1554).

Register via bookings.lib.msu.edu/calendar/events. All classes are free for interested faculty, students and staff.

WALK-IN SUPPORT (No registration required for walk-in support.)
January 5, 10:00 a.m. – noon
April 25, 1:00 p.m. – 3:00 p.m.
Location: Main Library, Beaumont West Instruction Room

D2L INTRO
January 24, 1:00 p.m. – 4:00 p.m.
February 22, 9:00 a.m. – noon
March 22, 1:00 p.m. – 4:00 p.m.
April 6, 9:00 a.m. – noon
Location: Main Library, Red Cedar West Instruction Room

D2L STAFF INTRO
February 2, 10:00 a.m. – noon
April 18, 1:00 p.m. – 3:00 p.m.
Location: Main Library, Red Cedar West Instruction Room

D2L GRADEBOOK
February 16, 10:00 a.m. – noon
March 14, 1:00 p.m. – 3:00 p.m.
Location: Main Library, Red Cedar West Instruction Room

D2L ASSESSMENTS
March 2, 1:00 p.m. – 3:00 p.m.
April 12, 10:00 a.m. – noon
Location: Main Library, Red Cedar West Instruction Room

D2L ADVANCED FEATURES
February 8, 10:00 a.m. – noon
March 23, 1:00 p.m. – 3:00 p.m.
Location: Main Library, Red Cedar West Instruction Room

ZOOM AND MEDIASPACE
March 28, 10:00 a.m. – noon
April 27, 1:00 p.m. – 3:00 p.m.
Location: Main Library, Beaumont West Instruction Room

INFORMATION RESEARCH SKILLS

Extend the boundaries of your information environment and discover valuable research shortcuts. The MSU Libraries offer a number of courses to enhance your information research skills and save you time!

Register via bookings.lib.msu.edu/calendar/events. All classes are free for interested faculty, students and staff.

ENDNOTE X7 AND ENDNOTE ONLINE

Visit this guide for more information: libguides.lib.msu.edu/c.php?g=439667 .
February 6, 2:00 p.m. – 4:00 p.m.
February 21, 10:00 a.m. – noon
Location: Main Library, Red Cedar West Instruction Room
NOTE: Previous experience searching article databases available from MSU Libraries is highly recommended.

FUNDING YOUR GRADUATE EDUCATION: ENGINEERING AND SCIENCES

February 10, 3:00 p.m. - 4:30 p.m.
Location: Main Library, 3 West Instruction Room
NOTES: Bring your laptop. If registration is closed, contact Jon Harrison at harris23@msu.edu.

FUNDING YOUR GRADUATE EDUCATION: HUMANITIES AND SOCIAL SCIENCES

March 17, 3:00 p.m. - 4:30 p.m.
Location: Main Library, 3 West Instruction Room.
NOTES: Bring your laptop. If registration is closed, contact Jon Harrison at harris23@msu.edu.

ZOTERO

This basic introduction is now available completely online. Using tutorials and other helpful content, you can learn Zotero from home. Visit this guide for more information: libguides.lib.msu.edu/c.php?g=439667 .
January 13, 10:00 a.m. – noon
February 17, 10:00 a.m. – noon
Location: Main Library, 3 West Instruction Room
NOTES: For more information, please contact zotero@mail.lib.msu.edu.

MENDELEY

Visit this guide for more information: libguides.lib.msu.edu/mendeley.
January 18, 2:00 p.m. – 4:00 p.m.
Location: Main Library, 3 West Instruction Room
February 20, 2:00 p.m. – 4:00 p.m.
Location: Business Library Instruction Room 22
March 16, 11:00 a.m. - 1:00 p.m.
Location: Main Library, 3 West Instruction Room
NOTES: Please bring your laptop to class. Before class, please go to mendeley.com, create a profile using your MSU email address and download Mendeley Desktop. If you run into difficulties, that's okay - we'll help you in class. For more information, please contact Mendeley Coordinator Suzi Teghtmeyer at teghtmey@msu.edu.

MSU RESOURCES & INFORMATION SYSTEMS

The courses listed below are offered to provide you training and education on the campus applications that are available to help you do your job. Registration is through EBS.

CASHNET PROCESSORS TRAINING

February 6, 10:00 a.m. – noon
March 27, 10:00 a.m. – noon
Location: Computer Center, 210

CASHNET STORE SETUP
February 8, 9:00 a.m. – noon
March 29, 9:00 a.m. – noon
Location: Hannah Tech Center, Conference Room R

OOI - ORGANIZATIONAL CHANGE POLICY AND PROCESS
April 5, 9:00 a.m. – noon
Location: Computer Center, 210

OOI - USING ORG DATA FOR REPORTING
March 14, 9:00 a.m. – noon
Location: Computer Center, 210

KUALI COEUS: PROPOSAL DEVELOPMENT IN KC
Learn how to create a proposal and route it for institutional approval in MSU's research administration system. During the course, instructors will review the business processes and perform step-by-step demonstrations of the functionality. Participants will have an opportunity to apply what they have learned during the class through exercises based on actual proposals submitted on campus.

January 31, 1:00 p.m. – 5:00 p.m.
Location: Business College Complex, N012

February 2, 1:00 p.m. – 5:00 p.m.
Location: South Kedzie Hall, 222

February 8, 1:00 p.m. – 5:00 p.m.
Location: Eppley Center, 109

February 16, 1:00 p.m. – 5:00 p.m.
Location: Akers Hall, 141

February 21, 8:00 a.m. – noon
Location: Wells Hall, B110H

February 28, 1:00 p.m. – 5:00 p.m.
Location: Baker Hall, 521

March 1, 8:00 a.m. – noon
Location: Wells Hall, B110H

March 9, 8:00 a.m. – noon
Location: Natural Resources, 218

March 14, 1:00 p.m. – 5:00 p.m.
Location: Akers Hall, 141

March 15 8:00 a.m. – noon
Location: Secchia (Grand Rapids Campus), 257

March 21, 8:00 a.m. – noon
Location: Business College Complex, N012

March 22, 1:00 p.m. – 5:00 p.m.
Location: Akers Hall, 141

March 28, 1:00 p.m. – 5:00 p.m.
Location: Business College Complex, N012

April 4, 8:00 a.m. – noon
Location: Business College Complex, N012

April 5, 1:00 p.m. – 5:00 p.m.
Location: Eppley Center, 109

April 12, 8:00 a.m. – noon
Location: Farrall Hall, 109

April 13, 8:00 a.m. – noon
Location: Secchia (Grand Rapids Campus), 257

April 18, 1:00 p.m. – 5:00 p.m.
Location: Baker Hall, 521

April 20, 8:00 a.m. – noon
Location: South Kedzie Hall, 222

Multiples times and date are available for registration via EBS. Training for KC is role-based. Enrollment will be limited to individuals who are currently responsible for the management of research awards.

In an effort to Be Spartan Green, presentation handouts will not be distributed during the KC classes. The PowerPoint slides for this class as well as other information can be obtained at ra-project.vprgs.msu.edu/user-education-and-resources.

BUDGET DEVELOPMENT IN KC

Learn how to create a proposal budget using MSU's research administration system. During the course, instructors will review the business processes and perform step-by-step demonstrations of the functionality. Participants will have an opportunity to apply what they have learned during the class through exercises based on actual proposal budgets submitted on campus.

February 1, 8:00 a.m. – noon
Location: Wells Hall, B110F

February 7, 8:00 a.m. – noon
Location: Business College Complex, N012

February 9, 8:00 a.m. – noon
Location: South Kedzie Hall, 222

February 15, 8:00 a.m. – noon
Location: Akers Hall, 141

February 22, 1:00 p.m. – 5:00 p.m.
Location: Baker Hall, 521

February 23, 8:00 a.m. – noon
Location: Natural Resources, 218

March 2, 1:00 p.m. – 5:00 p.m.
Location: Ernst Bessey Hall, 216

March 7, 8:00 a.m. – noon
Location: South Kedzie Hall, 222

March 8, 1:00 p.m. – 5:00 p.m.
Location: Anthony Hall, 1210

March 15, 1:00 p.m. – 5:00 p.m.
Location: Secchia (Grand Rapids Campus), 257

March 16, 1:00 p.m. – 5:00 p.m.
Location: Wells Hall, B110F

March 23, 8:00 a.m. – noon
Location: Natural Resources, 218

March 29, 8:00 a.m. – noon
Location: Baker Hall, 521

March 30, 1:00 p.m. – 5:00 p.m.
Location: South Kedzie Hall, 222

April 5, 8:00 a.m. – noon
Location: Anthony Hall, 1210

April 6, 1:00 p.m. – 5:00 p.m.
Location: Wells Hall, B110F

April 11, 8:00 a.m. – noon
Location: Business College Complex, N012

April 13, 1:00 p.m. – 5:00 p.m.
Location: Secchia (Grand Rapids Campus), 257

April 18, 8:00 a.m. – noon
Location: Anthony Hall, 1210

April 19, 1:00 p.m. – 5:00 p.m.
Location: Eppley Center, 109

Multiples times and date are available for registration via EBS. Training for KC is role-based. Enrollment will be limited to individuals who are currently responsible for the management of research awards.

In an effort to Be Spartan Green, presentation handouts will not be distributed during the KC classes. The PowerPoint slides for this class as well as other information can be obtained at ra-project.vprgs.msu.edu/user-education-and-resources.

RE-BUDGETING & REPORT TRACKING IN KC

Learn how to update an award by reallocating funds between different cost categories and updating report tracking activities using MSU's research administration system. During the course, instructors will review the business processes and perform step-by-step demonstrations of the functionality. Participants will have an opportunity to apply what they have learned during the class through exercises based on funded awards.

March 30, 1:00 p.m. – 3:00 p.m.
Location: Ernst Bessey Hall, 216

April 6, 9:00 a.m. – 11:00 a.m.
Location: Natural Resources, 218

April 11, 12:30 p.m. – 2:30 p.m.
Location: Business College Complex, N012

April 19, 9:00 a.m. – 11:00 a.m.
Location: Wells Hall, B110F

Multiples times and date are available for registration via EBS. Training for KC is role-based. Enrollment will be limited to individuals who are currently responsible for the management of research awards.

In an effort to Be Spartan Green, presentation handouts will not be distributed during the KC classes. The PowerPoint slides for this class as well as other information can be obtained at ra-project.vprgs.msu.edu/user-education-and-resources.

Change of Direction for MSU IT Training

The MSU IT Training team has transitioned from traditional classroom delivery of content to web-based delivery methods. This has been possible, in large part, by partnerships the university has formed with third party vendors (e.g., New Horizons, elevateU). We will continue to grow these areas more aggressively, specifically:

- Eliminating remaining instructor-led training by MSU IT training personnel.
- Increasing the number of training partners to refer people to for instructor-led training.
- Focusing the efforts of MSU IT Training personnel toward creating online training like the training at go.msu.edu/USS-training and coordinating any needed instructor-led training with other organizations.

Remaining instructor-led courses are posted in EBS. Click on "My Career and Training" and then click "Courses for Employees" to search the desired course term.

MSU Libraries Registration System Change

Registration for classes by MSU Libraries Distance Learning Services (DLS), such as D2L, Zoom and MediaSpace, will now be processed through the LibCal registration system.

Faculty and staff should register for DLS training online through the LibCal registration system instead of EBS. Phone registration is also available by calling 517-355-2345 or 800-500-1554.

1. Visit bookings.lib.msu.edu/calendar/events and find the desired event.
2. Log in/register with your MSU NetID and password.
3. Choose the appropriate registration status (Faculty or Staff).
4. Fill in your department or organization name.
5. Click "Register."
6. "Success" displays at the bottom of the page once you've registered.
7. You will receive an email in your MSU inbox with the information for the event that you have registered for. This email also has a link to cancel should something come up and you cannot attend.
8. Be sure to record this event on your personal calendar.
9. You can either log out from this point or continue searching for other events.

MSU IT Email List

MSU IT offers a training email distribution list (listserv) you may subscribe to for schedules, announcements of new offerings and more.

To subscribe, send an email to listserv@list.msu.edu with the following in the body of the email:

SUBSCRIBE train FirstName LastName

(Please note: "FirstName" and "LastName" are placeholders for your own name.)

You will be sent a confirmation email and will need to reply according to the instructions given in the email. For questions, please call the MSU IT Service Desk at 517-432-6200 or toll free at 844-678-6200.

Benefits
of Online Learning

Immediacy
Get the help you need when you need it. Obtain a comprehensive view of a particular topic or advance ahead to learn a particular task.

Adaptability
Working at your own pace allows you to study at your own speed. Study material using your preferred learning style, reviewing topic areas, and repeating exercises as often as you like.

Flexibility
Pick the time and duration best for your schedule. Whether it's late at night for one hour or during the day for four hours, training is available for you.

Retention
Studies show that engaging, interactive online training can increase retention to as much as 60% more over listening to instruction or reading alone.

Convenience
You choose when it is best for you to learn and on what device. Online training allows you to learn at work, at home, or even on the road.

NEW HORIZONS REGISTRATIONS

Michigan State University has been partnering with New Horizons for several years to provide a broad range of technical training, desktop applications, ITIL training and programming language courses for MSU employees. We have recently increased the number of courses provided by New Horizons to expand the amount and variety of courses.

New Horizons is less than 15 minutes away from our main campus, and we recommend that you get away from your office and attend the online class at New Horizons in Lansing, but you also have the option of taking the class from any other location with an Internet connection. Upon registration in the New Horizons portal, you will receive specific login information 2-3 days upon registration.

New Horizons Lansing Location:
1146 South Washington Ave. (corner of Washington Ave. & South Street)
Suite A-B
Lansing, MI 48910

New Horizons registrations no longer reside in the EBS Registration system. To utilize your EdAssist balance, if available, you must follow the process within the Educational Assistance system for noncredit courses, which includes an application, payment up front (departmental or personal) and then submitting the paperwork for the reimbursement. All courses must be paid for ahead of time. Utilize a department charge by selecting the credit card option for the payment method when registering for your class on the New Horizons portal.

Use the portal, nhls.com/msu to view and enroll in the New Horizons offerings.

To read more on the Educational Assistance Policy & Procedure, visit hr.msu.edu/prodev/edassist.htm

To Apply for Educational Assistance Funds
1. Log into edassist.hr.msu.edu.
2. In the Educational Assistance System, select "Apply" and then "Non Credit course."
3. Complete the online application 30 days prior to the first day of class. This application will route to MSU HR after the electronic supervisor approval. The course description must be in a PDF file format.

   Your supervisor will receive an email at their MSU email address from MSU Forms Tracking. The subject line will read "MSU HR Educational Assistance Notification – Please Review." Your supervisor will click on the link provided in the email to approve it. They will need to click on "approve" and then on "confirm," both steps must be followed for the application to be successfully approved. Upon supervisor approval, the application will route to HR for final approval. If approved by HR, the end user will receive an email confirmation. The employee is notified within 15 days, after receipt of application in MSU HR, if the request has been approved or denied.

4. Once you have received an email approval from MSU HR Educational Assistance, visit nhls.com/msu if enrolling for a New Horizons class using your EdAssist funds.

5. Within 15 days of the end of the course, submit proof of successful course completion and proof of payment. If the department has paid for the cost of the course, the employee will provide a copy of the actual Pcard statement that would show the charge to the deptartment. If the employee paid for the course, a receipt is still needed. Keep in mind that reimbursement may be delayed or denied if proper documentation is not submitted within the appropriate timelines.
6. To complete this final step, click "Search" in the Educational Assistance System and select the Course Title. Click "+Add" to the "Upload Transcripts" section and "Submit."

While New Horizons offers a free retake within six months of a class, there is no need to submit another application to take advantage of this offer. Simply call or email New Horizons to register for another date of the same session.

- If you need to cancel your registration, please cancel the application in the Educational Assistance system and notify New Horizons. Rescheduled courses will need a new application, and you will need to reschedule with New Horizons as well. You can reach out to New Horizons at 517-318-4026 or Ryan.Rinvelt@nhls.com. To cancel your EdAssist App, click "Check Status" in the Educational Assistance system. Select your course title and then click "Cancel Application."
- For further questions regarding the EdAssist Application, please contact Julie Rorick in Human Resources at 517-884-0177 or at rorick@msu.edu.

Check your EdAssist Balance
1. Log into edassist.hr.msu.edu.
2. In the Educational Assistance System, select "My Account" and then "EdAssist Balance."

The EdAssist Balance shows the current academic year Educational Assistance benefit balance for both credit and noncredit courses. Credits encumbered refers to applications filed but not yet completed.

ONLINE TRAINING AND ENRICHMENT

To access elevateU, log into **ebs.msu.edu**, select "My Career & Training" on the left side bar and click on "elevateU."

elevateU

Go Further • Online 24/7

Microsoft
(Thousands of books and videos, and hundreds of courses and resources)
Sample subjects include:
- CompTIA
- Exchange Server
- Hyper-V
- Office Suite (Access, Excel, PowerPoint, Word)
- Project
- SharePoint
- Windows

Adobe
(Thousands of books and videos, and hundreds of courses and several resources)
Sample subjects include:
- Creative Cloud
- Illustrator
- Premiere
- Photoshop
- Acrobat
- InDesign
- Animate
- Dreamweaver
- Flash
- Spark
- Captivate

Database Management
(Thousands of courses, books and videos, and hundreds of resources)
Sample subjects include:
- Beginning Oracle
- Microsoft Access
- Microsoft SQL Server
- Microsoft Windows Server: Active Directory and Networking
- Next Generation Databases: NoSQL, NewSQL and Big Data
- Oracle Database 12c
- PowerShell
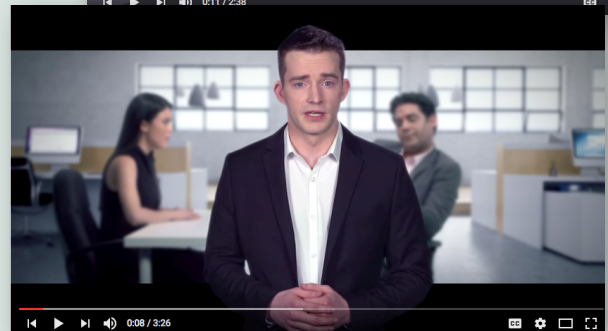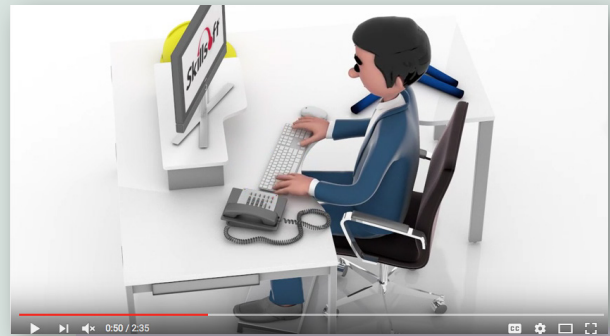- XML Databases and the Semantic Web

CHOOSE YOUR LEARNING STYLE
elevateU offers a variety of ways for you to learn.

- High-end animations
- Well-acted, interactive scenarios
- TV/Talk show or TV/Movie excerpts
- Simple animations
- TED talk-style presentations
- Documentary-style videos
- White board tutorials

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Spring 2017

Graphic/Web Design
(Thousands of courses, books and videos, and several resources)
Sample subjects include:
- Adobe Creative Cloud
- Communicating through Graphic, Web and Multimedia Design
- Drupal
- SmartArt and WordArt
- Typographic Design
- Visual Studio
- Web Design
- WordPress

Presentation Tools
(Thousands of books and videos, and hundreds of courses and resources)
Sample subjects include:
- Basic Presentation Skills
- Google Apps: Slides, Sites and Google+
- Microsoft OneNote
- Microsoft PowerPoint
- Working with Graphic, Audio and Video Content in PowerPoint

Spreadsheets
(Thousands of books, hundreds of videos and several resources)
Sample subjects include:
- Excel Pivot Tables
- Matlab
- Microsoft Azure
- Microsoft Excel
- Microsoft Office
- OpenOffice.org

Information Research
(Thousands of books, hundreds of videos, courses and resources)
Sample subjects include:
- Analytical Techniques Used for Business Analysis
- Concept-Oriented Research and Development in IT
- Health Information Systems and Technology
- Information Systems Research

Web Accessibility
(Thousands of books, hundreds of courses, and several videos and resources)
Sample subjects include:
- Using Internet Explorer: Accessibility and User Preferences

- Pro HTML5
- Web Standards and Regulatory Compliance

Collaboration
(Thousands of books and videos, and hundreds of courses and resources)
Sample subjects include:
- Collaborating and Sharing Presentations
- Microsoft Outlook
- Microsoft SharePoint

IT SKILLS

Business Skills for IT Professionals
(Several books, courses and resources)
Sample topics include:
- Data Analytics and Gamification
- IT Performance Management

Business Analysis
(Several books and courses)
Sample topics include:
- Project Management and Business Analysis
- BABOK
- Business Analytics Using SAS

Communications for IT Professionals
(Several books and courses)
Sample topics include:
- The Art of Delivering a Winning IT Presentation
- Communicating the UX Vision
- Using Data Presentation Tools for Effective Communication

Finance Fundamentals for IT Managers
(Several books)
Sample topics include:
- QuickBooks
- Reduce Cost While Modernizing Your IT
- Xero
- Financial Forecasting, Analysis and Modeling
- Bitcoin
- Sage
- Quicken
- Value-Driven IT Management

To access elevateU, log into EBS, select "My Career & Training" and then click "elevateU."
Spring 2017

Green IT
(Several books)
Sample topics include:
- Green Tips for Data Centers
- Green Information Technology
- Intel Technology Journal
- Challenges and Best Practices in Next Generation IT Equipment
- The Green Office

IT Governance
(Several books)
Sample topics include:
- Securing an IT Organization through Governance, Risk Management and Audit
- Using COBIT 5 for Risk
- Information Governance and Security
- Impact of Cloud Computing on IT Governance
- Agile Governance and Audit

IT Service Management
(Several books and courses)
Sample topics include:
- ITIL 2011 Foundations
- ITIL 2011 Intermediate

Management for IT Professionals
(Hundreds of books)
Sample topics include:
- The Big Shift in IT Leadership
- The Art of IT Management
- Agile Performance Improvement
- Women in IT: Inspiring the Next Generation
- IT Tools and Business Systems

Research and Development
(Several books)
Sample topics include:
- Third Platform and e-Learning Ecosystem
- Commercializing Innovation: Turning Technology Breakthroughs into Products
- Understanding Your Users: A Practical Guide to User Research Methods
- Research Methods of Computer Science

Security
(Thousands of books and videos, hundreds of courses and resources)
Sample subjects include:
- .NET Development Security Solutions
- Certified Ethical Hacker
- Cloud Computing
- Microsoft Security Fundamentals
- Securing User Accounts: Authorization, Registration and Passwords
- Wireless and Mobile Device Security

Strategic IT Planning
(Several books)
Sample topics include:
- The Lean IT Field Guide: A Roadmap for Your Transformation
- Moving to the Cloud Corporation: How to Face the Challenges and Harness the Potential of Cloud Computing
- Digital Enterprise Transformation: A Business-Driven Approach to Leveraging Innovative IT
- Content Strategy
- Agile Productivity Unleashed: Proven Approaches for Achieving Real Productivity Gains in Any Organization

To access elevateU, log into EBS, select "My Career & Training" and then click "elevateU."
Spring 2017

Accessibility Training

Digital accessibility training is a great way to improve the accessibility of MSU content, to understand why accessibility is important and to get a better understanding of MSU's Web Accessibility Policy. Visit go.msu.edu/a11y-training for more information.

MSU IT offers a few options for accessibility training to colleges and departments, including Eliquo. Eliquo offers accessibility training in a live, online format. To register for one of these classes, complete the online request form. The form will be processed within 1-2 days and you will receive a response once the training team verifies the availability of the course requested.

List of courses avaliable
Please visit the Eliquo class listing page for an up-to-date list of training classes.

Cost
Eliquo training is underwritten by MSU IT, so your final cost is only $74 per training day. You can pay for Eliquo training using Educational Assistance or by department charge.

Cancellation Policy
All cancellations must be made at least 10 days in advance, and any cancellations made less than 10 days in advance may be charged for the training. To cancel a training date, contact train@msu.edu.

Course Request Form
Complete the online request form to request an Eliquo training course.

Recommended Training Paths
The list below provides recommendations for Eliquo training and self-directed training options.

MSU IT can also provide customized accessibility training for groups within your college or your department on specific topics, or discuss why accessibility is important at MSU. To request a customized accessibility training, request a consultation.

For full details and links to these options, go to go.msu.edu/a11y-training.

For Content Creators
- Mastering the Microsoft Office Suite Including Accessibility Features
- Adobe Acrobat Pro: Accessible PDFs with WCAG 2.0
- Adobe InDesign: Accessible PDFs with WCAG 2.0

For Technical Leads and Web Developers
- WCAG Techniques for Web Content
- WCAG Techniques for Web Applications and Forms
- Adobe Acrobat Pro: Accessible PDFs with WCAG 2.0, or this course if you are using Adobe Acrobat Pro DC
- HTML5 & ARIA to Meet WCAG 2.0 Requirements with Jon Gunderson (Self-directed. Requires MSU login.)
- WebAIM Accessibility Training with Jared Smith and Jonathan Whiting (Self-directed. Requires MSU login.)

For Advanced QA and Testing
- Testing Accessible Web Pages
- Testing Accessible PDF Documents with WCAG 2.0
- Testing Accessible Forms with WCAG 2.0
- User Experience Testing

For Faculty, Instructors, and Graduate Assistants
- Accessible Audio and Video with WCAG 2.0
- Creating Accessible eLearning with Universal Design for Learning (UDL) (2 Days)
- Accesibility and Universal Design for Learning (Self-directed. Requires MSU login and registration.)

QUESTIONS & ANSWERS

WHAT IS PROFESSIONAL DEVELOPMENT SERVICES (PDS)?

Professional Development Services (PDS) offers a broad range of programming to support MSU staff and faculty in expanding their skills, furthering career goals and meeting the ever changing demands of a high performance organization.

WHAT IS MSU IT TRAINING?

MSU IT Training offers noncredit, web-based training on a wide range of topics for the purpose of job training, career development and personal improvement.

SUPPORT STAFF EDUCATIONAL ASSISTANCE

Support staff employees with 12 full-time-equivalent service months at MSU are eligible for up to $800 per academic year for noncredit, job-related courses, such as those offered by PDS and MSU IT Training. Part-time employees are eligible on a proportional basis. Educational Assistance funds do not come out of your department's budget. To learn more, contact Julie Rorick at 517-884-0177 or rorick@hr.msu.edu.

CANCELLATION POLICIES

PDS classes: Once you are booked in a class, you are considered enrolled. There will be no charge if you cancel 5 working days before the class date. Incomplete approval workflow is not considered a cancellation. For additional details, please visit professionaldevelopment.hr.msu.edu.

MSU IT Training classes: Please call MSU IT Service Desk at 517-432-6200 or 844-678-6200 toll free as soon as you know that an enrollment must be cancelled.

CLASS LOCATIONS

PDS classes are held in Suite 10 of the Nisbet Building, unless otherwise indicated.

The majority of MSU IT Training classes will take place online; however, for those classes held in-person, locations are noted in the class listing.

SPECIAL ACCOMMODATIONS

For PDS classes, call 517-355-0183 at least 2 weeks prior to your class regarding special dietary or accommodation needs.

For MSU IT Training classes, email train@msu.edu.

CUSTOMIZED PROGRAMS

PDS can help you design your next unit retreat or professional development activity. For customized services, call Jennie Yelvington at 517-884-3798 or Christy Turner at 517-884-7399.

MSU IT Training can help with custom training, special sessions, online training and workshops. Contact the MSU IT Service Desk at 517-432-6200/toll free 844-678-6200 or complete the https://contact.cl.msu.edu/requests/request.php?service=training.

PDS QUESTIONS?
Phone: 517-355-0183
Email: ProDev@hr.msu.edu

MSU IT TRAINING QUESTIONS?
Phone: 517-432-6200 or 844-678-6200 toll free
Website: tech.msu.edu/training
Email: train@msu.edu

MSU is an affirmative-action, equal-opportunity employer.