

MICHIGAN STATE  
UNIVERSITY

SUMMER 2017

PROFESSIONAL  
**DEVELOPMENT**  
& TECHNOLOGY  
**TRAINING**  
OPPORTUNITIES

HUMAN RESOURCES AND MSU IT

[spartanslearn.msu.edu](http://spartanslearn.msu.edu)



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## ANNOUNCEMENTS

## Enrollment Instructions

1. Visit [ebs.msu.edu](https://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](mailto: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](https://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 canceled EBS courses. Please note that the list only includes programs since the EBS implementation.

Human Resources and MSU IT are pleased to offer an eLearning 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.”

## 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.

## 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

## COMMUNICATION

### CRUCIAL CONVERSATIONS®

*Wednesday, June 14 and Thursday, June 15, 8:30 a.m. - 4:30 p.m., Wednesday, July 19 and Thursday, July 20, 8:30 a.m. - 4:30 p.m., or Tuesday, August 22 and Wednesday, August 23, 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.

**Presenters:** *Kathie Elliott and Christy Turner, MSU Human Resources*

**Investment:** *\$320 (includes extensive participant materials)*

### (NEW!) COMMUNICATING AND INFLUENCING UP

*Tuesday, June 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*

## CUSTOMER SERVICE

### THE SPARTAN EXPERIENCE

*Thursday, May 18, 8:30 a.m. - 4:30 p.m., Thursday, June 22, 8:30 a.m. - 4:30 p.m. or Tuesday, August 8, 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

### PAYMENTS TO NON-RESIDENT ALIENS & FOREIGN VENDORS

*Wednesday, May 24, 8:30 a.m. - 11:30 a.m. or Tuesday, July 18, 8:30 a.m. - 11:30 a.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*

**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.*

## PROFESSIONAL DEVELOPMENT

**TRAVEL POLICIES AND REIMBURSEMENT PROCESSING**

*Wednesday, June 7, 8:30 a.m. - 2:30 p.m. or Thursday, August 10, 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.

**Presenters:** *Ethel Mason and Susan McKay, MSU Accounting Office*

**Investment:** *\$25*

**Note:** *Previously titled "Travel Regulations and Reimbursement Processing"*

**EBS FINANCIAL SYSTEM - ROLES/ONBOARDING**

*Wednesday, May 17, 8:30 a.m. - 11:00 a.m., Wednesday, June 14, 1:30 p.m. - 4:00 p.m., Tuesday, July 18, 1:30 p.m. - 4:00 p.m. or Tuesday, August 15, 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*

**ACCOUNTING IN EBS**

*Tuesday, June 20, 8:30 a.m. - 4:00 p.m. or Thursday, August 24, 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.

**Presenters:** *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.*

**COGNOS EP BUDGET PROCESS TRAINING**

*Wednesday, June 21, 1:00 p.m. - 4:00 p.m.*

This training session will give you the tools to enter data in Cognos Contributor to develop unit budgets. This system will be used for fiscal year 2017-18 budget planning for the general fund.

**Presenters:** *MSU OPB Staff*

**Investment:** *Free*

**Target Audience:** *Please check with your MAU Fiscal Officer prior to enrolling in this program.*

**ADVANCED TRAVEL POLICIES AND REIMBURSEMENT PROCESSING**

*Thursday, July 20, 8:30 a.m. - 2:30 p.m.*

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.

**Presenters:** *Ethel Mason and Susan McKay, MSU Accounting Office*

**Investment:** *\$25*

**Note:** *This class was previously titled "MSU Travel: Intermediate."*

**PROCESSING PURCHASING REQUISITIONS**

*Thursday, July 27, 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*

**ONBOARDING FOR NEW TRAVEL ARRANGERS**

*Thursday, August 17, 8:30 a.m. - noon*

As a new employee, this class is designed with you in mind. This presentation will include “getting started” at MSU, navigating the MSU Travel at State website and strategic contracts that provide benefits to you and your travelers.

*Presenter: Debbie Gulliver, MSU Travel Office*

*Investment: Free*

**HUMAN RESOURCES****FACULTY RAISE PROCESS TRAINING**

*Wednesday, July 26, 1:00 p.m. - 4:00 p.m.*

This class will give you the tools to enter data for Merit, College, Promotion and Provost Market increases for non-union faculty as well as Merit and College increases for union faculty. This system will be used for the October 2017 raise data.

*Presenters: MSU Office of Planning & Budgets and MSU Human Resources staff*

*Investment: Free*

*Note: Please check with your MAU Fiscal Officer prior to enrolling in this program.*

**FOUNDATIONS OF STUDENT EMPLOYEE SUPERVISION CERTIFICATE SERIES**

This four-session series is designed for MSU staff who wish to enhance their skills in supervising and leading student employees. This series focuses on skill building and understanding the unique needs and challenges inherent in overseeing the work of student employees.

**HIRING STUDENT EMPLOYEES AT MSU**

*Tuesday, May 30, 9:00 a.m. - noon*

*Presenter: Cheleane Clerkley, MSU Human Resources*

*Investment: \$25*

**PROHIBITED HARASSMENT: STUDENT EMPLOYEES**

*Tuesday, May 30, 1:00 p.m. - 4:00 p.m.*

*Presenter: Office of Institutional Equity staff*

*Investment: \$25*

**FOUNDATION OF STUDENT EMPLOYEE SUCCESS: SUPERVISING STUDENT EMPLOYEES**

*Wednesday, May 31, 9:00 a.m. - noon*

*Presenter: Debra Nelson Dunbar, Indiana University*

*Investment: \$110*

**MOTIVATING STUDENT EMPLOYEES**

*Wednesday, May 31, 1:00 p.m. - 4:00 p.m.*

*Presenter: Debra Nelson Dunbar, Indiana University*

*Investment: \$110 Participants wishing to receive the series Certificate of Completion must attend all four sessions. Participants must enroll in each individual class. You may also take individual courses. Lunch will be provided for those attending both morning and afternoon sessions. To see course descriptions and to enroll, log in to EBS, click on My Career & Training, then click on Courses for Employees at MSU.*



## LEADERSHIP

### 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 Resources*

**Investment:** *\$135*

### CRUCIAL ACCOUNTABILITY®

*Wednesday, July 12 and Thursday, July 13, 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)*

## MANAGEMENT

### NEW SUPERVISOR ESSENTIALS

*Wednesday, May 17, 8:30 a.m. - 4:30 p.m., Tuesday, June 27, 8:30 a.m. - 4:30 p.m. or Wednesday, August 2, 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, administering employee relations, understanding employee leaves and a panel discussion with current MSU supervisors. Lunch is provided.

**Presenters:** *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, June 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*

### SUPERVISOR STRATEGIES FOR PERFORMANCE PLANNING

*Thursday, June 22, 8:30 a.m. - noon.*

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*

## PROFESSIONAL DEVELOPMENT

## OPERATIONS

### QUERY STUDIO

**Thursday, May 25, 1:30 p.m. - 4:30 p.m., Tuesday, June 6, 1:30 p.m. - 4:30 p.m. or Monday, July 10, 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.

**Presenters:** MSU IT Data Services Team

**Investment:** Free

**Location:** Wells Hall B110F

**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.

### NAVIGATING BUSINESS INTELLIGENCE

**Monday, June 12, 1:30 p.m. - 4:30 p.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 B110G

## PERSONAL DEVELOPMENT

### EVERYTHING DISC®: BEHAVIOR STYLES AT WORK

**Tuesday, May 9, 8:30 a.m. - noon or Wednesday, August 9, 1:00 p.m. - 4:30 p.m.**

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

**Thursday, May 18, 8:30 a.m. - 4:30 p.m. and Friday, May 19, 8:30 a.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 response 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 over time.

**Presenter:** Lisa Laughman, MSW, LMSW, Office of the University Physician

**Investment:** Free

### CREATING AN INCLUSIVE ENVIRONMENT

**Tuesday, June 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

## PROFESSIONAL DEVELOPMENT

**BOOST YOUR CAREER**

***Wednesday, July 12, 1:30 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***

**FROM DISTRACTED TO PRODUCTIVE**

***Wednesday, August 9, 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: \$130***



## COURSE MANAGEMENT

D2L is one of MSU's 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 at 517-355-2345 (toll-free at 800-500-1554).

Register via [bookings.lib.msu.edu/calendar/events](https://bookings.lib.msu.edu/calendar/events). All classes are free for interested faculty, students and staff.

### D2L INTRODUCTION

June 6, 9:00 a.m. - noon

June 21, 9:00 a.m. - noon

July 11, 9:00 a.m. - noon

August 10, 1:00 p.m. - 4:00 p.m.

**Location:** *MSU Main Library Red Cedar West Instruction Room*

### D2L GRADEBOOK

June 7, 1:00 p.m. - 3:00 p.m.

August 3, 10:00 a.m. - noon

**Location:** *MSU Library, Beaumont West Instruction Room*

### D2L STAFF INTRO

June 8, 1:00 p.m. - 3:00 p.m.

August 8, 10:00 a.m. - noon

**Location:** *Main Library, Red Cedar West Instruction Room*

### D2L ASSESSMENTS

June 13, 10:00 a.m. - noon

July 26, 1:00 p.m. - 3:00 p.m.

**Location:** *Main Library, Red Cedar West Instruction Room*

### D2L ADVANCED FEATURES

June 20, 1:00 p.m. - 3:00 p.m.

July 13, 10:00 a.m. - noon

**Location:** *Main Library, Red Cedar West Instruction Room*

### ZOOM AND MEDIASPACE

June 29, 10:00 a.m. - noon

August 1, 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](http://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: <http://libguides.lib.msu.edu/endnote>

June 14, 10:00 a.m. – noon

July 27, 1:00 p.m. – 3:00 p.m.

**Location:** Main Library, Red Cedar West Instruction Room (2 West)

**Note:** Previous experience searching article databases available from MSU Libraries is highly recommended.

### FINDING NONPROFIT FUNDING ONLINE

Nonprofit employees or individuals interested in helping nonprofit organizations raise money for activities should consider attending this free session. Those attending will learn how to use the Foundation Directory Online Professional database which is available for free use in the library. They will also be shown other resources related to nonprofit fundraising.

May 8, 9:30 a.m. – 11:00 a.m.

August 18, 9:30 a.m. – 11:00 a.m.

**Location:** Main Library, Red Cedar West Instruction Room (2 West)

**Note:** For questions about this and other funding sessions, contact Jon Harrison at [harris23@msu.edu](mailto:harris23@msu.edu).

### MENDELEY

Visit this guide for more information: [libguides.lib.msu.edu/mendeley](http://libguides.lib.msu.edu/mendeley).

July 13, 1:30 p.m. – 3:30 p.m.

**Location:** Main Library, 3 West Instruction Room

**Note:** Please bring your laptop to class. Before class, please go to [mendeley.com](http://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](mailto:teghtmey@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](http://libguides.lib.msu.edu/c.php?g=439667).

May 19, 10:00 a.m. – noon

July 12, 2:00 p.m. – 4:00 p.m.

**Location:** Main Library, 3 West Instruction Room

**Note:** For more information, please contact [zotero@mail.lib.msu.edu](mailto:zotero@mail.lib.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. Additional web-based training can be found at <https://spartanslearn.msu.edu/wbt>.

### CASHNET PROCESSORS

May 16, 9:00 a.m. – noon

June 27, 9:00 a.m. – noon

August 22, 9:00 a.m. – noon

**Location:** 201 Computer Center

### CASHNET STORE SETUP

May 12, 8:30 a.m. – noon

June 23, 8:30 a.m. – noon

August 15, 8:30 a.m. – noon

**Location:** Room 2 Administration Building

# TECHNOLOGY TRAINING

## BUDGET DEVELOPMENT IN KC (POST GO-LIVE TRAINING)

Learn how to create a proposal budget using MSU's new 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.

May 4, 8:00 a.m. – noon

**Location: Wells B110G**

May 11, 8:00 a.m. – noon

**Location: Computer Center 210**

June 1, 1:00 p.m. – 5:00 p.m.

**Location: Wells B110F**

June 14, 1:00 p.m. – 5:00 p.m.

**Location: Wells B110F**

June 28, 1:00 p.m. – 5:00 p.m.

**Location: Wells B110F**

July 13, 1:00 p.m. – 5:00 p.m.

**Location: Wells B110F**

July 26, 1:00 p.m. – 5:00 p.m.

**Location: Wells B110F**

August 23, 1:00 p.m. – 5:00 p.m.

**Location: Computer Center 210**

Multiples times and dates 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](http://ra-project.vprgs.msu.edu/user-education-and-resources).

## PROPOSAL DEVELOPMENT IN KC (POST GO-LIVE TRAINING)

Learn how to create a proposal and route it for institutional approval in MSU's new 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.

May 3, 1:00 – 5:00 p.m.

**Location: Wells Hall, Room B110F**

May 16, 1:00 p.m. – 5:00 p.m.

**Location: Wells B110F**

May 23, 1:00 p.m. – 5:00 p.m.

**Location: Wells B110F**

May 31, 1:00 p.m. – 5:00 p.m.

**Location: Wells B110F**

June 21, 1:00 p.m. – 5:00 p.m.

**Location: Computer Center 210**

July 19, 1:00 p.m. – 5:00 p.m.

**Location: Computer Center 210**

August 2, 1:00 p.m. – 5:00 p.m.

**Location: Wells B110F**

August 16, 1:00 p.m. – 5:00 p.m.

**Location: Wells Hall, B110F**

August 30, 1:00 p.m. – 5:00 p.m.

**Location: Wells B110F**

## KC WORKING LAB SESSIONS FOR PROPOSAL & BUDGET DEVELOPMENT ASSISTANCE

Please bring your Proposal Development and/or Budget Development questions to our KC Working Lab Sessions! OSP/SPA staff will be available to assist you as needed, so please come prepared with your laptop and working files!

Information on KC user education and support materials can be found at <http://ra-project.vprgs.msu.edu/user-education-and-resources>

May 9, 1:00 p.m. – 5:00 p.m.

**Location: Computer Center, Room 210**

May 18, 8:00 a.m. – noon

**Location: Wells B110G**

May 24, 1:00 p.m. – 5:00 p.m.

**Location: Wells B110F**

June 7, 1:00 p.m. – 5 p.m.

**Location: Wells B110F**

July 12, 1:00 p.m. – 5:00 p.m.

**Location: Wells B110F**

August 9, 1:00 p.m. – 5:00 p.m.

**Location: Wells B110F**



## MSU IT Training

The MSU IT Training team transitioned from traditional classroom delivery of content to web-based delivery methods in 2016. This was possible, in large part, by partnerships the university has formed with third party vendors (e.g., New Horizons, elevateU). We continue to grow these areas more aggressively, specifically:

- Increasing the number of training partners to refer people to for instructor-led training. Visit [tech.msu.edu/training](http://tech.msu.edu/training) for current information.
- Focusing the efforts of MSU IT Training personnel toward creating online training like the training at <https://spartanslearn.msu.edu/wbt/> 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

Registration for classes by MSU Libraries Distance Learning Services (DLS), such as D2L, Zoom and MediaSpace are 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](http://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](mailto: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.

## 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.

New Horizons is less than 15 minutes away from our main campus. We recommend that you attend online classes at the New Horizons facility in Lansing to facilitate dedicated concentration. You also have the option of taking the class from any other location (e.g., your office) with an Internet connection.

### **New Horizons Lansing Location:**

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

### **Registering for Classes**

New Horizons registrations are not processed in the EBS registration system. Use the portal, [nhls.com/msu](https://nhls.com/msu), to view and enroll in the New Horizons offerings. Upon registration in the New Horizons portal, you will receive specific login information 2-3 days upon registration. Utilize a department charge by selecting the credit card option for the payment method when registering for your class on the New Horizons portal.

### **Educational Assistance**

To utilize your Educational Assistance balance at the university, if available, you must follow the process within the Educational Assistance system for non-credit 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. To read more on the Educational Assistance Policy & Procedure, visit <https://hr.msu.edu/professional-development/ed-assist/index.html>

### **Apply for Educational Assistance Funds**

1. Log into [edassist.hr.msu.edu](https://edassist.hr.msu.edu).
2. Click "Educational Assistance System."
3. In the Educational Assistance System, select "Apply" and then "Non Credit course."
4. 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 Utility. The subject line will read "MSU HR Educational Assistance Notification – Please Review." Your supervisor will need to click on the link provided in the email to approve it. They will need to click on "approve" and then on "confirm" within the forms tracking utility. Both steps must be followed for the application to be successfully approved. Upon supervisor approval, the application will route to MSU HR for final approval. If approved by HR, the employee will receive an email notification within 15 days, after receipt of application in HR, if the request has been approved or denied.

## NEW HORIZONS

Once you have received an email approval from MSU HR Educational Assistance, you may enroll in the class. If enrolling for a New Horizons class using your EdAssist funds, visit [nhls.com/msu](http://nhls.com/msu).

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 department. 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](mailto: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](mailto:rorick@msu.edu).

**Check your EdAssist Balance**

1. Log into EBS and select "My Career & Training."
2. Click "Educational Assistance System."
3. 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](https://ebs.msu.edu), select "My Career & Training" on the left side bar and click on "elevateU."

### 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

# elevateU

Go Further • Online 24/7



## CHOOSE YOUR LEARNING STYLE

elevateU offers a variety of ways for you to learn.



- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• High-end animations</li> <li>• Well-acted, interactive scenarios</li> <li>• TV/Talk show or TV/Movie excerpts</li> <li>• Simple animations</li> </ul> | <ul style="list-style-type: none"> <li>• TED talk-style presentations</li> <li>• Documentary-style videos</li> <li>• White board tutorials</li> </ul> |
|--|---|

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### 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."**

Summer 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

## QUESTIONS &amp; 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](mailto: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 five working days before the class date. Incomplete approval workflow is not considered a cancellation. For additional details, please visit the [MSU HR website](#).

**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 two weeks prior to your class regarding special dietary or accommodation needs.

**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 coordinate online training and workshops. You can request this service through the MSU IT Self Service Portal, and search for training, or contact the MSU IT Service Desk at 517-432-6200/toll free 844-678-6200.

**PDS QUESTIONS?**

Phone: 517-355-0183

Email: [ProDev@hr.msu.edu](mailto:ProDev@hr.msu.edu)

**MSU IT TRAINING QUESTIONS?**

Phone: 517-432-6200 or 844-678-6200 toll free

Website: [tech.msu.edu/training](http://tech.msu.edu/training)

Email: [train@msu.edu](mailto:train@msu.edu)

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