Training Opportunities!

Sun, Shades, and Training!

June 2014

Grant Management Policies
This seminar is for individuals who want a general overview of the policies that affect the treatment and operation of sponsored programs. The presenter for this seminar is Dr. Robert Dixon from Grants and Contracts Financial Administration. This seminar counts as a General Workout for Fiscally Fit Program.

June 26th from 9:00am-11:00am

A Work of Art Postal Plaza Gallery Tour

On June 18th Advanced Leadership Program participants have a special opportunity to visit OSU Museum of Art for a tour of the Postal Plaza Gallery. Oklahoma State University Museum of Art is a teaching museum, passionately committed to providing opportunities for students to experience art through exhibitions and programs that enhance the academic mission of the university. In its galleries on campus and in the community, the OSU Museum of Art seeks to engage audiences with dynamic programs and access to a growing collection of original art that serves as a resource for the study of art and its history by the campus, community, and the people of Oklahoma.

This trip is exclusive to ALP participants.
For more information visit the website at http://museum.okstate.edu/about-osu-museum-art

Working in the 17% Zone
There are six big keys to getting and keeping engaged team members. This program highlights each and provides a framework for implementing them into your organization's culture. This program counts as electives in the Advanced Leadership, Leadership Development, Ambassador, or Administrative Professionals Programs.

June 19th 9:00am-12:00pm in 010 Willard

Save The Date!!
September 18th!

Participants in the Advanced Leadership Program will have the opportunity to take “BOB” to OSU-OKC for a morning tour and then to KOSU’s new OKC studio in the afternoon for a tour as well! If you’re an ALP participant save the date for this trip!

OSHA General Industry Series
July 23rd & 24th Located in 413 Student Union from 9:00 a.m. –12:00 p.m. or 1:00 p.m. to 4:00 p.m.
The OSHA 10-hour General Industry Outreach Training Programs were developed by the OSHA Training Institute with the intent to assist employers in training and introducing employees to the basic practices of identifying, reducing, eliminating and reporting hazards associated with their work. Upon completion of the 10 training modules provided under this program, the attendees will be issued a card provided by Department of Labor. The cards, which are $100 of value, will be issued within 4-6 weeks at no cost to the employee or the department.

Click here to view descriptions of all 5 sessions

Advanced Adobe InDesign 6
Create professional-level documents and gain tips & techniques sure to impress today's designers. Create complex document structures and work with tint and gradient swatches. Use object libraries and snippets to work more efficiently. Work with vector paths and explore advanced typography & composition techniques.
Prerequisites: Participants must have completed InDesign CS6 Basics and Intermediate or have comparable skills.
This program is on July 18th from 8:00a.m-5:00p.m in 106B Whitehurst.

Find Us on Facebook, LinkedIn, and Twitter!
Sustainability in the Workplace

OSU is committed to creating a truly sustainable campus. This two hour seminar will cover opportunities that faculty, students, and staff have to adopt sustainable practices in daily operations. Attendees will learn how their actions affect the environmental footprint of the University and what they can do on a daily basis to help OSU become sustainable.

June 12th from 9:00am-11:00am

Administrative Seminars

Click on the training title below for more information.

- Purchasing Card Training
- Information Security Awareness
- Sexual Harassment Awareness Training

Looking Ahead to July

Featured Seminars:

- Practicing Personal Accountability
- Effective Meeting Management
- How to Hire International Employees
- How to Survive and Thrive During Change
- Records Retention

Your Training Investment

We recognize finding time to attend a seminar, let alone spending two to three years to earn a certificate, is quite an accomplishment. Remember, professional development does not end when you walk away from a seminar. If you have a training need in your department, let us know. Contact Training Services at (405) 744-5374.

To enroll in any training opportunities, visit http://hr.okstate.edu, or e-mail osu-trng@okstate.edu, or call (405) 744-5374.

New Employee Orientation

New Employee Orientation is now available in a live format! Training Services has joined with Employee Services to combine orientation into a one-day training extravaganza from 9:00 – 4:30. Each orientation day begins with benefits enrollment in the morning, followed by a break for lunch on their own, and then important campus information geared towards new employees in the afternoon. We conclude the day with a campus tour, weather permitting. We are striving to make New Employee Orientation more interactive and fun, while still helping orient our new employees to Oklahoma State University with important information.

If you have a new employee in your area, please ask them to call Employee Services at 744-5449 to register. Orientation is held twice monthly on Thursdays. For a schedule of dates, please visit the Training Calendar at http://hr.okstate.edu/training/staff_dvpt.

Reminder: New Hire Benefit enrollment paperwork must be submitted to Employee Services within 30 days of date of hire.

HR Boot Camp

To be effective on the job, employees, supervisors and managers should understand OSU policies and procedures related to human resources. This 3-hour workshop covers human resource issues in the areas of employee attendance and leave, the OSU pay plan, performance reviews and corrective action.

June 18, 1:00—4:00 in 107 Willard