NORTH CAROLINA CENTRAL UNIVERSITY
DEPARTMENT OF HUMAN RESOURCES
CAMPUS-WIDE TRAINING AND DEVELOPMENT CATALOG

The EAGLE PROMISE
NORTH CAROLINA CENTRAL UNIVERSITY

Achieving excellence through learning and professional development!
NCCU ~ 1801 Fayetteville Street ~ Durham, NC 27707 ▪ (919) 530-6334 ▪ FAX (919) 530-6090

INTRODUCTION AND USER GUIDE

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

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

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

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

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

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

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

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

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Facilitator and/or Instructor Led Courses - at - a - Glance	Department
Funding Opportunities Training, Grant Submission & RAMSeS Training: *This training is available upon request by emailing osrp@nccu.edu:* We are available for one-on-one InfoEd SPIN, Grant Submission Process and RAMSeS training	Sponsored Research & Programs
Budget Transfers Training (Banner SSB): Click HERE to Pre-Register	Office of Budgets & Financial Planning
Banner9 Training (Financial Systems) Click HERE to Pre-Register	Office of Budgets & Financial Planning
*** Faculty Professional Development (New Faculty Orientation, Leadership Training for Dept. Chairs, New Faculty Training, etc…)**	Office of Faculty Professional Development
Office of e-Learning: Register for Departmental Workshop Offerings Register for OeL Spring Training	Division of Extended Studies
NCCU Accessibility Basics	Division of Extended Studies
Creating Closed Captioning & Transcripts	Division of Extended Studies
Applying the Quality Matters Rubric	Division of Extended Studies
eBasic Series	Division of Extended Studies
Designing Your Online Course	Division of Extended Studies
*** Grading with Blackboard**	Division of Extended Studies
Blackboard for the Savvy	Division of Extended Studies
Continuity of Instruction using Blackboard	Division of Extended Studies
Blackboard Back to the Basics – EZ as 1..2..3: To register click here	Division of Extended Studies
Safe Zone Training: jwill341@nccu.edu or	Student Affairs – LGBTA Resource Center
Unconscious Bias: Processing the Unseen: epguzman@NCCU.edu	Office of Diversity & Inclusion
NCBI (Building Bridges: Strengthening Diverse Communities) epguzman@NCCU.edu	Office of Diversity & Inclusion
FERPA and Student Records: Click Here To Pre-Register	Office of Legal Affairs

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Facilitator / Instructor led Courses - at - a - Glance	Department
*** Title IX and Sexual Misconduct Policy:** Click Here To Pre-Register for Title IX Training	Title IX Office
Preventing Sexual Harassment Click Here to Pre-Register for Title IX Training Jan2019	Title IX Office
Legal Landmines and the Litigation Process: **Click Here To Pre-Register**	Office of Legal Affairs
Contract Review Process: **Click Here To Pre-Register**	Office of Legal Affairs
Navigating the PRR website: **Click Here To Pre-Register**	Office of Legal Affairs
Records, Records, Records: Managing Student, Employee, and Public Records: **Click Here To Pre-Register**	Office of Legal Affairs
Summer and Fall2020 training information forthcoming	ITS
Web Liaison Group Training: Click Here to Pre-Register	ITS
* Beyond the Filing Cabinet: Protecting Electronic Student and Employee Records: Click here to pre-register for Beyond the Filing Cabinet training	Office of Legal Affairs in partnership with Information Technology Services
Campus Security Authority (CSA) Training	Univ. Police
Run, Hide, Fight Click Here to Pre-Register for Run, Hide, Fight Training	Univ. Police
NCCU Police Community Emergency Response Team Training **To register: Participants are required to register on BOTH sites.** Click Here to Pre-Register on NCCU site **AND** Click Below to register with the North Carolina Training Exercise Response Management System (NC TERMS): https://terms.ncem.org/TRS/courseDesc.do?sourcePage=courseSearch&cofId=119561	Univ. Police
Student Staff Training	Campus Recreation
Faculty Hiring Workshop: Click Here to Pre-Register for future ARMO Training Sessions	Academic Resource Management Office (ARMO)
Purchasing Training includes P-Card; Eagle's Purch; Policies and Procedures: Click Here to Pre-Register for Purchasing Dept Training	Purchasing Department

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Facilitator / Instructor led Courses - at - a - Glance	**Department**
Kognito Online Training To get started go to https://nccu.kognito.com/	Counseling Center
September 30, 2019 – June 1, 2020: online training is available EVERFI ***(note: for available EVERFI catalog topics).*** ClickHereforEVERFIcatalog_pages3-5	Office of Human Resources
For information on workshops and courses offered through the Office of State Human Resources, click here: https://oshr.nc.gov/	Office of State Human Resources in Raleigh, NC

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Workshops offered by Human Resources

* Equal Employment Opportunity Institute (EEOI) – replaced with The Equal Employment Opportunity & Diversity Fundamentals course (EEODF)

(see page 5)

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

Dates: TBD / Times: See OSHR at www.oshr.nc.gov
Duration: Full Day and ½ day
Pre-requisites: This course is mandated by G.S. 126.16.1, and it is required for all state government employees who were hired, promoted, or appointed to the position of supervisor or manager on or after July 1, 1991. Managers and supervisors hired, promoted or appointed prior to July 1, 1991 should also attend the Institute.
Contact: Human Resources EEO & Employee Relations
Click Here For More Information

* Title IX

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

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

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

Dates & Times: Scheduled as needed
Duration: One Hour
Pre-requisites: none
Contact: Human Resources EEO & Employee Relations
Click Here To Pre-Register

EEO -The Legal Side of Hiring

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

Dates & Times: Scheduled as needed
Duration: One Hour
Pre-requisites: none
Contact: Human Resources EEO & Employee Relations
Click Here To Pre-Register

In addition, Diversity & Inclusion training is available online via EVERFI online.

ClickHereforEVERFIcatalog_pages3-5
Contact x5148 for more information on how to register.

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Workshops offered by Human Resources

Family Medical Leave

This session is designed to inform Supervisors of the entitlement for FMLA on campus and the processes surrounding this leave.
Dates & Times: Scheduled as needed
Duration: Two Hours
Pre-requisites: none
Contact: Human Resources Benefits
Future training details forthcoming

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

This session is designed to inform new and existing employees on the wide variety of benefits offered here on campus & the state system.
Dates & Times: the first of each month from 2:00-4:00PM
Duration: Two Hours
Pre-requisites: none
Contact: Human Resources Benefits
Future training details forthcoming

Leave Reporting (Law Time)

This session is designed to inform employees on their requirement to complete timesheets and leave reports. This is a fiscal responsibility that is overseen by Human Resources.
Dates & Times: As requested
Duration: Two Hours
Pre-requisites: none
Contact: Human Resources Benefits
Complete the pre-registration below and a member of the team will contact you to provide further information on available training dates.
Click Here to Pre-Register

Open Enrollment

This session is designed to inform employees of their Benefit options for the upcoming calendar year.
Dates & Times: (Tues. & Thurs.)
2:00-4:00PM
Future training details forthcoming

Leave Reporting (Smart Time)

This session is designed to inform employees on their requirement to complete timesheets and leave reports. This is a fiscal responsibility that is overseen by HR.
Dates & Times: Scheduled as needed
Duration: Two Hours
Pre-requisites: none
Contact: Human Resources Benefits
Complete the pre-registration below and a member of the team will contact you to provide further information on available training dates.
Click Here to Pre-Register

Leave Reporting (Move Time)

This session is designed to inform employees on their requirement to complete timesheets and leave reports. This is a fiscal responsibility that is overseen by HR.
Dates & Times: Scheduled as requested
Duration: Two Hours
Pre-requisites: none
Contact: Human Resources Benefits
Complete the pre-registration below and a member of the team will contact you to provide further information on available training dates.
Click Here to Pre-Register
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Supplemental Retirement

This session is designed to inform employees of their options while planning for retirement.
Dates & Times: As requested
Duration: One Hour
Pre-requisites: none
Contact: Human Resources Benefits
Future training details forthcoming

Disability Benefit Training

This session is designed to inform employees of their options related to disability coverage.
Dates & Times: Scheduled as needed
Future training details forthcoming

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Workshops offered by Human Resources

*Management Development Institute (MDI)

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

Dates: Cohorts are scheduled per semester *(Fall, Spring, & Summer)* - Six sessions scheduled once per week
Times: (Wednesdays 8:30a.m.—5:00 p.m.)
Duration: Full Day
Pre-requisites: EEODF & MBTI
Contact: Human Resources Training & Development
Participants are notified by HR Training

*Customer Service & Professional Courtesy

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

Dates & Times: Scheduled as needed
Duration: Two Hours
Pre-requisites: none
Contact: Human Resources Training & Development
Click Here to Pre-Register

Teambuilding

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

Dates & Times: Scheduled as needed
Duration: Two – Three Hours
Pre-requisites: none
Contact: Human Resources Training & Development
Contact HR Training at extension 5148 for more information.

Effective Communication in the Workplace

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

Dates & Times: Scheduled as needed
Duration: Two Hours
Pre-requisites: none
Contact: Human Resources Training & Development
Click Here to Pre-Register

Serving the Difficult Customer

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

Dates & Times: Scheduled as needed
Duration: Two – Three Hours
Pre-requisites: none
Contact: Human Resources Training & Development
Click Here to Pre-Register

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Workshops offered by Human Resources

Payroll for New Hires

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

Dates & Times: Monthly new employee orientation and as requested by departments.
Duration: One Hour
Pre-requisites: none
Contact: Human Resources Payroll at x5347 or x7238

Professional Development Seminars

(offered through ComPsych)

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

Dates & Times: Scheduled as needed
(scheduled with ComPsych)
Duration: One Hour to Eight Hours (based on session)
Pre-requisites: none
Contact: Human Resources EEO & Employee Relations

PeopleAdmin7 for Applicant Tracking (for HR Employment)

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

Dates & Times: Scheduled as needed
Duration: Three – Four Hours
Pre-requisites: none
Contact: Human Resources Employment
Click Here To Pre-Register

PeopleAdmin

PeopleAdmin7 for Position Management

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

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

Dates & Times: Scheduled as needed
Duration: Two – Three Hours
Pre-requisites: none
Contact: Human Resources Classification & Compensation
Click Here to Pre-Register

Classification & Compensation Human Resources

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Workshops offered by Human Resources

The Equal Employment Opportunity & Diversity Fundamentals course (EEODF)

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

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

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

EEODF Quick Reference Guide - E

Dates & Times: Scheduled as needed
Duration: online & classroom training
Pre-requisites: online modules completion
Contact: Human Resources EEO & Employee Relations
Click Here For More Information OR www.oshr.nc.gov

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Personality Matters: What's Your Type?

This session is designed to help identify your type; gain a better understanding of your type And...Identify ways to use differences constructively
Dates & Times: Scheduled as needed
Duration: One - Two Hours
Pre-requisites: none
Contact HR Training at extension 5148 for more information.

Electronic Personnel Action Forms (EPAF)

EPAFs are electronic personnel action forms for a variety of employee actions. Training will provide a hands on experience setting up default approval routing queues, creating an EPAF, changing, updating or voiding an EPAF for Originators and the approval process for EPAF Approvers. EPAFs are an electronic process, you always know where the action is during the process. We currently have training on EPAFs for Rehired Adjunct Faculty.
Dates & Times: Scheduled as requested either for a group/department or individualized training
Duration: 1 - 1½ hours
Pre-requisites: You must be authorized by your Division Manager or VC Chancellor
Contact: Human Resources HRIS Manager
Click Here to Pre-Register for EPAF Training

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Lunch & Learn Sessions offered by Human Resources

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

(information provided via HR Campus Announcements)
Dates & Times: Monthly at 12:00Noon
Duration: One Hour
Pre-requisites: Online Pre-Registration
Contact: Human Resources Training & Development

Training offered by Campus Recreation

Student Staff Training

Campus Recreation completes a student staff training and orientation prior to the student employee's first day of work. The training is designed to cover the expectations of the staff, rules and regulations of facility customers, conflict management, and emergency protocol.
Dates & Times: as needed based on hire
Duration: Two days *(note: monthly meetings occur after initial training throughout each semester).*
Pre-requisites: none
Contact: NCCU Campus Recreation

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Workshops & Courses offered by ITS

ITS Training

Are you new to NCCU or want to refresh your knowledge about NCCU Technology?
If so, make sure you register for one of our upcoming trainings.

Faculty/Staff: Click here to register for "Intro to NCCU Technology"
Click here to check out other sessions in our Fall 2020 Training Schedule.
Click here for course descriptions.
We look forward to seeing you in one of our sessions!

Duration: varies
Contact: Tamisha Waden 919-530-6787 or Patrice Walker 919-530-6780

Training sessions for campus Web Liaisons. These sessions are suitable both for those new to the role and those in need of a refresher course on common Web Liaison tasks.
Dates and Times: Quarterly
Duration: One Hour
Pre-requisites: Submission and approval of Web Liaison form.
Contact: Katherine Farley (kfarley@nccu.edu)
Click Here To Pre-Register Click Here to Pre-Register

In addition, Data Security & Privacy training is available online via EVERFI online. (see page 8 of the attachment).

2020-CPN-Course-Catalog-4.pdf

Contact x5148 for more information on how to register.

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Workshops & Courses offered by Strategic Planning

* Strategic Planning Training

Sessions include but not limited to:

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

Dates & Times: Scheduled as needed
Duration: 30 minutes to four hours (varies based on session topic)
Pre-requisites: Initial meeting with unit leader(s)
Contact: Strategic Planning Dept.
Click Here To Pre-Register

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

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

Funding Opportunities Training

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

Dates & Time: Scheduled as needed
Duration: One Hour
Pre-requisites: none
Contact: ***This training is available upon request by emailing osrp@nccu.edu***

Grant Submission and RAMSeS Training

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

Dates & Times: Scheduled as needed
Duration: Two – Three Hours
Pre-requisites: none
Contact: ***This training is available upon request by emailing osrp@nccu.edu***
Training Document for RAMSeS

Banner INB & SSB Manual Banner Quick Reference Guide

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Workshops offered by the Office of Budgets & Financial Planning

Banner 9 Training (Financial System)

Banner is the Financial System used to keep track of the financial information for your budget. This hands-on training will teach participants how to navigate through various forms (screens) in Banner 9 to help manage their budgets more effectively. It is for faculty or staff that work with all funding sources except funds that begin with 55XXXX.
Space is limited.
Dates & Times: Scheduled as needed
Duration: Two Hours
Pre-requisites: Must be able to access your funding information in the system
Contact: ***Please contact us directly at budget@mail.nccu.edu if you have any questions***
Click HERE to Pre-Register

Budget Transfers Training (Banner SSB)

This hands-on training is geared for online budgeting for all funding sources except funds that begin with 55XXXX. Participants will learn how to process online budget transfers and obtain budget reports. **Space is limited.**
Dates & Times: Scheduled as needed
Duration: Two Hours
Pre-requisites: Must be able to access your funding information in the system
Contact: ***Please contact us directly at budget@mail.nccu.edu if you have any questions.***
Click HERE to Pre-Register

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

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

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

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

Contact:

Dr. Laurell C. Malone
lmalone@nccu.edu

Shayron Saunders
ssaund28@nccu.edu

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Workshops offered by Division of Extended Studies

NCCU Accessibility Basics

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

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

Dates & Time: TBD
Duration: Ongoing up to One Hour
Pre-requisites: none
Contact: Division of Extended Studies

Creating Closed Captioning & Transcripts

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

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

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

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

Dates & Time: Fall 2017 and Spring 2018
Duration: Ongoing up to One Hour
Pre-requisites: none
Contact: Division of Extended Studies

*** Indicates MANDATORY**

Creating Accessible PDF's, Word Docs & PPTs

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

Dates & Time: Fall 2017 and Spring 2018
Duration: Ongoing up to 90 minutes
Pre-requisites: none
Contact: Division of Extended Studies

Applying the Quality Matters Rubric

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

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

Dates & Time: Fall 2017 and Spring 2018
Duration: Two Hours
Pre-requisites: none
Contact: Division of Extended Studies

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Workshops offered by Division of Extended Studies

eBasics Series

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

Dates & Time: See the link below
Duration: Two Hours
Pre-requisites: none
Contact: Division of Extended Studies

Designing Your Online Course

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

Dates & Time: See the link below
Duration: Two Hours
Pre-requisites: none
Contact: Division of Extended Studies

* Grading with Blackboard

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

Dates & Time: See the link below
Duration: Two Hours
Pre-requisites: Basic Blackboard knowledge
Contact: Division of Extended Studies

Blackboard for the Savvy

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

Dates & Time: See the link below
Duration: Two Hours
Pre-requisites: Basic Blackboard knowledge
Contact: Division of Extended Studies

Continuity of Instruction using Blackboard

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

Dates & Time: See the link below
Duration: Two Hours
Pre-requisites: Basic Blackboard knowledge
Contact: Division of Extended Studies

Click Below for More Information on the above workshops:
http://www.nccu.edu/forms/blackboardtrainingrequest.cfm

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Catalog released to campus May 14.2018
Latest revision: September 14, 2020

Workshops offered by Division of Extended Studies

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

DEPARTMENTAL WORKSHOP OFFERINGS:

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

*** Indicates MANDATORY**

Click Below for More Information on workshops offered through the Office of e-Learning:
http://www.nccu.edu/oel/one-on-one-small-group.cfm

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

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

Dates & Time: click below for details
Duration: Two Hours
Pre-requisites: none
Contact: Sharon B. Alston or LaToya P. Hayes
To register click here

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Workshops offered by Division of Student Affairs LGBTA Resource Center

Safe Zone Training

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

Dates & Time: In addition to this site, the training dates will be distributed in the campus announcements.
Duration: This interactive training session is usually Held in the afternoon.
Pre-requisites: none
Contact: Division of Student Affairs
With questions and to pre-register, please contact:
Jennifer Williams,
Phone: 919-530-5544
Email: jwill341@nccu.edu

Safe Zone Warm Up

A brief introduction to culture, terminology, and effective allyship for the LGBTQ+ community.
https://tinyurl.com/SZFall20

Tu 9/22/2020 2-4pm
M 10/14/2020 1-3pm
Th 11/17/2020 1-3pm
W 12/9/2020 1-3pm

Unconscious Bias: Processing the Unseen

Unconscious Bias is the innate trait to draw quick conclusions based on physical features and it could save your life. Unfortunately, the same ability could cost another human being theirs, or even dramatically shape their life. Faculty will learn how this instinctive characteristic shapes your professional relationships, teaching style, and classroom management before you even get out of bed. This informative session will equip you to recognize unconscious bias in action, and provide you with the skill set to interrupt harmful reflexes. Presented by the Office of Diversity and Inclusion.
Please complete the form to register to attend the session of your choice.

Presented by the Office of Diversity and Inclusion –
With questions and to pre-register, please contact:
Emily Guzman
Email: epguzman@NCCU.edu

NCBI (Building Bridges: Strengthening Diverse Communities)

Building Bridges: Strengthening Diverse Communities
This workshop will allow you to gain self-awareness, stretch beyond your comfort zone, and gain new understanding. The unique workshop is interactive, experiential, and high energy. Participants are both teachers and learners.
The full workshop lasts approximately six hours, during which time participants engage in small group and large group discussions. In this workshop, you will:

- Celebrate similarities and differences.
- Identify misinformation about other groups.
- Identify and heal from internalized oppression.
- Claim pride in your own group identities.
- Gain empowerment by learning ways to challenge bigoted comments and actions.

Presented by the Office of Diversity and Inclusion –
With questions and to pre-register, please contact:
Emily Guzman
Email: epguzman@NCCU.edu

*** Indicates MANDATORY**

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Workshops offered by the Office of Legal Affairs

FERPA and Student Records

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

Dates & Time: TBD
Duration: One Hour
Pre-requisites: none
Contact: Office of Legal Affairs
Click Here To Pre-Register

In addition, FERPA training is available online via EVERFI online.

ClickHereforEVERFIcatalog_pages3-5
Contact x5148 for more information on how to register.

Title IX and Sexual Misconduct Policy

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

Dates & Time: TBD
Duration: One Hour
Pre-requisites: none
Now offered by the Title IX Office at titleix@nccu.edu
Click Here To Pre-Register for Title IX Training

*** Indicates MANDATORY**

Legal Landmines and the Litigation Process

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

Dates & Time: TBD
Duration: One Hour
Pre-requisites: none
Contact: Office of Legal Affairs
Click Here To Pre-Register

Contract Review Process

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

Dates & Time: TBD
Duration: One Hour
Pre-requisites: none
Contact: Office of Legal Affairs
Click Here To Pre-Register

In addition, DIVERSITY & INCLUSION / ETHICS and CONDUCT trainings are available online via EVERFI online.

ClickHereforEVERFIcatalog_pages3-5
Contact x5148 for more information on how to register.

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Workshops offered by the Office of Legal Affairs

Navigating the PRR website

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

Dates & Time: TBD
Duration: One Hour
Pre-requisites: none
Contact: Office of Legal Affairs
Click Here To Pre-Register

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

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

Dates & Time: TBD
Duration: One Hour
Pre-requisites: none
Contact: Office of Legal Affairs
Click Here To Pre-Register

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

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

This mandatory workshop is presented by the Office of Legal Affairs and Information Technology Services. Join us for a joint training on the state and federal laws protecting student and employee records, best practices for securing electronic records, and how to respond to incidents that may compromise the security of data stored in NCCU devices and accounts.

Dates & Time: Next Session: Click below for next available workshop
Duration: Two hours / **Pre-requisites:** none
Contact: Office of Legal Affairs & ITS
Click here to pre-register for Beyond the Filing Cabinet training

In addition, FERPA training is available online via EVERFI online.
ClickHereforEVERFIcatalog_pages3-5
Contact x5148 for more information on how to register.

*** Indicates MANDATORY**

Catalog released to campus May 14.2018
Latest revision: September 14, 2020

Workshops offered by the University Police Dept.

NCCU Police Community Emergency Response Team Training

As part of our continued efforts to make our campus a safer place for our students, faculty and staff, the NCCU Police Department will offer Community Emergency Response Team training. This training, which is delivered over six days, will provide the University community training in areas such as life-saving first aid, fire extinguisher use, and disaster response skills.

The training will be offered on the following dates:
NOTE: **(MUST ATTEND ALL DATES)**
Space is limited to 20 attendees
Thursday, July 25 – 6:00 pm to 8:30pm
Unit 1: Disaster Preparedness
Saturday, July 27 – 10:00 am to 4:00 pm
Units 3 & 4: Disaster Medical Operations Part 1 & 2
Thursday, August 1 – 6:00 pm to 8:30 pm
Units 6 & 7: CERT Organization and Disaster Psychology
Saturday, August 3 – 10:00 am to 4:00 pm
Units 2 & 5: Fire Safety and Utility Controls & Light Search and Rescue
Thursday, August 8 – 6:00 pm to 8:30 pm
Unit 8: Terrorism and CERT
Saturday, August 10 – 10:00 am to 1:00 pm
Unit 9: Exam and Disaster Simulation

Two registrations required
(NCCU site & NC TERMS site)
Click Below to register

1. Click Here to Pre-Register on NCCU site

2. Click Below to register with the North Carolina Training Exercise Response Management System (NC TERMS):
https://terms.ncem.org/TRS/courseDesc.do?sourcePage=courseSearch&cofId=119561

Contact: EM Thomas Verrault
919-530-7365 or via email: tverrault@nccu.edu

Run, Hide, Fight Training

Run, Hide, Fight training is being offered to provide University staff with actions to take in the event of an Active Shooter incident on campus. The purpose of the training is to equip NCCU Community members with the necessary knowledge to respond if faced with an Active Shooter incident on campus. Training will be offered on a weekly basis during June and July and is also available upon request, including during the evenings and weekends.
Please contact EM Thomas Verrault to schedule a session beyond those dates listed on the pre-registration.
Dates & Time: (Tuesdays at 10:00AM)
Duration: One – Two Hours
Pre-requisites: none
Contact: EM Thomas Verrault at tverrault@nccu.edu
Click Here to Pre-Register for Run, Hide, Fight Training

Campus Security Authority (CSA) Training

Mandated by the Department of Education, the Objective of this training is to ensure compliance by NC Central University, with the Clery Act. The Clery Act applies to all institutions of higher education participating in federal student financial aid programs and there are significant penalties for noncompliance. Campus Security Authorities play a critical part in meeting the crime statistics reporting requirement.
Dates & Time: ***TBD***
Duration: Two Hours
Pre-requisites: none
Contact: Univ. Police Dept. ~ Sgt. Cheryl Geiger

In addition, CSA training is available online via EVERFI online. ClickHereforEVERFIcatalog_pages3-5
Contact x5148 for more information on how to register.

*** Indicates MANDATORY**

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Workshop offered by the Academic Resource Management Office (ARMO)

Faculty Hiring Workshop

This workshop will offer an update on the hiring process for the next semester. The purpose of the workshop is to provide an update on hiring changes and review guidelines. The overview will include the hiring schedule, Dual Employment guidelines and required information, Temporary – Non-Faculty, and other issues. This workshop is for academic staff or faculty who are initiating PeopleAdmin posting and hiring proposals or completing HR Personnel forms for faculty members.
Dates & Time: Session is offered each April & September (Dates/Times TBD)
Duration: Three Hours
Pre-requisites: none
Contact: ARMO office: x6996
Open the attachment below for more information on 2020-2021 training

ARMO Training Schedule.pdf

*** Indicates MANDATORY**

Catalog released to campus May 14.2018
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Workshops offered by the Purchasing Department

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

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

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

Dates/Times: TBD
Duration: One to Three Hours (based on content)
Pre-requisites: none
Contact: Purchasing Office: x5063
Click Here to Pre-Register for Purchasing Dept Training

Workshops offered by the Counseling Center

Become Mental Health First Aid Certified!

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

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

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

Dates/Times: Available dates/times provided on pre-registration site (click below for more details)
Duration: Eight Hours / Pre-requisites: none / Contact: Counseling Center: x5432
Click here to Pre-register

Kognito Online Training (free) *Are you concerned about a student? Want to learn some strategies for helping someone you care about?*

Kognito Online Training includes two modules for faculty and staff; Veterans on Campus and LGBTQ on Campus These 30-minute, online, interactive, self-paced simulations train you to recognize signs of psychological distress such as depression and anxiety, substance abuse, and suicide ideation. Completion of this training gives you the knowledge, skills, and confidence that allows students to identify, approach students in crisis. Additionally, you will learn how to refer an at-risk student to counseling, mental health, or crisis support services. Participants learn effective communication strategies for managing difficult conversations and how to avoid common pitfalls of gatekeeper behavior, such as giving unwarranted advice. Completing Kognito training will help reduce the stigma around mental health issues and increase the protective factors of promoting help-seeking behaviors.

*Please access the service via **Chrome or Firefox. Internet Explorer is not a supported browser for this training.** Additionally, pop-ups need to be allowed in order to access the training.* To get started go to:
https://nccu.kognito.com/

*** Indicates MANDATORY**

Catalog released to campus May 14.2018
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Workshops offered by the J.E.S. Memorial Library

Shepard Library Basics 101 Training

Sessions on how to locate and verify information.
The sessions will provide you with the skills to become a more knowledgeable information seeker as well as learning about the many resources available to you from our campus library.
Dates & Time: A minimum of twice a semester
Duration: One Hour
Pre-requisites: none
Contact: James E. Shepard Memorial Library
Click Here To Pre-Register

Workshops offered by the Title IX Office

* Title IX and Sexual Misconduct Policy

The presentation will provide information regarding Title IX of the Education Amendment Act of 1972 as well as NCCU's Sexual Misconduct Policy. Participants in the training will gain an understanding of the requirements of Title IX, its applicability to NCCU and the prohibition against discriminating against individuals on the basis of their sex. In addition, participants will also be trained regarding the Sexual Misconduct Policy, who it applies to at NCCU, how to file a complaint, the process that will be followed when a responsible employee becomes aware of an act of sexual misconduct, how an allegation of sexual misconduct will be investigated and ultimately, how an allegation of sexual misconduct will be resolved.
Dates & Time: TBD / **Duration:** One Hour
Pre-requisites: none
Contact: The Title IX Office at titleix@nccu.edu
Click Here To Pre-Register for Title IX Training

Preventing Sexual Harassment

The presentation will provide information regarding sexual harassment in the workplace and classroom. Participants will gain an understanding of the federal civil rights laws relating to sexual harassment, what sexual harassment is, how to prevent sexual harassment, and what to do when you observe sexual harassment.
Dates & Times: Every other month / Duration: One hour
Pre-requisite(s): None
Contact: Title IX Office at TitleIX@nccu.edu
Click Here to Pre-Register for Title IX Training

*** Indicates MANDATORY**

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In addition, Sexual Assault & Harassment Abuse Prevention training is available online via EVERFI online. June 1, 2020 – June 1, 2020 : online training is available EVERFI ***(note: open the attachment for available***

2020-CPN-Course-Catalog-4.pdf

EVERFI catalog topics Faculty/Staff Section).

Contact x5148 for more information on how to register.

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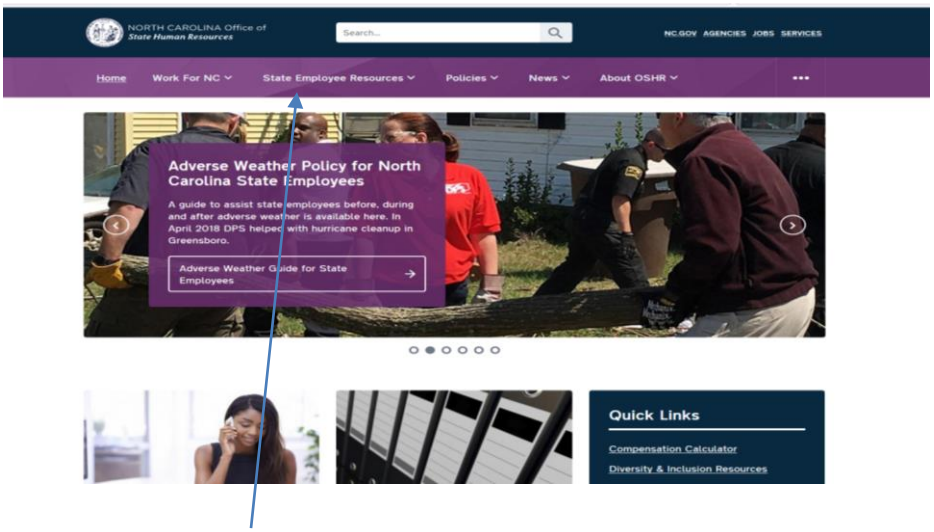
Catalog released to campus May 14.2018
Latest revision: September 14, 2020

EXTERNAL TRAINING RESOURCE:

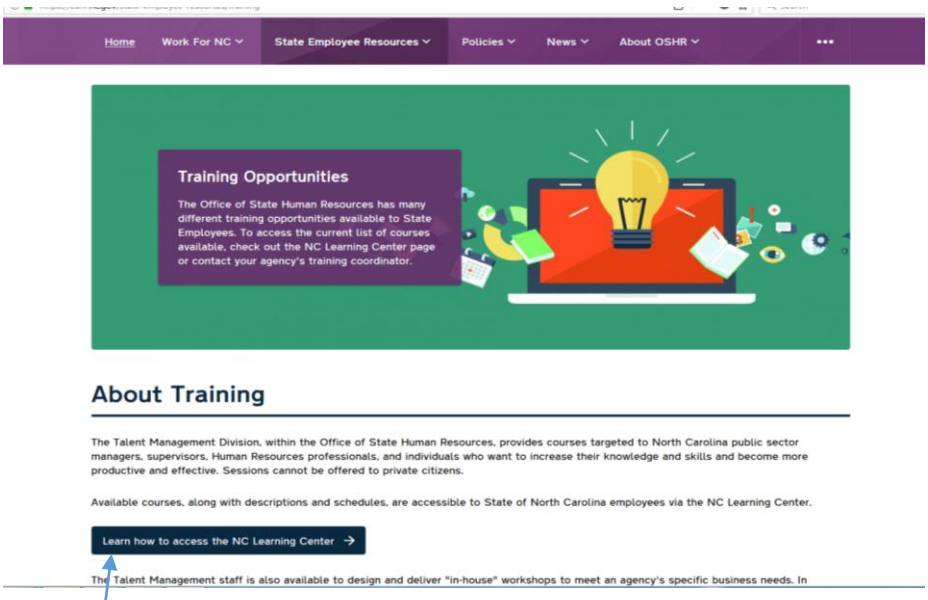
Click the link below for information on workshops and courses offered through the Office of State Human Resources (OSHR) located in Raleigh, NC.

https://oshr.nc.gov/



Click: State Employees Resources

Click: Training



Click: Learn how to access the NC Learning Center

Click: NC Learning Center

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

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