

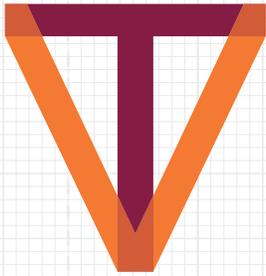


2019 Spring Professional Development Schedule

Claim your role with these professional development opportunities



HUMAN RESOURCES
VIRGINIA TECH.



VT-shaped people prioritize purpose-driven engagement with a combination of disciplinary depth and interdisciplinary capacities.

■ DEVELOPING VT-SHAPED EMPLOYEES

Human Resources enables individuals and teams throughout the university to perform at peak effectiveness. The department oversees the design and delivery of professional and organizational development that is available to all employees. Through these programs, we support the development of VT-shaped employees and provide the tools and skills that are the foundation of purpose-driven engagement.

■ Learn More

Information on workshops, and training opportunities is available by searching employee professional development on vt.edu.

■ Register Now

Register for workshops at training.vt.edu.



Development

The Professional Development team facilitates workshops and seminars to help employees build upon existing knowledge, learn new skills, and develop core workplace competencies.

Human Resources offers a comprehensive variety of ongoing professional development workshops, desktop software training classes, and cohort-based learning experiences designed to provide Virginia Tech employees with highly engaging opportunities to enhance core workplace skills and strengthen operational knowledge.

In addition the team supports organizational development initiatives through workshops to help maximize effectiveness, productivity, and employee engagement in the workplace.



> *What can we help **you develop?***

Are you a new manager or supervisor with the university? Then we have a curriculum that is specifically targeted to help you develop important skills for your new role. Through a combination of instructor-led and online training, our workshops will help you learn the skills you need to lead your team to success. Search “new manager” or “new supervisor” on hr.vt.edu to learn more.

Types of Development

▪ Leadership Skills

Professional development opportunities recommended for employees in senior level academic or administrative roles; for those charged with formulating strategic goals and inspiring others to meet organizational aims.

▪ Managerial or Supervisory Skills

Professional development opportunities recommended for employees in roles involving the direct management, supervision, or oversight of other employees; for those charged with operational management, goal setting, coaching, and/or performance management responsibilities.

▪ Skills as a Professional or Individual Contributor

Professional development opportunities recommended for any employee who contributes to the university's success through individual expertise and team or project participation, but may not have direct reports.

▪ Skills In Administrative Support

Professional development opportunities recommended for any employee whose primary responsibilities support the work of others.

▪ Office Software Skills

Offerings include basic, intermediate, and advanced courses in Microsoft Access, Excel, OneNote, Outlook, PowerPoint, Project, and Word, along with Adobe Photoshop.



Important update for Spring 2019:

HR Professional Development is transitioning to better serve and support Virginia Tech's evolving training and employee development needs. Part of this process requires updates to our existing curriculum and certificate programs. While we will continue to offer a variety of professional development workshops and programming, effective June 30, 2019, the current professional development certificate programs (Customer Service Excellence, Supervisory Excellence, Leadership Excellence, and all Office Software Skills certificate tracks) will be temporarily phased out as we work toward enhancing our professional development services and employee learning opportunities.

JANUARY			Leadership Skills	Managerial or Supervisory Skills	Professional or Individual Contributor Skills	Administrative Support Skills
Jan. 29	Setting and Achieving Goals Elective	Setting and achieving goals can increase confidence, improve self-esteem, and bring a greater sense of satisfaction. Participants will learn how to set specific, achievable goals.	X	X		
FEBRUARY						
Feb. 5	Listening Skills Customer Service Core	Although hearing is automatic, listening is a skill, without which we cannot succeed in business. This workshop focuses on both the basics and complexities of listening.			X	X
Feb. 6	Management Skills for New Supervisors Supervisory Excellence Core	Gain a greater understanding of both the supervisory role and the expectations of others, while practicing and developing critical team assessment, communication, and coaching skills.		X		
Feb. 12	Time Management Elective	It is important to have a good set of strategies and approaches to manage workloads with effectiveness and efficiency. This workshop focuses on providing best practices for analyzing and planning work in order to optimize overall effectiveness.	X	X	X	X
Feb. 20	Effective Meetings Elective	Planning and executing productive meetings is an essential skill for every employee to master. Learn the keys to ensuring that meetings are well-organized and effective.		X	X	
Feb. 26	Coaching to Redirect Elective	Develop the skills needed to coach others as they work to meet job expectations and goals.	X	X		

MARCH		Leadership Skills	Managerial or Supervisory Skills	Professional or Individual Contributor Skills	Administrative Support Skills
Mar. 5	Fundamentals of Customer Service Customer Service Core This hands on, high energy workshop offers skills, tools, and practical applications for working effectively with internal and external customers.				X
Mar. 12	Managing Conflict Elective Participants will learn communication skills to address conflict and will have the opportunity to participate in role playing to practice those skills.	X	X	X	
Mar. 14	Time Management Elective It is important to have a good set of strategies and approaches to manage workloads with effectiveness and efficiency. This workshop focuses on providing best practices for analyzing and planning work in order to optimize overall effectiveness.	X	X	X	X
Mar. 20	Turning Performance Problems Around Elective Learn how to take appropriate steps to correct problem performance, while treating employees with dignity and respect.	X	X		
Mar. 26	Dimensions of Management for Successful Leaders Supervisory Excellence Core This workshop focuses on development of leadership and management best practices that will enable participants to improve performance of employees and teams.		X		
APRIL					
Apr. 11	Effective Meetings Elective Planning and executing productive meetings is an essential skill for every employee to master. Learn the keys to ensuring that meetings are well-organized and effective.		X	X	
Apr. 17	Listening Skills Customer Service Core Although hearing is automatic, listening is a skill, without which we cannot succeed in business. This workshop focuses on both the basics and complexities of listening.			X	X

APRIL		Leadership Skills	Managerial or Supervisory Skills	Professional or Individual Contributor Skills	Administrative Support Skills
Apr. 18	Emotional Intelligence Leadership Excellence Core				
	Explore why emotional intelligence is so important in the workplace and how it operates to promote success. Identify tools and strategies to improve emotional intelligence.	X	X	X	
Apr. 23	Appraising Performance Elective				
	Discover how to conduct well-planned performance appraisals that result in performance improvement and employee commitment.	X	X		
Apr. 25	Time Management Elective				
	It is important to have a good set of strategies and approaches to manage workloads with effectiveness and efficiency. This workshop focuses on providing best practices for analyzing and planning work in order to optimize overall effectiveness.	X	X	X	X
MAY					
May 2	Dimensions of Management for Successful Leaders Supervisory Excellence Core				
	It is important to have a good set of strategies and approaches to manage workloads with effectiveness and efficiency. This workshop focuses on providing best practices for analyzing and planning work in order to optimize overall effectiveness.		X		
May 14	Managing Conflict Elective				
	Participants will learn communication skills to address conflict and will have the opportunity to participate in role playing to practice those skills.	X	X	X	
May 21	Fundamentals of Customer Service Customer Service Core				
	This hands on, high energy workshop offers skills, tools, and practical applications for working effectively with internal and external customers.				X

Office Software Skills

Improve your skills in a variety of computer desktop applications by taking classroom-based training offered by Human Resources or online training through lynda.com.

You may also earn several different Office Software Skills certificates by completing the following requirements:

Office Software Skills Certificate (PC)

Classroom-based - Complete six full days of classroom-based training, including at least two levels of training in each of two different desktop applications.

Online - Complete eight pre-approved modules, including at least two levels of training in each of two different desktop applications.*

Blended learning** - Any combination of eight classroom-based and/or pre-approved modules, including at least two levels of training in each of two different desktop applications.*

Office Software Skills Certificate (Mac)

Online only - Complete any eight of the pre-approved modules.*

Office Software Excellence Certificate (PC)

Online only - A software program excellence certificate can be earned by completing all designated software playlist levels associated with a specific desktop software title on lynda.vt.edu.

Note: lynda.com training titles and playlist offerings are subject change without notice.

* Search office software skills on vt.edu for more information on pre-approved modules.

** To receive credit for modules completed online, employees will need to provide Human Resources Professional Development with each respective lynda.com module's certificate of completion.

Office Software Classroom Training

FEBRUARY

Feb. 13	MS Office 2016 - Access Intro
Feb. 14	MS Office 2016 - One Note Intro
Feb. 20	MS Office 2016 - Word Intermediate
Feb. 21	MS Office 2016 - Excel Intro

MARCH

Mar. 13	MS Office 2016 - Access Intermediate
Mar. 14	MS Office 2016 - Excel Intermediate
Mar. 20	MS Office 2016 - Word Advanced
Mar. 21	MS Office 2016 - Outlook Advanced

APRIL

Apr. 10	MS Office 2016 - Access Advanced
Apr. 11	MS Office 2016 - Access Intro
Apr. 17	MS Office 2016 - Word Intermediate
Apr. 18	MS Office 2016 - PowerPoint Advanced

MAY

May 1	MS Office 2016 - Access Intermediate
May 2	MS Office 2016 - Word Advanced
May 8	MS Office 2016 - Excel Advanced
May 9	MS Office 2016 - One Note Intro

Certificate Tracking Log

Use the table below to track your professional development training accomplishments. Remember to check your Coursewhere transcripts at training.vt.edu for a list of previously completed workshops.

Requirements	Customer Service Excellence* (2 core + 3 electives)	Supervisory Excellence* (2 core + 4 electives)	Leadership Excellence* (2 core + 6 electives)
Core #1	Fundamentals of Customer Service	Dimensions of Management for Successful Leaders	Transformational Leadership
Core #2	Listening Skills	Management Skills for New Supervisors	Emotional Intelligence
Elective #1			
Elective #2			
Elective #3			
Elective #4	N/A		
Elective #5	N/A	N/A	
Elective #6	N/A	N/A	

* One professional development elective equals one full-day workshop or two half-day workshops.

NEW FOR 2019 - Elective credit requirements can also be met using Lynda.com online courses. Visit HR Professional Development for a listing of available, qualifying, online course titles.

2019 Spring Professional Development Schedule

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