



UNT Training & Development Catalog

Table of Contents

Academic Computing Short Courses:.....	3
Cash Handling:	3
Coaching Student Employees to Achieve Peak Performance:.....	3
Emotional Intelligence:	3
FERPA Training:.....	3
Finding and Hiring the Right Student Employee:.....	3
CCECM (continuing education):.....	3
Computer Based Training (CBTs):	4
HR Records Overview Session 1.....	4
HR Records Overview Session 2:.....	4
Interviewing and Hiring:.....	4
Legal Briefing:.....	4
New Hire Orientation:.....	4
Overtime/Comp Time:	4
Payroll Forms and Procedures:	4
PeopleAdmin:.....	5
Planning Your Future:	5
Research Compliance: IRB 101 and HIPAA 102:	5
Service Connection:	5
Van Driver Safety Training:	5

Academic Computing Short Courses: Academic Computing Services (ACS) offers short courses available to students, faculty, and staff every semester. Faculty members can request customized short courses on topics, geared to their class needs, such as "Introduction to SPSS," "Introduction to SAS," "Introduction to S-Plus," "Developing a Home Page with FrontPage," and more. Other groups can also request special courses. Contact ACS for more information (Claudia Lynch, 940-565-4068, lynch@unt.edu). More information can also be found online at <http://www.unt.edu/training/shortcrs.htm>.

Cash Handling: Offered by Student Accounting and University Cashiering Services, this program covers the procedures for preparing departmental deposits, cash handling, credit card deposits and the reallocation process. This is a 2-hour course.

Coaching Student Employees to Achieve Peak Performance: Will provide information on setting expectations for student workers, motivating their employees, providing feedback, and establishing boundaries. Presented by the staff of the UNT Career Center. This is a 3-hour course.

Emotional Intelligence: Think you're smart? What's your EQ? Can you manage your emotions effectively? Do you know research has demonstrated that Emotional Intelligence (EQ) or your ability to build and maintain quality relationships is more important to success on the job, and in life, than is cognitive intelligence (IQ)? In this class, you will learn how to develop and use your emotional intelligence effectively to achieve your professional and personal goals while helping those you lead/supervise to do the same. The workshop includes an assessment of Emotional Intelligence. Participants will also learn how to: increase their self-awareness and self-restraint, respond with resiliency to setbacks, improve their ability to communicate, resolve conflict and lead a team

FERPA Training: All employees requesting access to SIMS (Student Information Management System) are required to have training in the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA). Information can be found online at <http://www.unt.edu/ferpa/index.html>.

Finding and Hiring the Right Student Employee: Develop a clear job description and interviewing with an emphasis on person/environment fit. Create comprehensive employee training. This seminar facilitated by the staff of the UNT Career Center, will highlight these management areas and help supervisors hire and train student employees for success. This is a 2-hour course.

CCECM (continuing education): Facilitates the public service mission of the University through extension of Center resources to audiences other than students enrolled for resident credit. Information regarding continuing education can be found online at <http://www.unt.edu/ccecm/index.htm>.

Computer Based Training (CBTs): Is available via Skillport and Microsoft ELearning. For information and a list of courses log onto: <http://www.unt.edu/cbt/>

Employment Waiver Seminar: This training session is for all new or current staff members who are responsible for completing Employment Waivers for professors, TA's, TF's, and RA's. Requirements for an Employment Waiver will be covered as well as give attendees an opportunity to ask questions. Presented by Student Accounting and University Cashiering Services. This is a 1-hour course.

HR Records Overview Session 1: Focuses on the general leave policies and procedures, Medical Leave Programs and the Return to Work Program. New employees responsible for departmental records and/or leave reporting are encouraged to attend. This is a 3-hour course.

HR Records Overview Session 2: Focuses on timekeeping issues, disclosure of employee information issues, records retention, and employment eligibility. New employees responsible for departmental records and/or leave reporting are encouraged to attend. This is a 2-hour course.

Interviewing and Hiring: Trains in powerful interviewing techniques for staff positions. Includes questions that can and cannot be asked of applicants, how to advertise job requirement without adversely impacting protected class groups, how to review job applications and prepare for the interview, and tips for conducting the interview and rating the applicant. Presented by Valerie Green in Human Resources. This is a 2.5-hour course.

Legal Briefing: Information will be presented on current legal issues. All Managers, Directors, Deans, Associate or Assistant Deans, and Vice Presidents are expected to attend annually. This is a 2-hour course.

New Hire Orientation: To familiarize new employees with the University policies and procedures and to enroll in benefits. All new employees must attend within the first 30 days of employment.

Spanish New Hire Orientation: To familiarize new employees with the University policies and procedures and to provide them with information on benefits. New employees must attend orientation within the first 30 days of employment. New employees who will benefit from NHO in Spanish should call 940-565-4246 to schedule a session.

Overtime/Comp Time: Will answer all questions regarding the accrual, use, and payment of compensatory leave and overtime. This is a 2-hour course.

Payroll Forms and Procedures: Information presented to those in every department who prepare the forms for payroll to process checks. This session will cover the forms used for authorizing and removing employees from the payroll for salaried, hourly, and task appointments. This is a 2.5-hour course.

PeopleAdmin: If you are responsible for hiring in your department or assist with the hiring process, then this training is for you. Come learn how this new applicant management system can work for you. This is a 3-hour course.

Planning Your Future: This program will provide all faculty and staff the opportunity to get information about planning for their retirement. Held once a year (in December). Objectives to answer questions that will help employees plan for their future and to provide important information so employees can make informed choices about planning for retirement. This is a full day conference.

Research Compliance: IRB 101 and HIPAA 102: These compliance courses are designed for faculty members engaged in research. IRB 101 covers important information regarding Human Subjects Research, the regulatory environment and procedures for on-line application. HIPAA 102 discusses the use of protected health information in Human Subjects Research. These are 1.5-hour courses.

Service Connection: This seminar will give you a new outlook on the way you interact with customers, the skills and insights that will help you develop a sense of pride, and the confidence and enthusiasm that is the hallmark of professional customer service. You will learn Knock your socks off phone skills and e-mail, effective service communication, handling difficult situations

Van Driver Safety Training: Policy and Procedures: Learn why it is important to rent from state contracted vendors if one is available. Learn driving procedures, including operating vans, procedures for renting, insurance coverage, and reporting vehicle accidents. Good for employees who rent vehicles for UNT business or are responsible for a UNT vehicle during school activities. This is a 1.5-hour course.

Workers Comp/Return to Work: Learn what to do when an employee reports an on-the-job injury/accident, an injured employee is expected to be absent from work for an extended period of time, about UNT's return-to-work program for injured employees, and about filing deadlines for Workers' Compensation