<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date Time</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quit Tobacco Tobacco Cessation Program</td>
<td>One Park Place, Suite 942</td>
<td>09.04.18 – 09.25.18; 10.02.18 – 10.23.18; 11.06.18 – 11.27.18; 12.04.18 – 12.18.18 12pm-1pm</td>
<td>Cheryl Johnson Ransaw</td>
<td>None</td>
<td>This is a four-session program designed by the American Cancer Society to help people quit tobacco for good!</td>
</tr>
<tr>
<td>Blockchain Business Basics</td>
<td>Robinson College of Business</td>
<td>09.07.18 8:30am-4:30pm</td>
<td>Roop Singh</td>
<td>$695 General. Discounts available. Email <a href="mailto:executed@gsu.edu">executed@gsu.edu</a> for discount codes</td>
<td>Presented by the J. Mack Robinson College of Business and Intuit Factory You've heard about blockchain and the disruption it's caused in countless sectors like financial services, energy, media, gaming and real estate. If it hasn’t changed the way you conduct business, it soon will — so you quickly need to develop a high-level understanding of what blockchain is and how it impacts your company’s products or services. In just one day, you'll explore blockchain use cases across a variety of industries.</td>
</tr>
<tr>
<td>Meditation</td>
<td>SCE 201</td>
<td>09.10.18 – 12.17.18 12pm – 12:30pm</td>
<td>Amanda Dibble</td>
<td>None</td>
<td>Join the EDWS Team for a midday meditation session to start your week.</td>
</tr>
<tr>
<td>Lean Six Sigma Green Belt Certification</td>
<td>Robinson College of Business</td>
<td>09.10-14.18 8:30am-4:30pm</td>
<td>Dr. Kenneth Levine and Dr. Satish Nargundkar</td>
<td>$3750 General - 50% off for Faculty and Staff - 25% off for</td>
<td>For organizations to be successful, they need a consistent methodology and common terminology for continuous improvement. The Lean Six Sigma program offered by Georgia State University’s J. Mack Robinson College of Business integrates the best</td>
</tr>
</tbody>
</table>
# 2018 Fall Learning and Development (L&D) Schedule

## Master

All classes delivered on the Atlanta Campus unless otherwise indicated

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date/Time</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>200, 3348 Peachtree Road NE, Atlanta, GA 30326</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>of the Lean and Six Sigma methodologies to more effectively solve complex problems with unknown solutions while identifying improvement opportunities. The program also offers introductions to best-in-class methods in business analysis and change management—setting the “gold standard” in Lean Six Sigma training.</td>
</tr>
<tr>
<td>GSU Book Club: “The Legend of the Black Mecca: Politics and Class in the Making of Modern Atlanta”</td>
<td>Webinar &amp; SCW 260</td>
<td>09.11.18 12pm – 1pm</td>
<td>Dr. Maurice J. Hobson &amp; Tony Price</td>
<td>None</td>
<td>To register, go to the link below — <a href="https://gsumeetings.webex.com/gsumeetings/onstage/g.php?MTID=ebea764c7bcd1076f4608e3e36841ea95">https://gsumeetings.webex.com/gsumeetings/onstage/g.php?MTID=ebea764c7bcd1076f4608e3e36841ea95</a></td>
</tr>
<tr>
<td>Certificate Program in Project Management</td>
<td>Robinson College of Business, Buckhead Center, Tower Place 200, 3348 Peachtree Road NE, Atlanta, GA 30326</td>
<td>09.11-14.18 8:30am-4:30pm</td>
<td>Dr. Richard Deane</td>
<td>$3750 General - 50% off for Faculty and Staff - 25% off for Alumni and Students</td>
<td>The Certificate Program in Project Management is designed and taught by a world-class project management professor and practitioner. Richard Deane, who has more than 30 years of project management teaching and consulting experience and is one of the most highly rated professors teaching in Georgia State University’s executive education programs. Dr. Deane offers real-world project management wisdom based on his practical experience leading small and large-scale projects as a consultant.</td>
</tr>
</tbody>
</table>

2

TO ACCESS LINKS IN FOOTER, DOUBLE-CLICK FOOTER/HEADER

9.11.18

Click [here](#) to register for all classes that don’t have registration procedures delineated in the Cost or Description columns.
Click [here](#) to access Technology Training Workshops offered by Center for Excellence in Teaching & Learning (CETL).
Click [here](#) to access information and registration for RCB’s Executive Education programs.

If you are unable to attend a course for which you have paid a registration fee, you must cancel your registration at least seven days (5 business days) prior to the class to avoid being charged the registration fee.
## 2018 Fall Learning and Development (L&D) Schedule

### Master

All classes delivered on the Atlanta Campus unless otherwise indicated.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wellness Wednesday: “How to get the most out of a Healthy Meal”</td>
<td>Webinar</td>
<td>09.12.18</td>
<td>12-1pm</td>
<td>David Talley</td>
<td>None</td>
<td>To register, go to the link below – <a href="https://gsummeetings.webex.com/gsummeetings/onstage/g.php?MTID=ec1f7361a61c2d5aa26ff0f2ecedaae7d">https://gsummeetings.webex.com/gsummeetings/onstage/g.php?MTID=ec1f7361a61c2d5aa26ff0f2ecedaae7d</a></td>
</tr>
<tr>
<td>Managing Yourself in a Diverse Workplace</td>
<td>1 Park Place, HR Training Room</td>
<td>09.13.18</td>
<td>1:30pm-4:30pm</td>
<td>John Day</td>
<td>$50</td>
<td>Need help navigating the diverse Georgia State work environment? Then this is the course for you! This workshop is designed to engage participants in interactive learning exercises to increase self-awareness about their strengths and challenges around differences and similarities, i.e. diversity. <strong>Participants will be required to take a diversity self-assessment instrument before the workshop</strong> so that they will gain personal insight into their comforts and challenges regarding race, gender, sexual orientation, religion, culture, etc.</td>
</tr>
<tr>
<td>Sexual Misconduct &amp; Bystander Intervention</td>
<td>Atlanta Campus Dalberg Hall RM 350</td>
<td>9.14.18</td>
<td>10-11:30 am</td>
<td>Annette Butler &amp; Jaray Gillespie</td>
<td>None</td>
<td>Did you know that you are a “responsible employee” and have a duty to report information shared with you regarding sexual misconduct? What is sexual misconduct according to Georgia State University’s policy? This class will explore your responsibility as a “responsible employee” and Georgia State’s policies related to sexual misconduct including sexual harassment, sexual exploitation, stalking, non-consensual sexual contact, sexual assault, dating violence, and domestic violence.</td>
</tr>
<tr>
<td>Taleo (ATS) Training</td>
<td>Classroom South, CS401</td>
<td>09.19.18</td>
<td></td>
<td>Tiffany Teasley</td>
<td>None</td>
<td>This session will help you to optimize your skills in a more effective way, so</td>
</tr>
</tbody>
</table>

9.11.18

Click [here](#) to register for all classes that don’t have registration procedures delineated in the Cost or Description columns. Click [here](#) to access Technology Training Workshops offered by Center for Excellence in Teaching & Learning (CETL). Click [here](#) to access information and registration for RCB’s Executive Education programs.

If you are unable to attend a course for which you have paid a registration fee, you must cancel your registration at least seven days (5 business days) prior to the class to avoid being charged the registration fee.
### 2018 Fall Learning and Development (L&D) Schedule

**Master**

All classes delivered on the Atlanta Campus unless otherwise indicated

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date Time</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Marketing Program</td>
<td>Robinson College of Business</td>
<td>09.20-21.18</td>
<td>Tim Bohling</td>
<td>$2000</td>
<td>Leverage digital marketing to create and capture demand. Grow your business and gain market share. Be one of a select group of marketing professionals to benefit from this executive education certificate program. Network and learn alongside your peers, while discovering how data-driven digital marketing can be used to build brand equity, effectively engage customers and prospects, and successfully promote products or services. Develop skills that will help you adapt to an evolving marketing landscape today and throughout the rest of your career.</td>
</tr>
<tr>
<td>Women at Work Series-Realizing Your Vision by Acting and Communicating Better</td>
<td>Webinar</td>
<td>9.20.18 Noon – 1pm</td>
<td>Donna Satchell-Kimble</td>
<td>None</td>
<td>By attending this webinar, you will understand how to: Create and maintain a BIG vision Move forward to further your education (formal and informal)</td>
</tr>
</tbody>
</table>

Click [here](#) to register for all classes that don’t have registration procedures delineated in the Cost or Description columns, Click [here](#) to access Technology Training Workshops offered by Center for Excellence in Teaching & Learning (CETL). Click [here](#) to access information and registration for RCB’s Executive Education programs.

If you are unable to attend a course for which you have paid a registration fee, you must cancel your registration at least seven days (5 business days) prior to the class to avoid being charged the registration fee.
## 2018 Fall Learning and Development (L&D) Schedule

**Master**

All classes delivered on the Atlanta Campus unless otherwise indicated

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date/Time</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRE Prep</td>
<td>GSU Downtown Campus</td>
<td>09.21.17 – 11.09.17 5:30-9:00pm (Thursdays)</td>
<td>Gary B. Cohen, Ph.D., widely known as &quot;Dr. Test Prep&quot;</td>
<td>$750.00 General</td>
<td>Gain a great score on the GRE exam by learning about the most current material covered on the exam. Each participant receives the acclaimed and completely revised workbook written by Dr. Cohen, Doing Your Best on the GRE. The class and workbook combine to help you achieve understanding of the design of the exam and how to use this information to your advantage. The series of seven weekly classes is lively, engaging, and highly effective. First, you are given a diagnostic exam which quickly pinpoints your strong and weak areas. Then you are provided a list of resources for targeted help.</td>
</tr>
<tr>
<td>Money Mondays: Healthy Numbers: Integrating healthcare into your retirement plan</td>
<td>Webinar</td>
<td>09.24.18 11am – 12pm</td>
<td>University System of Georgia &amp; East GA College</td>
<td>None</td>
<td>To register, go to the link below – <a href="https://borusg.webex.com/borusg/ontage/g.php?MTID=e150ca348f3bcff6d8d18267106a428c3">https://borusg.webex.com/borusg/ons tage/g.php?MTID=e150ca348f3bcff6d8d18267106a428c3</a></td>
</tr>
<tr>
<td>LSAT Prep</td>
<td>GSU Downtown Campus</td>
<td>09.24.17 – 11.05.17 12:30 pm – 4:30 pm (Sundays)</td>
<td>Gary B. Cohen, Ph.D., widely known as &quot;Dr. Test Prep&quot;</td>
<td>$750.00 General</td>
<td>Gain a great score on the LSAT exam by learning about the most current material covered on the exam. Each participant receives the acclaimed and completely revised workbook written by Dr. Cohen, Doing Your Best on the LSAT.</td>
</tr>
</tbody>
</table>
2018 Fall Learning and Development (L&D) Schedule
Master
All classes delivered on the Atlanta Campus unless otherwise indicated

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date Time</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Spectrum/ Panther Mart</td>
<td>75 Piedmont Ave (Citizen’s Trust Bank Building), Basement, Suite B</td>
<td>9.24.18, 9am-noon</td>
<td>Spectrum Staff</td>
<td>None</td>
<td>This workshop provides training on the basic navigation of the PeopleSoft Financials and Panther Mart tools and basic concepts of Financials operations.</td>
</tr>
<tr>
<td>Financial Reports and Inquiries</td>
<td>75 Piedmont Ave (Citizen’s Trust Bank Building), Basement, Suite B</td>
<td>09.24.18, 1pm-4pm</td>
<td>Spectrum Staff</td>
<td>None</td>
<td>This workshop provides training on the various reports that are available to users and tell what the reports are used for i.e. expenditure review. The workshop covers how to find financial information quickly, view detailed information using drill down features for purchase orders, vouchers, payments, journals and your budget. Participants will also learn how to run reports, print reports and monitor their budgets.</td>
</tr>
<tr>
<td>Journal Entry</td>
<td>75 Piedmont Ave (Citizen’s Trust Bank Building), Basement, Suite B</td>
<td>09.25.18, 9 am-12pm</td>
<td>Spectrum Staff</td>
<td>None</td>
<td>This workshop provides training on the general ledger module. A journal is the vehicle used to correct/adjust previously recorded transactions, process interdepartmental invoices, transfer expenditures, record departmental sales &amp; service revenues, agency expenses and continuing education revenue and</td>
</tr>
</tbody>
</table>

Click [here](#) to register for all classes that don’t have registration procedures delineated in the Cost or Description columns, Click [here](#) to access Technology Training Workshops offered by Center for Excellence in Teaching & Learning (CETL). Click [here](#) to access information and registration for RCB’s Executive Education programs.

If you are unable to attend a course for which you have paid a registration fee, you must cancel your registration at least seven days (5 business days) prior to the class to avoid being charged the registration fee.
## 2018 Fall Learning and Development (L&D) Schedule

**Master**

All classes delivered on the Atlanta Campus unless otherwise indicated

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panther Mart Requestor</td>
<td>75 Piedmont Ave (Citizen’s Trust Bank Building), Basement, Suite B</td>
<td>09.26.18</td>
<td>Spectrum</td>
<td>None</td>
<td>Participants will be taught how to create, modify, delete, print, and approve a journal, inquire on a journal and troubleshoot errors. This workshop provides training for those people who will be procuring goods and services, equipment purchases and consultant agreements. This workshop will cover shopping using catalog, non-catalog and punch-out catalog; assigning carts; reviewing carts and assigning accounting and workflow information; submitting the purchase requisition into workflow, approving transactions and receipting goods.</td>
</tr>
<tr>
<td>Getting the Most Out of Lynda.com</td>
<td>1 Park Place, HR Training Room</td>
<td>9.28.18</td>
<td>Elma Clarke</td>
<td>None</td>
<td>Learn how to get the most out of Lynda.com. You’ll learn how to: access the course database; create your profile; complete an online course; manage your learning program and much more. You’ll also learn about Lynda.com Quick Facts and Best Practices.</td>
</tr>
<tr>
<td>Stress and Anxiety Relief with Yoga &amp; Mindful Meditation</td>
<td>25 Park Place (SunTrust Tower), Room 2343 Downtown Campus</td>
<td>09.28.18, 10.26.18, 11.30.18, 12.14.18</td>
<td>Janet Wice</td>
<td>None</td>
<td>This interactive course offers breathing and meditation techniques and gentle yoga, emphasizing stress reduction and relaxation.</td>
</tr>
<tr>
<td>ESPYR Training: Navigating the Generations at Work</td>
<td>Webinar &amp; SCW 260</td>
<td>09.26.18</td>
<td>ESPYR</td>
<td>None</td>
<td>To register, go to the link below –</td>
</tr>
</tbody>
</table>

**Click here to register for all classes that don’t have registration procedures delineated in the Cost or Description columns.**

**Click here to access Technology Training Workshops offered by Center for Excellence in Teaching & Learning (CETL).**

**Click here to access information and registration for RCB’s Executive Education programs.**

If you are unable to attend a course for which you have paid a registration fee, you must cancel your registration at least seven days (5 business days) prior to the class to avoid being charged the registration fee.
## 2018 Fall Learning and Development (L&D) Schedule

### Master

All classes delivered on the Atlanta Campus unless otherwise indicated.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panther Mart - Payment Request/Travel</td>
<td>75 Piedmont Ave (Citizen’s Trust Bank Building), Basement, Suite B</td>
<td>09.27.18</td>
<td>9am-noon</td>
<td>Spectrum Staff</td>
<td>None</td>
<td>This workshop provides training for those people who will be requesting payments for less than $5,000 and generally these transactions include processing invoices, reimbursements, payments to independent contractors/consultants, food purchases, non-employee travel reimbursements, relocation and moving expenses, scholarships/fellowships and stipends. This workshop also provides training for those people who process travel for their departments and/or units. Only Employee and Student travel will be processed using the Panther Mart Travel Authorization form.</td>
</tr>
<tr>
<td>Improving Interpersonal Communications (OPC)</td>
<td>1 Park Place, HR Training Room</td>
<td>9.27.18</td>
<td>9am-4pm</td>
<td>Rhonda Hight</td>
<td>$150</td>
<td>What Did You Say? This course is designed to improve interpersonal communications with all people. Utilizing the DiSC Profile as a foundation for discussion, participants will have an opportunity to identify their dominant personality style and the way it translates into their communication style. Additionally, this course provides participants with a reality-based definition of good communication.</td>
</tr>
<tr>
<td>Blockchain Strategy Bootcamp</td>
<td>Robinson College of Business</td>
<td>09.28-29.18 and 10.5-6.18 Times vary. See website.</td>
<td>Roop Singh</td>
<td>$4650 General. Discounts available.</td>
<td>Presented by the J. Mack Robinson College of Business and Intuit Factory</td>
<td></td>
</tr>
</tbody>
</table>
2018 Fall Learning and Development (L&D) Schedule

Master

All classes delivered on the Atlanta Campus unless otherwise indicated

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distributed ledger technology-driven innovations</td>
<td>Buckhead Center, Tower Place 200, 3348</td>
<td>10.03.18</td>
<td>1:30pm-4:30pm</td>
<td>John Day</td>
<td>None</td>
<td>Are you looking for ideas and strategies to manage diversity and create an inclusive environment to help your team thrive? Then you don’t want to miss this course! This interactive workshop has been designed with managers and aspiring</td>
</tr>
<tr>
<td></td>
<td>Peachtree Road NE, Atlanta, GA 30326</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>How should entrepreneurs and corporate innovators respond to these revolutionary forces? Is blockchain an opportunity, threat or risk for you? This intensive boot camp is designed for professionals who want to embrace blockchain technology and the radical business transformation it has caused.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Email <a href="mailto:execed@gsu.edu">execed@gsu.edu</a> for discount codes</td>
<td></td>
<td>Let’s go beyond blockchain 101. In just one day, you’ll explore blockchain use cases across a variety of industries.</td>
</tr>
<tr>
<td>Managing Others in a Diverse Workplace (FLSC)</td>
<td>HR Training Room 1 Park Place (Basement)</td>
<td>10.03.18</td>
<td>1:30pm-4:30pm</td>
<td>John Day</td>
<td>None</td>
<td>Are you looking for ideas and strategies to manage diversity and create an inclusive environment to help your team thrive? Then you don’t want to miss this course! This interactive workshop has been designed with managers and aspiring</td>
</tr>
</tbody>
</table>

Click here to register for all classes that don’t have registration procedures delineated in the Cost or Description columns, Click here to access Technology Training Workshops offered by Center for Excellence in Teaching & Learning (CETL). Click here to access information and registration for RCB’s Executive Education programs.

If you are unable to attend a course for which you have paid a registration fee, you must cancel your registration at least seven days (5 business days) prior to the class to avoid being charged the registration fee.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date/Time</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate Program in Project Management</td>
<td>Robinson College of Business Buckhead Center, Tower Place 200, Room 544, 3348 Peachtree Road NE, Atlanta, GA 30326</td>
<td>10.03.17 – 10.06.17 8:30am-4:30pm</td>
<td>Dr. Richard Deane</td>
<td>$3750 General 50% off for Faculty and Staff 25% off for Alumni and Students Email <a href="mailto:execed@gsu.edu">execed@gsu.edu</a> for discount codes Register <a href="http://www.execed.gsu.edu">www.execed.gsu.edu</a></td>
<td>The Certificate Program in Project Management is designed and taught by a world-class project management professor and practitioner. Richard Deane, who has more than 30 years of project management teaching and consulting experience and is one of the most highly rated professors teaching in Georgia State University’s executive education programs. Dr. Deane offers real-world project management wisdom based on his practical experience leading small and large-scale projects as a consultant.</td>
</tr>
<tr>
<td>Engaging Customers for Profitable Growth</td>
<td>Robinson College of Business Buckhead Center, Tower Place 200, 3348 Peachtree Road NE, Atlanta, GA 30326</td>
<td>10.4-5.18 8:30am-4:30pm</td>
<td>Taught by Dr. V. Kumar, and Dr. Tim Bohling</td>
<td>$2000 General - 50% off for Faculty and Staff - 25% off for Alumni and Students</td>
<td>Learn empirical strategies to achieve maximum ROI. Be one of the first marketing professionals to benefit from this new Executive Education program. Network and learn alongside your peers, while focusing on practical, hands-on problem-solving. You will leave with a high-caliber, cutting-edge</td>
</tr>
</tbody>
</table>

If you are unable to attend a course for which you have paid a registration fee, you must cancel your registration at least seven days (5 business days) prior to the class to avoid being charged the registration fee.
# 2018 Fall Learning and Development (L&D) Schedule

**Master**

All classes delivered on the Atlanta Campus unless otherwise indicated

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date/Time</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations of Customer Service (OPC)</td>
<td>Atlanta, GA 30326</td>
<td>10.4.18 9am-12:30pm</td>
<td>Donna Satchell Kimble</td>
<td>$75</td>
<td>The success, in fact the very existence of Georgia State University, depends on its primary customers, students and their parents, as well as secondary customers, which include employees, suppliers, and a broad range of other individuals. Learn how to make each customer experience a positive and memorable one. It’s the experience that retains students through graduation, then brings them back to further their education, and causes them to tell their friends and colleagues about the university, creating more customers. It’s the experience that creates a positive and high-performing work environment where employees feel appreciated and valued. Learn how to make the customer service experience exceptionally rewarding for you and all the customers you serve. This engaging program incorporates both individual and group activities, insightful examples and various interactions.</td>
</tr>
<tr>
<td>GSU Movie Club: “A New High”</td>
<td>Webinar &amp; SCW 260</td>
<td>10.09.18 12-1pm</td>
<td>EDWS</td>
<td>None</td>
<td>To register, go to the link below –</td>
</tr>
</tbody>
</table>

**Click here to register for all classes that don’t have registration procedures delineated in the Cost or Description columns,**

**Click here to access Technology Training Workshops offered by Center for Excellence in Teaching & Learning (CETL).**

**Click here to access information and registration for RCB’s Executive Education programs.**

If you are unable to attend a course for which you have paid a registration fee, you must cancel your registration at least seven days (5 business days) prior to the class to avoid being charged the registration fee.
# 2018 Fall Learning and Development (L&D) Schedule

**Master**

All classes delivered on the Atlanta Campus unless otherwise indicated

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DocTalk w/ BlueCross Blue Shield: How to Communicate with Doctors and Manage Your Care</td>
<td>Webinar</td>
<td>10.09.18</td>
<td>12-1pm &amp; 3-4pm</td>
<td>Dr. Michael Eleff</td>
<td>None</td>
<td>To register, to the link below – <a href="https://event.on24.com/eventRegistration/EventLobbyServlet?target=reg20.jsp&amp;referrer=&amp;eventid=1579523&amp;sessionid=1&amp;key=ABB4D6CA7CCFB8008E3A6529CD187FDE&amp;regTag=221839&amp;sourcepage=register">https://event.on24.com/eventRegistration/EventLobbyServlet?target=reg20.jsp&amp;referrer=&amp;eventid=1579523&amp;sessionid=1&amp;key=ABB4D6CA7CCFB8008E3A6529CD187FDE&amp;regTag=221839&amp;sourcepage=register</a></td>
</tr>
<tr>
<td>Wellness Wednesdays: “Staying Fit in the Workplace”</td>
<td>Webinar</td>
<td>10.10.18</td>
<td>12-1pm</td>
<td>Tony Price</td>
<td>None</td>
<td>To register, go to the link below – <a href="https://gsummeetings.webex.com/gsummeetings/onstage/g.php?MTID=e676daec960523977fa917ac3735ca">https://gsummeetings.webex.com/gsummeetings/onstage/g.php?MTID=e676daec960523977fa917ac3735ca</a></td>
</tr>
<tr>
<td>Women at Work Series - Staying Healthy During the Holiday Season</td>
<td>Webinar</td>
<td>10.11.18</td>
<td>2 pm – 3pm</td>
<td>Tony Price &amp; David Talley</td>
<td>None</td>
<td>The EDWS Department will join us to provide you with information and tips to stay fit and healthy during the holiday season and beyond.</td>
</tr>
<tr>
<td>Preventing Harassment &amp; Discrimination</td>
<td>Webinar</td>
<td>10.12.18</td>
<td>11am-Noon</td>
<td>Annette Butler</td>
<td>None</td>
<td>Preventing Harassment and Discrimination in The Workplace What is harassment? What is discrimination? Can my behavior in the workplace be considered as harassing or discriminatory? This class will explore the definitions of harassment and discrimination in the</td>
</tr>
<tr>
<td>Course Title</td>
<td>Location</td>
<td>Date</td>
<td>Time</td>
<td>Instructor</td>
<td>Cost</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>------------</td>
<td>----------------</td>
<td>----------------</td>
<td>-------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Query Development Basics</td>
<td>75 Piedmont Ave (Citizen’s Trust Bank Building), Basement, Suite B</td>
<td>10.17.18</td>
<td>10am-3pm</td>
<td>Spectrum Staff</td>
<td>None</td>
<td>This workshop provides training on the basic concepts of the PeopleSoft Financials Web query tool. A Query is an inquiry tool that allows users to easily retrieve specific data from the PeopleSoft system by specifying the records, fields and criteria to be applied to the search. Participants will be taught how to view existing queries, develop a basic query, use the selection criteria and aggregate functions, download query results to an excel spreadsheet and find data in the PeopleSoft system.</td>
</tr>
<tr>
<td>Creating an Inclusive Workplace: Understanding/Managing Bias</td>
<td>1 Park Place, HR Training Room</td>
<td>10.17.18</td>
<td>1:30pm-4:30pm</td>
<td>John Day</td>
<td>None</td>
<td>This 3-hour course challenges employees to rethink their definitions and perceptions of diversity. Participants will gain a better understanding of their own social identities and explore various ways those identities inform the way they view other people. The objective of this workshop is to enhance participants’ ability to worth through challenges around bias.</td>
</tr>
<tr>
<td>Taleo (ATS) Training</td>
<td>Classroom South, CS403/405</td>
<td>10.17.18</td>
<td>9:30am-12:30 pm</td>
<td>Steven Hill</td>
<td>None</td>
<td>This session will help you to optimize your skills in a more effective way, so you are able to perform your job duties with greater efficiency. You will be provided with a refreshing way on how to navigate through the Taleo system. This workshop will cover the process from the log-in, creating a requisition, selecting prescreening and</td>
</tr>
</tbody>
</table>
2018 Fall Learning and Development (L&D) Schedule
Master
All classes delivered on the Atlanta Campus unless otherwise indicated

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability Accommodations &amp;The GSU Process</td>
<td>Atlanta Campus Commerce Building Brown Room 18th Floor</td>
<td>10.19.18 9 am – Noon</td>
<td>Annette Butler, Quinyata Cameron, Mark Gross, and James Michael Anderson</td>
<td>None</td>
<td>This course takes a closer look at the Americans with Disabilities Act Amendments Act, Section 504 of the Rehabilitation Act of 1973, and the Georgia State University process for providing reasonable accommodations. During this course you will receive: *An overview of the law; *The definition of reasonable accommodations; *Information on the Georgia State University process; and *The definition of retaliation and discrimination related to the Georgia State University process. This is a very interactive class and includes an activity that gives the participants an opportunity to process a hypothetical case.</td>
</tr>
<tr>
<td>Engaging Your Team Using Lynda.com</td>
<td>1 Park Place, HR Training Room</td>
<td>10.19.18 11:30am-1:30pm</td>
<td>Elma Clarke</td>
<td>None</td>
<td>Team leaders will learn how to empower their teams using content within Lynda.com. You’ll learn how to: access the course database; create your profile; complete an online course; manage your learning program and much more. You’ll also learn about Lynda.com Quick Facts and Best Practices.</td>
</tr>
<tr>
<td>Foundations of Supervision (FLSC)</td>
<td>1 Park Place, HR Training Room</td>
<td>10.23.18 9am-4pm</td>
<td>Merle Strangway, PhD</td>
<td>$150</td>
<td>Basic supervisory skills are indispensable if you want to get things done through other people.</td>
</tr>
</tbody>
</table>
Supervision involves far more than “telling people what to do.” In this course you will enjoy the opportunity to confidentially assess your current supervisory skills. The course is then designed to help you increase your effectiveness in each of these skill areas. Learn the behaviors that every employee expects from a leader they are willing to follow. Discover how to plan and prioritize your work. Experience how to teach new employees the skills they need to succeed. Learn how to coach your employees to perform even more effectively. This course will focus on giving you practical solutions to the common problems faced by supervisors in today’s workplace.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Grievance vs. the Complaint:</td>
<td>Commerce Building</td>
<td>10.24.18</td>
<td>Annette Butler, Jumekia</td>
<td>None</td>
<td>PREREQUISITE: You must supervise at least 1 person to attend this class. What is a grievance? What is a complaint? When should an individual file a grievance versus a complaint? What is a manager’s responsibility once a grievance or complaint is filed? Gain a better understanding of the grievance and investigative processes, timeframes, referrals, steps to follow, and a manager’s role/responsibility in monitoring the environment.</td>
</tr>
<tr>
<td>What’s the Difference</td>
<td>Sterne Room 14th Floor</td>
<td>9 am – 1 pm</td>
<td>Sutton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managing Team Workflow</td>
<td>Classroom South, CS403</td>
<td>10.24.18</td>
<td>Karla Brandau</td>
<td>$75</td>
<td>It is an art to get individuals to play synergistically as a sports team. Just as difficult is getting a business team to move together with a concerted effort toward the completion of projects and goals. Managers and team-leads who</td>
</tr>
<tr>
<td>Course Title</td>
<td>Location</td>
<td>Date</td>
<td>Time</td>
<td>Instructor</td>
<td>Cost</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>---------------------------</td>
<td>----------</td>
<td>------------</td>
<td>----------------</td>
<td>------</td>
</tr>
<tr>
<td>Business Etiquette and Professionalism (OPC)</td>
<td>1 Park Place, HR Training Room</td>
<td>10.25.18</td>
<td>9am-12:30pm</td>
<td>Rhonda Hight</td>
<td>$75</td>
</tr>
<tr>
<td>The Impostor Phenomenon (ALC)</td>
<td>1 Park Place, HR Training Room</td>
<td>10.26.18</td>
<td>9am-11am</td>
<td>Jeana Griffith, PhD</td>
<td>None</td>
</tr>
</tbody>
</table>

If you are unable to attend a course for which you have paid a registration fee, you must cancel your registration at least seven days (5 business days) prior to the class to avoid being charged the registration fee.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mock Trial</td>
<td>College of Law: Ceremonial Court Room/Room 245</td>
<td>10.26.18</td>
<td>11am-4pm</td>
<td>GSU Faculty &amp; Staff, Law Students and Guest Judge from Ogletree, Deakins, Nash, Smoak &amp; Stewart, P.C.</td>
<td>None</td>
<td>AA/EEO Training and Compliance in collaboration with the College of Law is sponsoring a Mock Trial. &quot;Law &amp; Order at Georgia State University: From Workplace to Court and how employee behavior impacts the outcome.&quot; College of Law students take on the roles of attorneys for the plaintiff and defendant. Employees are put in the role of witnesses and jurors. Would a reasonable person find the behavior of the defendant offensive, unwarranted, and/or welcomed? What policy violations occurred, if any? You be the judge. Event Schedule: 11 a.m. -11:45 a.m. Lunch Chat with Guest Judge from Ogletree, Deakins, Nash, Smoak &amp; Stewart, P.C. Noon- 4p.m. - Trial</td>
</tr>
<tr>
<td>Money Mondays: “Retirement Income Strategies”</td>
<td>Webinar</td>
<td>10.29.18</td>
<td>12pm – 1pm</td>
<td>University System of Georgia &amp; Kennesaw State University</td>
<td>None</td>
<td>To register, go to the link below – <a href="https://borusg.webex.com/borusg/ontage/g.php?MTID=e6517e2a982c48098004650ccbb0032">https://borusg.webex.com/borusg/ontage/g.php?MTID=e6517e2a982c48098004650ccbb0032</a></td>
</tr>
</tbody>
</table>
## 2018 Fall Learning and Development (L&D) Schedule
### Master
**All classes delivered on the Atlanta Campus unless otherwise indicated**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Emotional Intelligence (ALC)</td>
<td>1 Park Place, HR Training Room</td>
<td>10.31.18</td>
<td>9am-12:30pm</td>
<td>Doug Samuels</td>
<td>None</td>
<td>Do you pay attention to your emotions and the feelings of those around you? The answer to this question can help you discover how in tune you are with your emotions and help determine your emotional intelligence quotient (EQ). Your emotional intelligence quotient is your capacity to reason and analyze emotional information. Becoming aware of your emotions can help you become attuned to your own needs and the needs of others and can help you make better decisions and develop better relationships. This course explores the power of emotions and the concept of emotional intelligence. It also discusses emotional intelligence competencies in areas of self-awareness, self-management, social awareness, and relationship management.</td>
</tr>
<tr>
<td>ESPYR Training: “Drug-Free Workplace for Employees”</td>
<td>Webinar</td>
<td>10.31.18</td>
<td>12pm</td>
<td>ESPYR</td>
<td>None</td>
<td>To register, go to: <a href="https://gsumetings.webex.com/gsumetings/onstage/g.php?d=736285939">https://gsumetings.webex.com/gsumetings/onstage/g.php?d=736285939</a> &amp;t=h</td>
</tr>
<tr>
<td>Are you a Confident Impactful Presenter? (ALC)</td>
<td>1 Park Place, HR Training Room</td>
<td>11.1.18</td>
<td>9am-4pm</td>
<td>Donna Satchell Kimble</td>
<td>$150</td>
<td>Delivering impactful presentations in a confident manner is a key to professional success. Come and learn how to overcome your presentation fears and nervousness. Learn how to develop a great opening, gain the audience’s attention, deliver a speech with impact, and close a speech effectively. This is an experiential and</td>
</tr>
</tbody>
</table>
# 2018 Fall Learning and Development (L&D) Schedule

**Master**

All classes delivered on the Atlanta Campus unless otherwise indicated

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women at Work – Workshop – How to Unstick My Career</td>
<td>Commerce Building, Brown Room 18th Floor</td>
<td>11.1.18</td>
<td>Steven Hill</td>
<td>None</td>
<td>You’re bored out of your mind and can’t see an obvious next step within your current employer. You might be stuck behind an ungrateful boss, or perhaps you’ve just been doing the same job too long. Does it feel like everyone else is whizzing past on the highway of success, while you’re stuck languishing in a bypass? The good news is that feeling stuck is an important signal, and you should listen to it. It’s a sign that you have unfulfilled potential. So, think about taking on new challenges, or preparing for the next step in your career. No matter the details, that feeling of &quot;being stuck&quot; saps your energy and makes you feel like there is no hope for your career.</td>
</tr>
<tr>
<td>Getting the Most Out of Lynda.com</td>
<td>1 Park Place, HR Training Room</td>
<td>11.2.18</td>
<td>Elma Clarke</td>
<td>None</td>
<td>Learn how to get the most out of Lynda.com. You’ll learn how to: access the course database; create your profile; complete an online course; manage your learning program and much more. You’ll also learn about Lynda.com Quick Facts and Best Practices.</td>
</tr>
<tr>
<td>Lean Six Sigma Black Belt Certification</td>
<td>Robinson College of Business Buckhead Center, Tower Place 200, 3348</td>
<td>11.05-9.18</td>
<td>Dr. Kenneth Levine and Dr. Satish Nargundkar</td>
<td>$3950 General - 50% off for Faculty and Staff - 25% off for Alumni and Students</td>
<td>For organizations to be successful, they need a consistent methodology and common terminology for continuous improvement. The Lean Six Sigma program offered by Georgia State University’s J. Mack Robinson College of Business integrates the best of the Lean and Six Sigma</td>
</tr>
</tbody>
</table>
## 2018 Fall Learning and Development (L&D) Schedule

**Master**

All classes delivered on the Atlanta Campus unless otherwise indicated

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date/Time</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate Program in Project Management</td>
<td>Robinson College of Business Buckhead Center, Tower Place 200, 3348 Peachtree Road NE, Atlanta, GA 30326</td>
<td>11.06-11.09.18 8:30am-4:30pm</td>
<td>Dr. Richard Deane</td>
<td>$3750 General - 50% off for Faculty and Staff - 25% off for Alumni and Students</td>
<td>The Certificate Program in Project Management is designed and taught by a world-class project management professor and practitioner. Richard Deane, who has more than 30 years of project management teaching and consulting experience and is one of the most highly rated professors teaching in Georgia State University’s executive education programs. Dr. Deane offers real-world project management wisdom based on his practical experience leading small and large-scale projects as a consultant.</td>
</tr>
<tr>
<td>Wellness Wednesdays: “2018 Top Fitness Trends”</td>
<td>Webinar</td>
<td>11.07.18 12-1pm</td>
<td>Tony Price</td>
<td>None</td>
<td>To register, go to the link below – <a href="https://gsumeetings.webex.com/gsumeetings/onstage/g.php?MTID=ec48802e7089e4239a6d4818d90f2234b9">https://gsumeetings.webex.com/gsumeetings/onstage/g.php?MTID=ec48802e7089e4239a6d4818d90f2234b9</a></td>
</tr>
<tr>
<td>Managing Others in a Diverse Workplace (FLSC)</td>
<td>HR Training Room 1 Park Place (Basement)</td>
<td>11.07.18 1:30pm-4:30pm</td>
<td>John Day</td>
<td>None</td>
<td>Are you looking for ideas and strategies to manage diversity and create an inclusive environment to help your team thrive? Then you don’t</td>
</tr>
</tbody>
</table>

Click [here](#) to register for all classes that don’t have registration procedures delineated in the Cost or Description columns, Click [here](#) to access Technology Training Workshops offered by Center for Excellence in Teaching & Learning (CETL). Click [here](#) to access information and registration for RCB’s Executive Education programs.

If you are unable to attend a course for which you have paid a registration fee, you must cancel your registration at least seven days (5 business days) prior to the class to avoid being charged the registration fee.
## 2018 Fall Learning and Development (L&D) Schedule

**Master**

All classes delivered on the Atlanta Campus unless otherwise indicated

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coaching Skills for Managers (MC)</td>
<td>1 Park Place, HR Training Room</td>
<td>11.8.18</td>
<td>9am-4pm</td>
<td>Merle Strangway, PhD</td>
<td>$150</td>
<td>This course is designed to help a manager bring the best out of every employee so that team members become more effective, productive and committed. Effective coaching creates the ideal environment for team member success. The best coaches work collaboratively with their team members. They set in motion a learning process characterized by feedback that is specific and constructive, by clear goals for which team members are held accountable, and by high levels of motivation. This highly interactive course provides managers with the skills they need to take their coaching to the next level.</td>
</tr>
<tr>
<td>Email Survival Skills</td>
<td>Classroom South, CS403</td>
<td>11.9.18</td>
<td>9am-12:30pm</td>
<td>Karla Brandau</td>
<td>$75</td>
<td>An avalanche of email dumping into your Inbox can be stifling and suffocating to your daily workflow. You can survive the daily onslaught of email if you learn the right techniques to stop email from entering your Inbox.</td>
</tr>
</tbody>
</table>
## 2018 Fall Learning and Development (L&D) Schedule

### Master

All classes delivered on the Atlanta Campus unless otherwise indicated

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Spectrum/Panther Mart</td>
<td>75 Piedmont Ave (Citizen’s Trust Bank Building), Basement, Suite B</td>
<td>11.12.18</td>
<td>9am-noon</td>
<td>Spectrum Staff</td>
<td>None</td>
<td>This workshop provides training on the basic navigation of the PeopleSoft Financials and Panther Mart tools and basic concepts of Financials operations.</td>
</tr>
<tr>
<td>Money Mondays: “Retirement Mysteries Solved – What you REALLY need to know &amp; questions you need to ask”</td>
<td>Webinar &amp; Commerce Bldg 18th Floor</td>
<td>11.12.18</td>
<td>12-1pm</td>
<td>University System of Georgia &amp; Georgia State University</td>
<td>None</td>
<td>To register, go to the link below – <a href="https://gsummeetings.webex.com/gsummeetings/onstage/g.php?MTID=e7e851254099f0188b8a259509411b4fa">https://gsummeetings.webex.com/gsummeetings/onstage/g.php?MTID=e7e851254099f0188b8a259509411b4fa</a></td>
</tr>
<tr>
<td>Financial Reports and Inquiries</td>
<td>75 Piedmont Ave (Citizen’s Trust Bank Building), Basement, Suite B</td>
<td>11.12.18</td>
<td>1pm-4pm</td>
<td>Spectrum Staff</td>
<td>None</td>
<td>This workshop provides training on the various reports that are available to users and tell what the reports are used for i.e. expenditure review. The workshop covers how to find financial information quickly, view detailed information using drill down features</td>
</tr>
</tbody>
</table>

---

Click [here](#) to register for all classes that don’t have registration procedures delineated in the Cost or Description columns,

Click [here](#) to access Technology Training Workshops offered by Center for Excellence in Teaching & Learning (CETL).

Click [here](#) to access information and registration for RCB’s Executive Education programs.

If you are unable to attend a course for which you have paid a registration fee, you must cancel your registration at least seven days (5 business days) prior to the class to avoid being charged the registration fee.
# 2018 Fall Learning and Development (L&D) Schedule

### Master

All classes delivered on the Atlanta Campus unless otherwise indicated

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Entry</td>
<td>75 Piedmont Ave (Citizen’s Trust Bank Building), Basement, Suite B</td>
<td>11.13.18</td>
<td>Spectrum Staff</td>
<td>None</td>
<td>This workshop provides training on the general ledger module. A journal is the vehicle used to correct/adjust previously recorded transactions, process interdepartmental invoices, transfer expenditures, record departmental sales &amp; service revenues, agency expenses and continuing education revenue and expenses. Participants will be taught how to create, modify, delete, print, and approve a journal, inquire on a journal and troubleshoot errors.</td>
</tr>
<tr>
<td>GSU Book Club: “The Things You Can See Only When You Slow Down”</td>
<td>Webinar &amp; SCW 260</td>
<td>11.13.18</td>
<td>EDWS</td>
<td>None</td>
<td>To register, go to the link below – <a href="https://gsummeetings.webex.com/gsummeetings/onstage/g.php?MTID=e43d9249e7ce1c5ab1b57f93433da16c8">https://gsummeetings.webex.com/gsummeetings/onstage/g.php?MTID=e43d9249e7ce1c5ab1b57f93433da16c8</a></td>
</tr>
<tr>
<td>Panther Mart Requestor</td>
<td>75 Piedmont Ave (Citizen’s Trust Bank Building), Basement, Suite B</td>
<td>11.14.18</td>
<td>Spectrum Staff</td>
<td>None</td>
<td>This workshop provides training for those people who will be procuring goods and services, equipment purchases and consultant agreements. This workshop will cover shopping using catalog, non-catalog and punch-out catalog; assigning carts; reviewing carts and assigning accounting and workflow information; submitting the purchase requisition into workflow,</td>
</tr>
</tbody>
</table>
## 2018 Fall Learning and Development (L&D) Schedule

**Master**

All classes delivered on the Atlanta Campus unless otherwise indicated

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unlawful Hiring Practices</td>
<td>Commerce Building Sterne Room 14th Floor</td>
<td>11.14.18</td>
<td>10 am – Noon</td>
<td>Annette Butler</td>
<td>None</td>
<td>This course takes a closer look at the Americans with Disabilities Act Amendments Act, Section 504 of the Rehabilitation Act of 1973, and the Georgia State University process for providing reasonable accommodations. During this course, you will receive: *An overview of the law; *The definition of reasonable accommodations; *Information on the Georgia State University process; and *The definition of retaliation and discrimination related to the Georgia State University process. This is a very interactive class and includes an activity that gives the participants an opportunity to process a hypothetical case.</td>
</tr>
<tr>
<td>Panther Mart - Payment Request/Travel</td>
<td>75 Piedmont Ave (Citizen’s Trust Bank Building), Basement, Suite B</td>
<td>11.15.18</td>
<td>9am-noon</td>
<td>Spectrum Staff</td>
<td>None</td>
<td>This workshop provides training for those people who will be requesting payments for less than $5,000 and generally these transactions include processing invoices, reimbursements, payments to independent contractors/consultants, food purchases, non-employee travel reimbursements, relocation and moving expenses, scholarships/fellowships and stipends. This workshop also provides training for those people who process travel for their departments and/or units. Only Employee and Student travel will be processed using the Panther Mart Travel Authorization form.</td>
</tr>
</tbody>
</table>

Click [here](#) to register for all classes that don’t have registration procedures delineated in the Cost or Description columns, Click [here](#) to access Technology Training Workshops offered by Center for Excellence in Teaching & Learning (CETL). Click [here](#) to access information and registration for RCB’s Executive Education programs.

If you are unable to attend a course for which you have paid a registration fee, you must cancel your registration at least seven days (5 business days) prior to the class to avoid being charged the registration fee.
# 2018 Fall Learning and Development (L&D) Schedule

**Master**

All classes delivered on the Atlanta Campus unless otherwise indicated

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leading with Emotional Intelligence</td>
<td>1 Park Place, HR Training Room</td>
<td>11.15.18</td>
<td>9am-4pm</td>
<td>Merle Strangway</td>
<td>$150</td>
<td>IQ will only get you so far as a leader. To be a truly effective leader, you need a healthy amount of emotional smarts, known as Emotional Intelligence (EI). EI involves understanding how to control potentially destructive emotions and summon up constructive ones in yourself and in others. These emotional smarts can make you a truly visionary, inspiring leader who engages people to do their very best. The good news is that EQ can be learned, strengthened, and developed if you truly have the desire and the tools to do so. In this class, you will measure your EQ and learn many simple, practical tools to grow your EI and become a stronger leader. If you bring the desire, we will provide you the tools to strengthen your EI when leading!</td>
</tr>
<tr>
<td>Taleo (ATS) Training</td>
<td>Classroom South, CS403/405</td>
<td>11.21.18</td>
<td>9:30am-12:30pm</td>
<td>Patricia Ayala, Talent Management Office</td>
<td>None</td>
<td>This session will help you to optimize your skills in a more effective way, so you are able to perform your job duties with greater efficiency. You will be provided with a refreshing way on how to navigate through the Taleo system. This workshop will cover the process from the log-in, creating a requisition, selecting prescreening and screening questions, to requesting approval for the requisition, reviewing applications, and creating the offer. This is a hands-on session where you</td>
</tr>
<tr>
<td>Course Title</td>
<td>Location</td>
<td>Date</td>
<td>Time</td>
<td>Instructor</td>
<td>Cost</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>---------------------</td>
<td>------------</td>
<td>-------------</td>
<td>------------------</td>
<td>------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Organization and Time Management (OPC)</td>
<td>1 Park Place, HR Training Room</td>
<td>11.28.18</td>
<td>9am-12:30pm</td>
<td>Karla Brandau</td>
<td>$75</td>
<td>Get 21st century ideas to age-old time management challenges. Attend this course and get a fresh perspective on time and self-management. You’ll transform your work day when you learn how to: manage your energy cycles, build a producer’s mindset, determine goals for daily production, manage multiple priorities, and prioritize for the most vital and urgent tasks. In addition, you’ll learn how to choose a time management tool that works for you instead of you working for the tool. Once you internalize these principles, you’ll become a master at managing the chaos, bedlam, and pandemonium that surrounds you on a daily basis.</td>
</tr>
<tr>
<td>ESPYR Training: “Being a Caregiver: What We All Need to Know”</td>
<td>Webinar &amp; SCW 260</td>
<td>11.28.18</td>
<td>12-1pm</td>
<td>ESPYR</td>
<td>None</td>
<td>To register, go to the link below – <a href="https://gsummeetings.webex.com/gsummeetings/onstage/g.php?MTID=e49c86b3c9088324e04836f7f48d4b4ef">https://gsummeetings.webex.com/gsummeetings/onstage/g.php?MTID=e49c86b3c9088324e04836f7f48d4b4ef</a></td>
</tr>
<tr>
<td>Business Writing and Grammar Skills (OPC)</td>
<td>1 Park Place, HR Training Room</td>
<td>11.29.18</td>
<td>9am-12:30pm</td>
<td>Rich St Denis</td>
<td>$75</td>
<td>Writing is part of most people’s daily workload and often reflects an employee’s value in their work environment. Successful writers create effective email messages, memos, letters and reports that help readers gain knowledge, perform desired tasks or respond to specific requests. It also helps to solve problems, manage work assignments</td>
</tr>
</tbody>
</table>
### 2018 Fall Learning and Development (L&D) Schedule

**Master**

All classes delivered on the Atlanta Campus unless otherwise indicated

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management Professional® (PMP) Certification Exam Preparation Course</td>
<td>Robinson College of Business, Buckhead Center, Tower Place 200, 3348 Peachtree Road NE, Atlanta, GA 30326</td>
<td>12.04-07.18</td>
<td>Dr. Richard Deane</td>
<td>$1250 General - 50% off for Faculty and Staff - 25% off for Alumni and Students Email <a href="mailto:execed@gsu.edu">execed@gsu.edu</a> for discount codes</td>
<td>Without a doubt, the Project Management Institute’s (PMI®) PMP credential has become the “gold standard” for project managers. PMP certification adds credibility to a resume and can result in higher expected salaries. Some recruiters divide resumes into two different piles based on those with and those without certification. Competition within the project management discipline is high and employers can afford to be selective. PMP certification in any industry is always helpful and in some disciplines, necessary. Specifically, PMP-certified project managers are in high demand across many industries and disciplines including healthcare, information technology, manufacturing, logistics, and the professional services sector.</td>
</tr>
<tr>
<td>Problem Solving and Decision Making</td>
<td>1 Park Place, HR Training Room</td>
<td>12.5.18</td>
<td>Rich St Denis</td>
<td>$150</td>
<td>Is solving problems a problem for you? Want to be more skilled and creative at handling the tough issues you face? Want to be better at making sound decisions?</td>
</tr>
</tbody>
</table>

TO ACCESS LINKS IN FOOTER, DOUBLE-CLICK FOOTER/HEADER

Click [here](#) to register for all classes that don’t have registration procedures delineated in the Cost or Description columns. Click [here](#) to access Technology Training Workshops offered by Center for Excellence in Teaching & Learning (CETL). Click [here](#) to access information and registration for RCB’s Executive Education programs.

If you are unable to attend a course for which you have paid a registration fee, you must cancel your registration at least seven days (5 business days) prior to the class to avoid being charged the registration fee.
# 2018 Fall Learning and Development (L&D) Schedule

**Master**

All classes delivered on the Atlanta Campus unless otherwise indicated

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Assistance for HRAC (Human Resources Advisory Council) – AA-EEO</td>
<td>Commerce Building Sterne Room 14th Floor</td>
<td>12.5.18</td>
<td>10-11am</td>
<td>Sam Maiden OFCCP</td>
<td>None</td>
<td>This training will provide an overview of federal laws that prohibit employment discrimination, examples of employment discrimination, best practices for EEO, and EEOC updates and priorities.</td>
</tr>
<tr>
<td>ESPYR Training: “Strategies for Managing Holiday Stress”</td>
<td>Webinar</td>
<td>12.05.18</td>
<td>12-1pm</td>
<td>ESPYR</td>
<td>None</td>
<td>To register, go to the link below – <a href="https://gsummeetings.webex.com/gsummeetings/onstage/g.php?d=738382209&amp;t=h">https://gsummeetings.webex.com/gsummeetings/onstage/g.php?d=738382209&amp;t=h</a></td>
</tr>
<tr>
<td>Critical Thinking (FLSC)</td>
<td>1 Park Place, HR Training Room</td>
<td>12.6.18</td>
<td>9am-12:30pm</td>
<td>Doug Samuels</td>
<td>$50</td>
<td>Raise your game! Critical Thinking facilitates breaking down arguments into their constituent parts and clarifying what evidence lends support to what conclusion. This is the first phase of the course.</td>
</tr>
</tbody>
</table>

This interactive course teaches practical, effective approaches to problem solving and decision making. You will learn a simple process to analyze problems logically, develop alternative solutions creatively, and decide on the best one confidently. You’ll learn and practice several techniques that are explained simply. You will see how best practices such as mind mapping, left and right brain thinking, the decision matrix, and more that can help you sort through an issue to get to a solution that works and a decision that sticks.

In class, through some games and exercises, you will discover how these techniques work—and can work for you.

Click [here](#) to register for all classes that don’t have registration procedures delineated in the Cost or Description columns.

Click [here](#) to access Technology Training Workshops offered by Center for Excellence in Teaching & Learning (CETL).

Click [here](#) to access information and registration for RCB’s Executive Education programs.

If you are unable to attend a course for which you have paid a registration fee, you must cancel your registration at least seven days (5 business days) prior to the class to avoid being charged the registration fee.
### 2018 Fall Learning and Development (L&D) Schedule

**Master**

All classes delivered on the Atlanta Campus unless otherwise indicated.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Money Mondays: “Tomorrow in Focus: Saving for your ideal Retirement”</td>
<td>Webinar</td>
<td>12.10.18</td>
<td>2-3pm</td>
<td>University System of Georgia &amp; Augusta University</td>
<td>None</td>
<td>To register, go to the link below – <a href="https://borusg.webex.com/borusg/onstage/g.php?MTID=ee48c6ed60d65b7dbec1b974279b83d75">https://borusg.webex.com/borusg/onstage/g.php?MTID=ee48c6ed60d65b7dbec1b974279b83d75</a></td>
</tr>
<tr>
<td>GSU Movie Club</td>
<td>Webinar &amp; SCW 260</td>
<td>12.11.18</td>
<td>12-1pm</td>
<td>EDWS</td>
<td>None</td>
<td>To register, go to the link below – <a href="https://gsumeetings.webex.com/gsumetings/onstage/g.php?MTID=ebe0ce1af63141ab737d17e9dca525476">https://gsumeetings.webex.com/gsumetings/onstage/g.php?MTID=ebe0ce1af63141ab737d17e9dca525476</a></td>
</tr>
<tr>
<td>DocTalk w/ BlueCross BlueShield “Video Doctor Visits Make It”</td>
<td>Webinar</td>
<td>12.11.18</td>
<td>12-1pm &amp; 3-4pm</td>
<td>Sharon S. Boose</td>
<td>None</td>
<td>To register, go to the link below – <a href="https://event.on24.com/eventRegistration/EventLobbyServlet?target=reg20.jsp&amp;referrer=&amp;eventid=1579523&amp;sessionid=1&amp;key=ABB4D6CA7CCFB8008E3">https://event.on24.com/eventRegistration/EventLobbyServlet?target=reg20.jsp&amp;referrer=&amp;eventid=1579523&amp;sessionid=1&amp;key=ABB4D6CA7CCFB8008E3</a></td>
</tr>
</tbody>
</table>

Critical Thinking also helps you clearly articulate arguments of your own. The ability to present a coherent and persuasive case for a position is a major asset to anyone. Critical Thinking enables you to think independently, make better decisions, solve problems systematically, and think more creatively. With Critical Thinking in your toolkit, you will be able to detect inconsistencies and common mistakes in reason, recognize your own assumptions and biases, identify the importance and relevance of various ideas, and reach well-reasoned conclusions and solutions.

If you are unable to attend a course for which you have paid a registration fee, you must cancel your registration at least seven days (5 business days) prior to the class to avoid being charged the registration fee.
## 2018 Fall Learning and Development (L&D) Schedule

**Master**

All classes delivered on the Atlanta Campus unless otherwise indicated

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easy to Get The Care You Need”</td>
<td>A6529CD187FDE&amp;regTag=221839&amp;sourcepage=register</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundations of Good Leadership (ALC)</td>
<td>1 Park Place, HR Training Room</td>
<td>12.12.18</td>
<td>Rich St Denis</td>
<td>$150</td>
<td>This interactive course will teach you the essentials of the leadership process and help you earn respect as a trusted leader. It shows you how to master the five roles of a leader: role model, visionary, motivator, coach and change agent. It builds your skills in setting the example, the agenda, the direction, and the expectations for others to follow. It deepens your skills in engaging, influencing, and inspiring others to follow your lead and do their best. It strengthens your ability to delegate, coach, and hold others accountable for improved performance. It will help you build a unified team of committed high-performing colleagues.</td>
</tr>
<tr>
<td>Taleo (ATS) Training</td>
<td>Classroom South, CS403/405</td>
<td>12.12.18</td>
<td>Steven Hill</td>
<td>None</td>
<td>This session will help you to optimize your skills in a more effective way, so you are able to perform your job duties with greater efficiency. You will be provided with a refreshing way on how to navigate through the Taleo system. This workshop will cover the process from the log-in, creating a requisition, selecting prescreening and screening questions, to requesting approval for the requisition, reviewing applications, and creating the offer. This is a hands-on session where you will walk through all related steps and are encouraged to participate actively in the discussion.</td>
</tr>
</tbody>
</table>

Click [here](#) to register for all classes that don’t have registration procedures delineated in the Cost or Description columns.

Click [here](#) to access Technology Training Workshops offered by Center for Excellence in Teaching & Learning (CETL).

Click [here](#) to access information and registration for RCB’s Executive Education programs.

If you are unable to attend a course for which you have paid a registration fee, you must cancel your registration at least seven days (5 business days) prior to the class to avoid being charged the registration fee.
# 2018 Fall Learning and Development (L&D) Schedule

**Master**

All classes delivered on the Atlanta Campus unless otherwise indicated

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Date</th>
<th>Instructor</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dealing with Difficult People (OPC)</td>
<td>1 Park Place, HR Training Room</td>
<td>12.13.18</td>
<td>Rich St Denis</td>
<td>$150</td>
<td>This hands-on and highly practical course will build your knowledge, skills and confidence to handle several types of conflict and difficult people. You will learn and practice proven techniques to maintain composure and reduce the tension with emotionally challenging colleagues. You will learn useful methods to understand sources of the conflict and uncover difficult people’s underlying needs and motivations. You will sharpen your ability to tactfully but firmly assert your own needs and desires in a conflict, while finding ways to work collaboratively towards mutually beneficial solutions.</td>
</tr>
<tr>
<td>Quit Tobacco Tuesdays: “Freedom from Smoking” Tobacco Cessation Program</td>
<td>Online</td>
<td>Any time</td>
<td>Self-paced</td>
<td>None</td>
<td>This is an eight-session program designed by the American Lung Association to help people quit tobacco for good! To register, go to the following link: <a href="http://www.ffsonline.org/universitysystem">http://www.ffsonline.org/universitysystem</a> Use Discount Code: Usg121440</td>
</tr>
</tbody>
</table>