### Key to Classroom Locations

<table>
<thead>
<tr>
<th>Key</th>
<th>Location</th>
<th>Location</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BB</td>
<td>Business Bldg (Main)</td>
<td>FLN Flawn Science Bldg (Main)</td>
<td>MNT Monterey Bldg (Downtown)</td>
</tr>
<tr>
<td>BSA</td>
<td>Business Service Annex (West Campus)</td>
<td>GSR Graduate School &amp; Research (Main)</td>
<td>NPB North Paseo Bldg (Main)</td>
</tr>
<tr>
<td>BSB</td>
<td>Biosciences Bldg (Main)</td>
<td>HUC H-E-B University Center (Main)</td>
<td>RWC Recreation Wellness Center (Main)</td>
</tr>
<tr>
<td>BSE</td>
<td>Biotechnology Sciences &amp; Engineering Bldg (Main)</td>
<td>ITC Institute of Texan Cultures (Downtown)</td>
<td>SFB Support Services Facility (West Campus by BSA)</td>
</tr>
<tr>
<td>BV</td>
<td>Buena Vista Bldg (Downtown)</td>
<td>JPL John Peace Library (Main)</td>
<td>SFE Support Services Facility (West Campus by CRW)</td>
</tr>
<tr>
<td>DB</td>
<td>Durango Bldg (Downtown)</td>
<td>MB Main Bldg (Main)</td>
<td>UC University Center (Main)</td>
</tr>
<tr>
<td>FS</td>
<td>Frio Street Bldg (Downtown)</td>
<td>MH McKinney Humanities Bldg (Main)</td>
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</tbody>
</table>

Persons needing a reasonable accommodation, please contact Training and Development at (210) 458-4658 one week prior to your scheduled training.

Information is subject to change.
Please refer to [www.training.utsa.edu](http://www.training.utsa.edu) for the most up-to-date information.
Spring 2018 Newsletter & Class Schedule

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Classes are offered in the North Paseo Building and other locations at the Main Campus, at the Downtown Campus, and at the Institute of Texan Cultures (ITC). See Key to Classroom Locations on the back page and on our website: www.training.utsa.edu

TRAINING NEWS

Information printed in newsletter is subject to change.
For the most up-to-date or current information, course descriptions, or to enroll in a class, go to the Training & Development web page: www.training.utsa.edu

ADMINISTRATIVE

BUSINESS RELATED HOSPITALITY AND ENTERTAINMENT (AM 553)
- Tues., February 13, 2:00 - 4:00, NPB 1.412
- Tues., March 6, 2:00 - 4:00, BV 1.322 - Downtown

BUSINESS SERVICE CONTRACTS: PROCESSES & PROCEDURES (AM 541)
- Thurs., March 1, 10:00 - 11:30, UC 2.02.12 - Willow

CASH HANDLING 101 (AM 560)
- Wed., January 24, 10:00 - 11:00, UC 2.03.06 - ASH
- Wed., March 21, 10:00 - 11:00, BV 4.301B - Downtown

SUPERVISORY SERIES

All Classes are held in NPB 1.408 from 8:30 to 12:00.
Enroll in SU 500, Training Staff will enroll you in SU 501-505
*Must attend all 6 sessions and complete project to receive certificate.*

- Tues., January 23, Leadership Skills for Supervisors, SU 500
- Tues., January 30, Influence and Situational Leadership for Supervisors, SU 501
- Tues., February 6, Motivation and Communication for Supervisors, SU 502
- Tues., February 13, Delegation, Training and Coaching for Supervisors, SU 503
- Tues., February 20, Teams for Supervisors, SU 504
- Tues., February 27, Strategic Planning for Supervisors, SU 505

TEAM DEVELOPMENT: FROM GOOD TO GREAT (SU 593)
You must attend BOTH sessions.
*Enroll in Part 1, T&D staff will enroll you in Part 2.*

- Part 1, Thurs., March 1, 8:30 - 12:00, NPB 1.408
- Part 2, Tues., March 6, 8:30 - 12:00, NPB 1.408

TOOLS FOR MANAGING CORRECTIVE ACTION AND PROGRESSIVE DISCIPLINE
- Thurs., March 22, 8:30 - 11:30, BV 4.301B - Downtown

WORK-STUDY PROGRAM SUPERVISOR TRAINING (SU 508)
- Wed., January 17, 9:30 - 10:30, UC 2.03.08 - Anaqua
- Tues., January 30, 9:30 - 10:30, BV 1.322 - Downtown
- Wed., March 7, 9:30 - 10:30, UC 2.03.08 - Anaqua
### SUPERVISORY

#### ADA ACCOMODATIONS FOR SUPERVISORS (SU 591)
Available online at https://mytraining.utsa.edu

#### AFFIRMATIVE ACTION FOR HIRING MANAGERS & SUPERVISORS (SU 591)
Available online at https://mytraining.utsa.edu

#### ART OF COMMUNICATION FOR MANAGERS AND SUPERVISORS CONFLICT RESOLUTION (SU 589)
- **Tues., May 8**
  - 8:30 - 12:00
  - NPB 1.408

#### CHANGE MANAGEMENT FOR TEAMS (SU 369)
- **Wed., March 28**
  - 8:30 - 12:00
  - NPB 1.408

#### DIFFICULT DISCUSSIONS *Must attend all 3 sessions. Enroll in Part 1 and T&D staff will enroll you in the remaining sessions.*
- **SU 525**
  - **Thurs., May 24**
  - 8:30 - 12:00
  - NPB 1.408
- **SU 526**
  - **Thurs., May 31**
  - 8:30 - 12:00
  - NPB 1.408
- **SU 527**
  - **Thurs., June 7**
  - 8:30 - 12:00
  - NPB 1.408

#### DISCRIMINATION & SEXUAL HARASSMENT- YOUR ROLE AS A UTSA SUPERVISOR (SU 317)
- **Fri., January 19**
  - 8:30 - 12:00
  - NPB 1.408

#### DISCRIMINATION PREVENTION: APPLIED LEARNING SCENARIOS (SU 330)
(Prerequisite: SU 317)
- **Wed., February 28**
  - 8:30 - 11:30
  - NPB 1.408
- **Fri., April 13**
  - 8:30 - 11:30
  - NPB 1.408

### ADMINISTRATIVE (CONT.)

#### CORPORATE TRAVEL PLANNERS: CONCUR ONLINE RESERVATION TOOL AND TRAVEL ARRANGER/GUEST TRAVEL (AM 686)
- **Thurs., March 1**
  - 9:00 - 11:30
  - NPB 1.412

#### CORPORATE TRAVEL PLANNERS: CONCUR ONLINE RESERVATION TOOL AND TRAVEL ARRANGER/GUEST TRAVEL (AM 686) Class format is a webinar.
- **Tues., April 10**
  - 9:00 - 11:30
  - WEBINAR

#### ENDOWMENT COMPLIANCE REFRESHER (AM 566)
Available online at https://mytraining.utsa.edu

#### FACILITIES iSERVICE DESK (AM 587)
Available online at https://mytraining.utsa.edu

#### HIRING FOREIGN NATIONALS AT UTSA (AM 868)
- **Tues., May 15**
  - 8:30 - 11:00
  - NPB 1.416
- **Thurs., May 17**
  - 8:30 - 11:00
  - NPB 1.416

#### INVENTORY: PALM/SCANNER USAGE CLASS (AM 675) This is a mandatory Initial (classroom) Training Class for the designated Inventory Contact Persons (ICPs) required to complete their department Annual Physical Inventory. Class will be held on Mondays, January 2018 through April 2018. Training will be coordinated by Inventory Staff. If you have any questions please contact: Olinda Ongay at ext. 6395 or Mayra Espinoza at ext. 6396.
- **Tues., April 3**
  - 2:30 - 4:00
  - NPB 1.408

#### INVENTORY: PALM/SCANNER USAGE REFRESHER CLASS (AM 676) This online class is for ICPs who have already attended AM 675.
Available online at https://mytraining.utsa.edu.
- **Thurs., March 29**
  - 9:00 - 10:30
  - NPB 1.408

#### INVENTORY: PALM/SCANNER USAGE REFRESHER CLASS (AM 676) Training will be coordinated by Inventory Staff in conjunction with scanner pick-up appointments. If you have questions please contact: Olinda Ongay at ext. 6395 or Mayra Espinoza at ext. 6396.
- **Thurs., March 29**
  - 9:00 - 10:30
  - NPB 1.408

#### LEADING WITH EMOTIONAL INTELLIGENCE (SU 510)
- **Tues., May 15**
  - 8:30 - 12:00
  - NPB 1.408
PROCARD COMPLIANCE & PROCESSING USING UTSHARE/PEOPLESOFT (AM 562)
*Closed enrollment. To request enrollment, please email: procard.travelcard@utsa.edu*

- Wed., January 10
  - 8:30 - 11:30
  - NPB 1.412
- Tues., February 13
  - 8:30 - 11:30
  - NPB 1.412
- Thurs., March 22
  - 8:30 - 11:30
  - NPB 1.412
- Wed., April 25
  - 8:30 - 11:30
  - NPB 1.412
- Wed., May 30
  - 8:30 - 11:30
  - NPB 1.412

PROCARD COMPLIANCE REFRESHER (AM 537)
Available online at https://www.mytraining.utsa.edu

PURCHASING RULES & REGULATIONS (AM 580)

- Fri., January 12
  - 2:00 - 4:00
  - NPB 1.412
- Fri., February 9
  - 2:00 - 4:00
  - NPB 1.412
- Fri., March 9
  - 2:00 - 4:00
  - NPB 1.412
- Fri., April 13
  - 2:00 - 4:00
  - NPB 1.412
- Fri., May 11
  - 2:00 - 4:00
  - NPB 1.412

RECORDS RETENTION TRAINING (AM 561)

- Thurs., February 22
  - 3:00 - 4:30
  - NPB 1.408

STARS 7.0 BENEFITS ELIGIBLE HIRING PROCESS (AM 677)
Available online at https://www.mytraining.utsa.edu

STARS 7.0 NON-BENEFITS ELIGIBLE HIRING PROCESS (AM 678)
Available online at https://www.mytraining.utsa.edu

STARS 7.0 NON-TENURE TRACK HIRING PROCESS (AM 679)
Available online at https://www.mytraining.utsa.edu

TRAVEL CARD PROCESS (AM 573)

- Thurs., January 18
  - 1:30 - 3:30
  - NPB 1.412
- Thurs., February 15
  - 1:30 - 3:30
  - NPB 1.412
- Thurs., March 15
  - 1:30 - 3:30
  - NPB 1.412
- Thurs., April 12
  - 1:30 - 3:30
  - NPB 1.412

AN INTRODUCTION TO CUDA PROGRAMMING (CT 958)

- Fri., May 11
  - 10:00 - 12:00
  - BB 3.04.16

STAFF DEVELOPMENT (cont.)

STUDENT AFFAIRS NEW EMPLOYEE ORIENTATION: WHAT DO WE ALL DO? (SD 414)

- Thurs., February 15
  - 8:00 - 2:00
  - BB 2.06.04

STUDENT AFFAIRS STAFF – TRUE COLORS (SD 410)
*FOR STUDENT AFFAIRS STAFF ONLY*

- Tues., March 27
  - 9:00 - 12:00
  - HUC 1.102 - Bexar
- Wed., April 11
  - 1:00 - 4:00
  - HUC 1.102 - Bexar

STUDENT AFFAIRS STUDENT WORKERS - TRUE COLORS (SD 417)
*FOR STUDENT AFFAIRS STUDENT WORKERS ONLY*

- Wed., April 18
  - 10:00 - 12:00
  - HUC 1.102 - Bexar
- Tues., April 24
  - 1:00 - 3:00
  - HUC 1.102 - Bexar

STUDENT TRAVEL (SD 320)

- Thurs., March 22
  - 9:00 – 11:00
  - UC 2.03.08 - Anaqua
- Tues., March 27
  - 2:30 – 4:30
  - BV 4.301B - Downtown

TIME MANAGEMENT AND ORGANIZATIONAL TOOLS (SD 216)

- Thurs., February 15
  - 8:30 – 12:00
  - NPB 1.408

TITLE IX & CAMPUS SAVE ACT TRAINING (SD 360)

- Mon., February 19
  - 9:00 – 10:30
  - UC 2.01.26 - Pecan
- Mon., April 23
  - 9:00 – 10:30
  - NPB 1.408

WORKPLACE PROFESSIONALISM: BECOMING A POSITIVE AMBASSADOR (SD 581)

- Thurs., March 29
  - 8:30 - 12:00
  - BV 1.328 - Downtown

WELCOME TO BUSINESS AFFAIRS AND OUR GUIDING PRINCIPLES (SD 589)
*FOR BUSINESS AFFAIRS STAFF ONLY*

- Wed., January 31
  - 8:30 – 11:00
  - NPB 1.416
- Tues., March 27
  - 8:30 – 11:00
  - NPB 1.416
- Tues., April 17
  - 8:30 – 11:00
  - NPB 1.416
- Wed., May 23
  - 8:30 – 11:00
  - NPB 1.416

WHO MOVED MY CHEESE? (SD 250) You must attend BOTH sessions.
*Enroll in Part 1, T&D staff will enroll you in Part 2.*

- Part 1
  - Thurs., January 11
    - 9:00 - 11:30
    - NPB 1.408
- Part 2
  - Thurs., January 18
    - 9:00 - 11:30
    - NPB 1.408
NEW EMPLOYEE DEVELOPMENT (SD 211)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Wed., January 17</td>
<td>8:30 - 12:00</td>
<td>NPB 1.408</td>
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<tr>
<td>Wed., February 7</td>
<td>8:30 - 12:00</td>
<td>NPB 1.408</td>
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<tr>
<td>Wed., February 21</td>
<td>8:30 - 12:00</td>
<td>NPB 1.408</td>
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<tr>
<td>Wed., March 7</td>
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<tr>
<td>Wed., March 21</td>
<td>8:30 - 12:00</td>
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<tr>
<td>Wed., April 4</td>
<td>8:30 - 12:00</td>
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<td>Wed., April 18</td>
<td>8:30 - 12:00</td>
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<tr>
<td>Wed., May 2</td>
<td>8:30 - 12:00</td>
<td>NPB 1.408</td>
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<tr>
<td>Wed., May 16</td>
<td>8:30 - 12:00</td>
<td>NPB 1.408</td>
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PERSONAL DEVELOPMENT SERIES

Based on the book: The 7 Habits of Highly Effective People.

**We encourage attendance at all 7 sessions for greatest impact.**

Enroll yourself in each session you wish to attend.

<table>
<thead>
<tr>
<th>Session</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>PERSONAL VISION (HABIT 1) (SD 280)</td>
<td>Thurs., April 5</td>
<td>8:30 - 12:00</td>
</tr>
<tr>
<td>PERSONAL LEADERSHIP (HABIT 2) (SD 281)</td>
<td>Thurs., April 12</td>
<td>8:30 - 12:00</td>
</tr>
<tr>
<td>PERSONAL MANAGEMENT (HABIT 3) (SD 282)</td>
<td>Thurs., April 19</td>
<td>8:30 - 12:00</td>
</tr>
<tr>
<td>INTERPERSONAL LEADERSHIP (HABIT 4) (SD 283)</td>
<td>Thurs., April 26</td>
<td>8:30 - 12:00</td>
</tr>
<tr>
<td>EMPATHIC COMMUNICATION (HABIT 5) (SD 284)</td>
<td>Thurs., May 3</td>
<td>8:30 - 12:00</td>
</tr>
<tr>
<td>CREATIVE COOPERATION (HABIT 6) (SD 285)</td>
<td>Thurs., May 10</td>
<td>8:30 - 12:00</td>
</tr>
<tr>
<td>BALANCED SELF-RENEWAL (HABIT 7) (SD 286)</td>
<td>Thurs., May 17</td>
<td>8:30 - 12:00</td>
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</tbody>
</table>

PROJECT PLANNING (SD 165)

Thurs., March 8 | 8:30 - 12:00 | NPB 1.408 |

RED FLAG RULES (SD 428)

Available online at https://mytraining.utsa.edu

STARS: AN OVERVIEW (SD 293)

For all hiring staff. To schedule this training, please call Human Resources, Ext. 4256.
### COMPUTER/WEB (Cont.)

<table>
<thead>
<tr>
<th>Course Details</th>
<th>Date/Time</th>
<th>Location</th>
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<tbody>
<tr>
<td><strong>ENGAGE STUDENTS WITH ONLINE CLASS DISCUSSIONS (CT 200)</strong></td>
<td>Thurs., January 11 10:00 - 11:00 MS 1.03.14</td>
<td></td>
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<tr>
<td><strong>GENERATING AND CREATING REPORTS IN DIGITAL MEASURE (CT 992)</strong></td>
<td>Wed., April 4 2:00 - 3:30 NPB 1.412; Tues., April 10 9:30 - 11:00 DB 1.402 - Downtown</td>
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<tr>
<td><strong>GRADEBOOK SETUP! (CT 997)</strong></td>
<td>Thurs., January 18 10:00 - 11:00 MS 1.03.14; Fri., February 2 10:00 - 11:00 MS 1.03.14; Tues., May 1 10:00 - 11:00 MS 1.03.14</td>
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<tr>
<td><strong>MAKING LEARNING CLICK (ADVANCED) (CT 955)</strong></td>
<td>Thurs., January 4 10:00 - 11:30 BB 3.04.06</td>
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<tr>
<td><strong>MEET WITH YOUR STUDENT ONLINE USING BLACKBOARD COLLABORATE ULTRA (CT 860)</strong></td>
<td>Thurs., February 8 10:00 - 11:00 MS 1.03.14</td>
<td></td>
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<tr>
<td><strong>OFFICE 365: UTSA ON THE CLOUD (CT 506)</strong></td>
<td>Tues., April 24 9:00 - 12:00 BB 3.02.16; Thurs., May 3 1:30 - 4:30 DB 2.222 - Downtown</td>
<td></td>
</tr>
<tr>
<td><strong>POWER BI—BASICS (CT 957)</strong></td>
<td>Tues., April 10 10:30 - 12:00 BB 3.02.16; Wed., May 9 3:00 - 4:30 BB 2.222</td>
<td></td>
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<tr>
<td><strong>QUALTRICS BASICS (CT 988)</strong></td>
<td>Thurs., April 5 10:30 - 12:00 BB 3.02.16; Tues., May 15 3:00 - 4:30 DB 2.222 - Downtown</td>
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<tr>
<td><strong>SECRETS TO RAPID ONLINE COURSE DEVELOPMENT (CT 946)</strong></td>
<td>Thurs., February 22 12:00 - 12:45 MS 1.03.14</td>
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<tr>
<td><strong>SHAREPOINT TRAINING (CT 505)</strong></td>
<td>Tues., April 17 9:00 - 12:00 BB 3.02.16; Wed., May 2 1:30 - 4:30 DB 2.222 - Downtown</td>
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### STAFF DEVELOPMENT (cont.)

<table>
<thead>
<tr>
<th>Course Details</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td><strong>DIVERSITY AWARENESS M.E.E.T. ON COMMON GROUND (SD 308)</strong></td>
<td>Fri., May 4 9:00 - 12:00 NPB 1.408</td>
<td></td>
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<tr>
<td><strong>EFFECTIVE EMAIL COMMUNICATION (SD 406)</strong></td>
<td>Fri., February 2 8:30 - 10:30 NPB 1.408</td>
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<tr>
<td><strong>EMAIL PHISHING SCAMS - HOW TO AVOID THEM (SD 621)</strong></td>
<td>Tues., January 9 2:00 - 3:00 NPB 1.408; Tues., February 13 2:00 - 3:00 NPB 1.408; Tues., March 20 2:00 - 3:00 NPB 1.408; Tues., April 10 2:00 - 3:00 NPB 1.408</td>
<td></td>
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<tr>
<td><strong>EMOTIONAL INTELLIGENCE OVERVIEW (SD 292)</strong></td>
<td>Wed., May 30 8:30 - 12:00 NPB 1.408</td>
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<tr>
<td><strong>ENHANCED FOCUS TO INCREASE PRODUCTIVITY (SD 620)</strong></td>
<td>Fri., February 9 9:00 - 11:00 NPB 1.408</td>
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</tr>
<tr>
<td><strong>EVENTS MADE SIMPLE: MAIN CAMPUS EVENT PLANNING (SD 587)</strong></td>
<td>Thurs., February 22 9:30 - 11:00 UC 2.02.12 - Willow; Wed., April 18 9:30 - 11:00 UC 2.02.12 - Willow</td>
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<tr>
<td><strong>FOUR GENERATIONS AT WORK (SD 318)</strong></td>
<td>Fri., May 18 8:30 - 12:00 NPB 1.408</td>
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<tr>
<td><strong>INTERNAL COMMUNICATION - WHO NEEDS TO KNOW? (SD 434)</strong></td>
<td>Tues., April 10 8:30 - 12:00 NPB 1.408</td>
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<tr>
<td><strong>LEAN BASICS, OFFICE KAIZEN (IMPROVEMENT) AND APPLICATIONS</strong></td>
<td>Mon., March 26 1:00 - 4:30 NPB 1.408</td>
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<tr>
<td><strong>LEAN TOOLS, METHODOLOGIES AND VALUE STREAM MAPPING</strong></td>
<td>Wed., March 28 1:00 - 4:30 NPB 1.408</td>
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<tr>
<td><strong>APPLYING LEAN TOOLS VALUE STREAM MAPPING - PART 3 OF 3 (SD 592)</strong></td>
<td>Mon., April 2 1:00 - 4:30 NPB 1.408</td>
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<tr>
<td><em>Special Discounted Registration Fee for UTSA Employees $250 for all 3 sessions - Must attend all three sessions</em></td>
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<td><em>For payment please contact Ben Campos at ext. 6021</em></td>
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<tr>
<td><strong>LIBRARY FOR STAFF: MAKE IT WORK FOR YOU (SD 420)</strong></td>
<td>Fri., March 23 9:30 - 11:30 JPL 3.02.32</td>
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</table>
BRINGING IN THE BYSTANDER (SD 585)
- Tues., February 6 3:00 - 4:30 UC 2.01.04 - Mesquite
- Thurs., March 1 9:30 - 11:00 RWC 1.806
- Fri., March 23 3:30 - 5:00 UC 2.01.04 - Mesquite
- Thurs., April 26 9:30 - 11:00 RWC 1.806

CAMPUS CONNECT: SUICIDE PREVENTION GATEKEEPER TRAINING (SD 626)
- Tues., February 6 9:00 - 12:00 UC 2.01.24 - Mesquite
- Thurs., March 8 9:00 - 12:00 TBD - Downtown
- Mon., April 9 1:00 - 4:00 UC 2.01.24 - Mesquite

COMMUNICATING TO CONNECT - PART 1 OF 2 (SD 429)
*Enroll in Part 1, T&D staff will enroll you in Part 2.
*Must attend both sessions
- Fri., March 2 8:30 - 12:00 NPB 1.408

COMMUNICATING TO CONNECT - PART 2 OF 2 (SD 430)
- Fri., March 9 8:30 - 12:00 NPB 1.408

COURSE DEVELOPMENT FOR SUBJECT MATTER EXPERTS (SD 375)
- Thurs., February 8 1:30 - 4:30 NPB 1.408
- Fri., March 23 8:30 - 11:30 NPB 1.408
- Tues., May 1 8:30 - 11:30 NPB 1.408

CREATING YOUR OFFICE PROCEDURES MANUAL (SD 583)
- Tues., April 17 9:00 - 11:30 NPB 1.408

CUSTOMER SERVICE MODEL (SD 302)
- Wed., May 9 8:30 - 12:00 NPB 1.408

CUSTOMER SERVICE - STRATEGIES FOR DEMANDING SITUATIONS - PART 1 OF 2 (SD 426)
*Enroll in Part 1, T&D staff will enroll you in Part 2.
*Must attend both sessions
- Thurs., January 25 8:30 - 12:00 NPB 1.408

CUSTOMER SERVICE - STRATEGIES FOR DEMANDING SITUATIONS - PART 2 OF 2 (SD 427)
- Wed., January 31 8:30 - 12:00 NPB 1.408

DISCRIMINATION & SEXUAL HARASSMENT - YOUR ROLE AS A UTSA EMPLOYEE (SD 309)
- Wed., February 14 9:00 - 12:00 NPB 1.408
- Fri., April 6 8:30 - 11:30 NPB 1.408

SIS-SECURITY ACCOUNT REQUEST FERPA COMPLIANCE (CT 927)
Available online at https://mytraining.utsa.edu

TIPS FOR SCALABLE ONLINE LESSONS (CT 959)
Thurs., March 29 11:00 - 11:45 MS 1.03.14

TWITTER! HOW CAN I TWEET MY HYBRID COURSE? (CT 945)
Thurs., January 25 11:00 - 11:45 MS 1.03.14

UTSA DATA WAREHOUSE TRAINING SESSION (CT 868)
AD-HOC sessions are available by calling ext. 4705 or by emailing: jinny.case@utsa.edu or brian.cordeau@utsa.edu
- Wed., January 10 10:00 - 12:00 GSR 2.126
- Tues., February 13 2:00 - 4:00 GSR 2.126
- Tues., March 20 10:00 - 12:00 GSR 2.126
- Wed., April 18 2:00 - 4:00 GSR 1.126

WEB INTELLIGENCE LEVEL 1 (CT 950)
AD-HOC classroom sessions available.
Email ceadmin@utsa.edu to request an AD-HOC classroom session and Business Objects (BOXI) account.

EMERGENCY PREPAREDNESS

CAMPUS CARRY: WHAT YOU NEED TO KNOW (EP 499)
Available online at https://mytraining.utsa.edu

CAMPUS SECURITY AUTHORITY TRAINING (EP 502)
Available online at https://mytraining.utsa.edu

COMMUNITY RESPONSE TO ACTIVE SHOOTER EVENTS (EP 354)
For ad hoc department and/or organization group training sessions, please contact Crime Prevention Unit, ext. 6974 or email Maranda.tupper@utsa.edu to coordinate training session. (Minimum of 8 attendees.)

EMERGENCY PREPAREDNESS (EP 457)
Available online at https://mytraining.utsa.edu

International Award Winner!
EMERGENCY PREPAREDNESS (cont.)

EVACUATION, SHELTER-IN-PLACE, AND EVAC-CHAIR (EP 498)
- Thurs., February 15: 9:00 - 10:00, UC 2.01.24-Mesquite
- Thurs., March 1: 9:00 - 10:00, BV 4.301B-Downtown
- Wed., April 18: 9:00 - 10:00, UC 2.01.24-Mesquite

FLOOR CAPTAIN SAFETY LIAISON TRAINING (EP 485)
- Wed., January 31: 9:00 - 12:00, UC 2.01.24-Mesquite
- Wed., February 21: 9:00 - 12:00, BV 4.301B-Downtown

FACULTY DEVELOPMENT

NTT FACULTY ORIENTATION (NTT001)
Available online at https://mytraining.utsa.edu

NEW FACULTY INSTITUTE (RESEARCH): BROADER IMPACTS & PROJECT EVALUATION (FS 326)
- Thurs., April 12: 2:00 - 3:30, DB 1.120 - Downtown
- Fri., April 13: 2:00 - 3:30, JPL 4.04.22

NEW FACULTY INSTITUTE (RESEARCH): ET CETERA - THE FORGOTTEN PROPOSAL SECTIONS (FS 327)
- Mon., February 12: 10:30 - 12:00, JPL 4.04.22
- Tues., February 13: 10:30 - 12:00, DB 1.120 - Downtown

NEW FACULTY INSTITUTE (RESEARCH): STRATEGY & METHODOLOGY (FS 325)
- Thurs., January 25: 10:30 - 12:00, JPL 4.04.22
- Fri., January 26: 2:00 - 3:30, DB 1.120 - Downtown

RESPONSIBLE CONDUCT OF RESEARCH (RCR) SESSION I (FS 223)
- Wed., January 3: 1:00 - 5:00, JPL 4.04.22

RESPONSIBLE CONDUCT OF RESEARCH (RCR) SESSION II (FS 224)
- Thurs., January 4: 8:30 - 12:30, JPL 4.04.22

PERSONAL DEVELOPMENT

EMPLOYEE ASSISTANCE PROGRAM: 24/7/365 Access at Toll Free: 1-866-327-2400. For more information, please contact Kathleen-Carter Stiggers at Ext. 4662.

iConnectYou App: 24 Hour Mobile Access to FREE Professional support. Call, Video Chat, or Text. Provided by Deer Oaks EAP
UTSA Registration Code: 52276 - iTunes App Store or Google Play

SAFETY (cont.)

RESEARCHER BIOLOGICAL SAFETY AND BLOODBORNE PATHOGENS REFRESHER (SA 483r)
Available online at https://mytraining.utsa.edu
AD HOC sessions are available. Email: wendy.mccoy@utsa.edu

SKID-STEER OPERATION & SAFETY (SA 549)
AD HOC classroom sessions available. Email: robert.kirk@utsa.edu or call Ext. 5167

SPILL PREVENTION CONTROL AND COUNTERMEASURES PLAN (SA 470)
- Tues., January 23: 9:00 - 10:30, SFB 1.104
- Wed., January 24: 9:00 - 10:30, TBD - Downtown

WORKERS’ COMPENSATION INSURANCE (SA 542)
Available online at https://mytraining.utsa.edu
AD HOC classroom sessions available.
Email: john.delahunt@utsa.edu or call Ext. 4420

X-RAY SAFETY (SA 494)
Available online at http://www.training.utsa.edu
AD HOC sessions are available. Email: wendy.mccoy@utsa.edu

STAFF DEVELOPMENT

ADMINISTRATIVE SUPPORT TOOLBOX SERIES
5-part series plus Orientation; 1 class offered each month; may be taken in any order.
Participants receive a certificate upon completion of all 5 courses at the Annual Administrative Support Toolbox Celebration April 24th, 2018

HUMAN RESOURCE PROCESSING (SD 240)
- Wed., January 24: 8:30 - 12:00, NPB 1.408

ORIENTATION (SD 228)
- Thurs., February 22: 9:00 - 11:30, NPB 1.408

COMMUNICATIONS AND MARKETING (SD 238)
- Thurs., March 22: 8:30 - 12:00, NPB 1.408

FINANCIAL PROCESSING (SD 239)
- Tues., May 22: 8:30 - 12:00, NPB 1.408

ACCOUNTABILITY: 4 STEPS TO PERSONAL SUCCESS BASED ON THE BESTSELLING BOOK—THE OZ PRINCIPLE (SD 619)
- Thurs., February 1: 8:30 - 12:00, NPB 1.408

ART OF COMMUNICATION FOR EVERYONE - CONFLICT RESOLUTION (SD 580)
- Tues., April 3: 8:30 - 12:00, NPB 1.408
HAZARD COMMUNICATIONS & LABORATORY SAFETY (SA 443.01)
AD HOC classroom sessions available. Email: wendy.mccoy@utsa.edu

HAZARDOUS WASTE GENERATOR TRAINING (SA 401)
AD HOC sessions are available. Email richard.garza@utsa.edu

UNIVERSAL WASTE TRAINING (SA 400)
AD HOC sessions are available. Email richard.garza@utsa.edu

HEARTSAVER, FIRST AID, CPR AND AED (SA 475)
Fri., January 26  9:00 - 4:00  RQST (BB) 3.04.16B
Fri., February 23  9:00 - 4:00  BV 1.322-Downtown
Fri., March 23  9:00 - 4:00  RQST (BB) 3.04.16B
Fri., April 20  9:00 - 4:00  BV 1.322 - Downtown
Fri., May 25  9:00 - 4:00  RQST (BB) 3.04.16B

LASER SAFETY TRAINING (SA 465)
Available online at https://mytraining.utsa.edu.
AD HOC sessions are available, email wendy.mccoy@utsa.edu

NON-RESEARCHER BLOODBORNE PATHOGENS (SA 456)
Available online at https://mytraining.utsa.edu

NON-RESEARCHER BLOODBORNE PATHOGENS ANNUAL REFRESHER (SA 456r)
Available online at https://mytraining.utsa.edu

OCCUPANT SAFETY IN PUBLIC ASSEMBLIES (SA 499)
AD HOC sessions are available, email: john.delahunt@utsa.edu or call Ext . 4420

OFFICE ERGONOMICS (SA 472)
Available online at https://mytraining.utsa.edu

RADIATION SAFETY (SA 433)
Available online at https://mytraining.utsa.edu

RESEACHER BIOLOGICAL SAFETY AND BLOODBORNE PATHOGENS (SA 483) Available online at https://mytraining.utsa.edu

MAKING THE GRADE: HELPING YOUR CHILD ACHIEVE IN SCHOOL (PD 133)
Mon., January 22  10:00 - 11:00  NPB 1.408

MAKE YOUR MONEY WORK FOR YOU: A DEBT MANAGEMENT PLAN (PD 129)
Thurs., February 8  9:00 - 10:00  NPB 1.408

POWER OF ATTORNEY AND ADVANCE DIRECTIVES (PD 842)
Wed., April 11  10:00 - 11:00  NPB 1.408

RELAXATION TECHNIQUES AT THE WORKPLACE (PD 131)
Tues., March 27  10:00 - 11:00  NPB 1.408

SUDDENLY YOU’RE A CAREGIVER (PD 125)
Tues., March 6  2:00 - 3:00  NPB 1.408

YOUR ROUTINE FINANCIAL CHECKUP (PD 132)
Thurs., February 8  10:00 - 11:00  NPB 1.408

ESTATE PLANNING: FIVE ESSENTIAL DOCUMENTS (PD 841)
Wed., April 11  9:00 - 10:00  NPB 1.408

UTSHARE/PEOPLESOFT & INTERIM PROCESSES

APPROVAL WORKFLOW PROCESS: NON-PURCHASE ORDER VOUCHERS (PS 305.01)
Available online at https://mytraining.utsa.edu

PS 303 Budget Planning (Hyperion)
Training for the Hyperion Planning and Budget course will begin in January 2018. This is a closed course only for Primary Division Budget Coordinators who are responsible for coordinating the development of the annual operating budget or related processes within their division or college.
Those who are required to attend will be notified in advance.
PEOPLESOF & INTERIM PROCESSES (cont.)

EMPLOYEE SELF SERVICE - ESS (PS 100.01)
All employees are strongly encouraged to complete this online course. Available online at https://mytraining.utsa.edu

EXPENSE REPORT WORKFLOW (PS 308)
Available online at https://mytraining.utsa.edu

FUNDING POSITIONS (PS 301.02)
- Tues., February 20 2:00 - 4:00  NPB 1.412
- Tues., May 8 2:00 - 4:00  NPB 1.412

INTRODUCTION TO THE CHART OF ACCOUNTS (PS 2016)
Available online at https://mytraining.utsa.edu

MANAGING DEPARTMENTAL EXPENSE AND REVENUE BUDGETS (PS 205.02)
- Tues., February 20 9:00 - 11:00  NPB 1.412
- Tues., May 8 9:00 - 11:00  NPB 1.412

MONTHLY FINANCIAL REPORT RECONCILIATION USING UTSHARE/PEOPLESOF (FORMERLY STATEMENT OF ACCOUNTS) (PS 207.01)
- Thurs., January 18 10:00 - 12:00  NPB 1.412
- Tues., February 13 10:00 - 12:00  DB 1.402 - Downtown
- Tues., March 20 10:00 - 12:00  NPB 1.412
- Tues., April 17 10:00 - 12:00  NPB 1.412

PROCESSING NON-PURCHASE ORDER VOUCHERS USING UTSHARE (PS 203.04)
- Thurs., February 1 8:30 - 11:30  NPB 1.412
- Thurs., March 8 8:30 - 11:30  BV 1.328 - Downtown

TIME & ABSENCE REPORTING FOR EXEMPT EMPLOYEES - PAPER (INTERIM PROCESS) (IP 305.01)
Available online at https://mytraining.utsa.edu

TIME & ABSENCE REPORTING FOR NON-EXEMPT EMPLOYEES - PAPER (INTERIM PROCESS) (IP 306.01)
Available online at https://mytraining.utsa.edu

TIME & ABSENCE REPORTING FOR EXEMPT EMPLOYEES - SHAREPOINT (INTERIM PROCESS) (IP 307.01)
Available online at https://mytraining.utsa.edu

TIME & ABSENCE REPORTING FOR NON-EXEMPT EMPLOYEES - SHAREPOINT (INTERIM PROCESS) (IP 308.01)
Available online at https://mytraining.utsa.edu

UTSHARE/PEOPLESOF TIMEKEEPERS TIME & ABSENCE REPORTING (PS 300.01)
Fri., January 12 8:15 - 12:00  NPB 1.412
Fri., February 9 8:15 - 12:00  NPB 1.412
Wed., March 7 8:15 - 12:00  DB 1.402 - Downtown
Fri., April 13 8:15 - 12:00  NPB 1.412
Fri., May 11 8:15 - 12:00  NPB 1.412

TRAVEL ADVANCE PROCESS (PS 309) (FORMERLY AM 572 AND PS 204)
- Tues., February 6 2:00 - 4:30  NPB 1.412
- Wed., March 21 2:00 - 4:30  BV 4.301B - Downtown

TRAVEL AUTHORIZATION WORKFLOW (PS 307)
Available online at https://mytraining.utsa.edu

TRAVEL REIMBURSEMENT PROCESS (PS 310) (FORMERLY AM 572 AND PS 204)
- Wed., February 7 2:00 - 4:30  NPB 1.412
- Wed., March 21 2:00 - 4:30  BV 4.301B - Downtown

SAFETY

AERIAL WORK PLATFORM OPERATIONS & SAFETY (SA 547)
AD HOC classroom sessions available. Email: robert.kirk@utsa.edu

ASBESTOS & INDOOR AIR QUALITY AWARENESS (SA 455)
- Tues., January 23 9:00 - 11:00  SFE 1.122
- Thurs., March 8 9:00 - 11:00  SFE 1.122

BACKHOE/LOADER OPERATIONS & SAFETY (SA 548)
AD HOC classroom sessions available. Email: robert.kirk@utsa.edu

DEFENSIVE DRIVING AWARENESS (SA 505)
Available online at https://mytraining.utsa.edu

HAZARD COMMUNICATION & THE ARTS (SA 488)
AD HOC classroom sessions available. Email: wendy.mccoy@utsa.edu