TRAINING CURRICULUM

Program Key

To get the most out of this development opportunity, collaborate with your supervisor to create a Development Plan as part of your PFP. *Required Training* programs listed below are required for all administrators and staff regardless of whether they are pursuing a certificate. All workshops also may be taken as individual programs, independent of the certificate curricula.

1. **New Employee Orientation**: Applies to all staff and administrators hired after April 1, 2002. If hired prior to April 1, 2002, substitute one elective to achieve total electives required to satisfy the certificate.

2. **Diversity Awareness**: The Diversity Awareness program listed in the Core was created in 2006 and all staff and administrators are encouraged to attend. For the Management certificate, credit will apply to either the Diversity Leadership Experience or the Diversity Awareness program.

3. **External Programs**
   - *Institute for Management Studies (IMS)* offers workshops that apply to the Management and Professional Development certificates. See training calendar for details regarding off-campus locations and program fee. Administrators only.
   - *External Professional Development for Staff Employees* should be related to your current position and paid for by your department budget. To qualify for credit, you must submit documentation from the program provider, evidence of your supervisor’s approval and an explanation of how the program relates to your job. When planning to attend any program, be sure to coordinate with your supervisor to make proper coverage and budget (if applicable) arrangements.

4. **Technology Workshops**: *(E-Studio)* Although the University no longer offers open enrollment classroom technology programs, it is still very important to maintain your technology skills. To arrange a workshop with E-Studio, convene a group of four or more participants who are interested in learning about the same topic and schedule directly with the E-Studio. Click here to access the E-Studio on the STJ website: [http://www.stjohns.edu/faculty/estudio](http://www.stjohns.edu/faculty/estudio). Each workshop is counted separately and a maximum of three (3) technology programs may be applied to a given certificate as electives. To qualify, programs must have had run dates after January 1, 2010.

5. **Course Prerequisites**: *Quality Service Module I, Business Writing Module I, and Student Worker Supervisor Training: Module I* are prerequisites for subsequent modules.

6. **Required Training**: *Active Shooter Preparedness Training: Safety Tips; Sexual Harassment and Discrimination Prevention Training; and Emergency Readiness Training/Identifying and Responding to Employees or Students in Distress*; is required for all full-time faculty and full-time and part-time administrators and staff. *Business Ethics Training, Student Worker Supervisor modules I and II and Title IX: Reporting and Responding to Sexual Assault on Campus* are required for a specific audience. For more information, refer to the section **Required Training Target Audience**.

Note: Required programs are for those who have not yet attended a session. If you have attended a required training workshop, you do not need to attend again.

7. **Quality Service Modules II and III combined**: Quality Service Modules II and III were combined into one module, now known as **Quality Service Module II**. The new Module II incorporates concepts from each of the former modules. Employees who attended Module III may apply it toward one elective program.

8. **Institute for Writing Studies** is open to the entire University Community and counts toward one elective. To schedule an appointment, click here: [Institute for Writing Studies](#).

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**Note**: Completion of a certificate program is for development purposes only and does not guarantee a salary increase or promotion. Advanced degree bonuses do not apply. STJ reserves the right to modify or discontinue these certificate programs at any time.