

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 performance plan. **⁴Required 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 workshops required to satisfy the certificate.

³ **Course Prerequisites:** *Quality Service Module I and Supervisor Student Worker Module I* are prerequisites for module II.

⁴ **Required Training:**

The following programs are required for full-time and part-time administrators and staff and full-time faculty.

- *Active Shooter Preparedness Training: Safety Tips*
- *Sexual Harassment and Discrimination Prevention Training*
- *Emergency Readiness Training/Identifying and Responding to Employees or Students in Distress*
- *Title IX: Reporting and Responding to Sexual Assault on Campus*

Business Ethics Training and Student Worker Supervisor modules I and II are required for a specific audience.

Note: Required programs are for those who have not yet attended a session. All required training programs, except Sexual Harassment and Discrimination Prevention, must be completed only once. Starting in 2019, Sexual Harassment and Discrimination Prevention Training will be an annual requirement.

⁵ **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](#).

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. St. John's reserves the right to modify or discontinue these certificate programs at any time.

The Office of Human Resources reserves the right to make changes to the curriculum at any time based on program relevance and availability.

For more information, you may contact the Training and Development department at 718-990-2330 or htrd@stjohns.edu.