

TRAINING CURRICULUM

Management Development Certificate

This certificate is for administrators whose primary responsibility is managing a St. John's University function and supervising staff and/or administrators. Managers must complete the University and Management Core requirements and **at least six (6) elective programs to earn this certificate. For more information, refer to the section Required Training Target Audience on page 3 and the Program Key on page 4 of this document.**

University Core (Programs are required for certificate) *Note: programs labeled ⁴ are required for all employees*

Active Shooter Preparedness Training: Safety Tips ⁴
Diversity
Emergency Readiness/Identifying and Responding to Employees or Students in Distress ⁴
New Employee Orientation ¹
Performance Management Training
Sexual Harassment and Discrimination Prevention Training (Manager Session) ⁴
Title IX: Reporting and Responding to Sexual Assault on Campus (Launched 2012) ⁴
Vincentian Mission Orientation

Management Development Core (Programs are required for certificate)

Business Ethics Training (for Managers) ⁴
Coaching for Exceptional Performance
Conducting Effective Meetings
Corrective Action
Hiring the Best: Interviewing Techniques
Managing for Success
Policy Training – *Since 2015.*

Electives (Attend a minimum of six (6) elective programs)

Campus Connect: Suicide Prevention
Department Showcase (Each program counted separately, may apply a maximum of three (3) programs to certificate. To qualify, program must have had a run date after January 1, 2014)
Leadership Versatility: Adapting your Style to Multiple Audiences
Lunch and Learn (Manager sessions)
LinkedIn Learning (formerly known as Lynda.com) Online Learning Certificate: (Each certificate counted separately and certificate recipients may apply a maximum of three (3) management-related programs to the certificate. To qualify, program must have a completion date after May 1, 2015.)
Successful Presentation Skills
Time Management

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Professional Development Certificate

This certificate is for full-time and part-time non-supervisory administrators and staff. Eligible employees must complete the Core requirements and at least eight (8) elective programs to earn this certificate. **For more information, refer to the section Required Training Target Audience on page 3 and the Program Key on page 4 of this document.**

University Core (Programs are required for certificate) *Note: programs labeled ⁴ are required for all employees*

Active Shooter Preparedness Training: Safety Tips ⁴

Diversity

Emergency Readiness/Identifying and Responding to Employees or Students in Distress ⁴

New Employee Orientation ¹

Performance Assessment/Evaluation Training

Sexual Harassment and Discrimination Prevention Training (Employee session) ⁴

Title IX: Reporting and Responding to Sexual Assault on Campus (Launched 2012) ⁴

Vincentian Mission Orientation

Professional Development Core (Programs are required for certificate)

Quality Service I: Understanding Service Outcomes and Avoiding the Campus Runaround ³

Quality Service II: Effective Communications and Handling Difficult Situations in the Age of Technology ³

Time Management: You Are in Control

Student Worker Supervisor Training - *Two modules are required for those who oversee the work of Student Workers. If overseeing student workers is not part of your job you are asked to substitute 2 electives in addition to the minimum number of electives required for the certificate.*

Module I: Defining the Job, Selecting the Candidate and Conducting the Orientation (Launched 2012) ^{3 & 4}

Module II: Assigning Work, Coaching and Providing Feedback ^{3 & 4}

Electives (Attend a minimum of eight (8) elective programs)

Business Ethics (Mandatory for recipients of the Conflict of Interest Questionnaire)

Campus Connect: Student Suicide Prevention

Conducting Effective Meetings (For administrators who conduct meetings as a regular part of the job)

Department Showcase (Each program counted separately, may apply a maximum of three (3) programs to certificate. To qualify, program must have had a run date after January 1, 2014)

EAP – Employee Assistance Program seminars (Each program counted separately, may apply a maximum of three (3) programs to certificate. To qualify, program must have had a run date after January 1, 2014)

EPCF Training (If applicable to your job.)

LinkedIn Learning (formerly known as Lynda.com) Online Training Certificate: (Each certificate is counted separately, may apply a maximum of three (3) work-related programs to the certificate. To qualify, program must have a completion date after May 1, 2015)

Professional Presentation Skills (For non-supervisory administrators and staff) **Note:** Attendance at a previous Successful Presentations Skills program satisfies this requirement.

PROGRESS – **P**rofessional **G**rowth and **E**nrichment **S**eries (multi-part series counts as one elective)

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IMPORTANT INFORMATION – Please read

If you have already received a Management or Professional Development certificate:

- Your certificate will remain valid; however, your one-time attendance is required for each of the University Core required programs listed on the bottom of this page.
- You are invited to pursue the new Professional Development **Continuing Education Certificate**. For more information see the training and development website under Human Resources.
<http://www.stjohns.edu/about/administrative-offices/human-resources/training-and-development>.
- If the Student Worker Supervisor Training does not apply to your job, you are asked to substitute electives in their place. The elective programs should be in addition to programs that were already applied to a previous certificate.

For more information, refer to the section **Required Training Target Audience** below and the **Program Key** on page 4 of this document.

REQUIRED TRAINING TARGET AUDIENCE

Active Shooter Preparedness Training: Safety Tips (Launched November 2011)

Note: This program is required in addition to the Emergency Readiness Training.

Audience: Required for all full-time and part-time administrators and staff and full-time faculty

Business Ethics Training for Managers (Launched June 2012)

Audience: Required for all managers of full-time and part-time employees, Department Chairs, Executive Secretaries and other recipients of the Conflict of Interest Questionnaire

Emergency Readiness and Identifying and Responding to Students/Employees in Distress*

Audience: Required for all full-time and part-time administrators and staff and full-time faculty

Sexual Harassment and Discrimination Prevention

Audience: Required for all full-time and part-time administrators and staff and full-time faculty

Student Worker Supervisor Training (Launched October 2012)

Module I: Defining the Job, Selecting the Candidate and Conducting the Orientation

Module II: Assigning Work, Coaching and Providing Feedback

Audience: Supervisors of Student Workers

Title IX Training: Reporting and Responding to Sexual Assault on Campus (Launched September 2012)

Audience: Required for all full-time and part-time administrators and staff, and full-time faculty.

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

*** Emergency Readiness and Identifying and Responding to Students/Employees in Distress.***

Separate sessions are offered for (1) full-time and part-time administrators and staff and (2) for full-time faculty.

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

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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. **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 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*
- *Emergency Readiness Training/Identifying and Responding to Employees or Students in Distress*
- *Sexual Harassment and Discrimination Prevention Training*
- *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. **For more information, refer to the section Required Training Target Audience on page 3.**

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

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 hrttd@stjohns.edu.