

# TRAINING CURRICULUM

## 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 [Continuing Education Certificate](#). For more information see the training and development website under Human Resources.
- <https://www.stjohns.edu/about/leadership-and-administration/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, staff, and 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.

### **Discrimination and Sexual Harassment Prevention** (Annual training starting in 2019)

**Audience:** Required for all St. John's employees and faculty as well as affiliates who work more than 80 hours in a calendar year and did not sign an independent contractor agreement.

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

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

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

For more information, you may contact the Training and Development department at 718-990-2330 or [hrt@stjohns.edu](mailto:hrt@stjohns.edu).

10/28/2019

1

**To view your personal training profile**, log onto UIS, follow the links to Employee Workshops, and click on [Training Profile](#) on the top right-hand side of the page.