

# 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 <sup>4</sup> are required for all employees*

Active Shooter Preparedness Training: Safety Tips <sup>4</sup>  
Discrimination and Sexual Harassment Prevention Training (Annual training starting 2019)<sup>4</sup>  
Emergency Readiness/Identifying and Responding to Employees or Students in Distress <sup>4</sup>  
Equity and Inclusion Module I: Foundation (Launched 2019)  
Equity and Inclusion Module 2: Bias and Microaggression (Launched 2019)  
New Employee Orientation <sup>1</sup>  
Performance Management Training: Managers  
Title IX: Reporting and Responding to Sexual Assault on Campus (Launched 2012) <sup>4</sup>  
Vincentian Mission Orientation

### Management Development Core (Programs are required for certificate)

Business Ethics Training (for Managers) <sup>4</sup>  
Coaching for Exceptional Performance, OR, Leadership Coaching  
Conducting Effective Meetings  
Corrective Action  
Hiring the Best: Interviewing Techniques  
Managing for Success  
Policy Training

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

Equity and Inclusion: Race, Power, and Privilege  
IT Security Awareness Core Curriculum (Current Year)  
Kognito's At-Risk for Faculty and Staff (online course)  
Leadership Versatility: Adapting your Style to Multiple Audiences  
Leading Change  
LinkedIn Learning 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 January 1, 2018).  
Opioid Overdose Prevention Training  
Successful Presentation Skills  
Suicide Prevention Training for Administrators and Staff  
Time Management

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.

# TRAINING CURRICULUM

## 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 <sup>4</sup> are required for all employees*

Active Shooter Preparedness Training: Safety Tips <sup>4</sup>

Discrimination and Sexual Harassment Prevention Training (Annual training starting 2019) <sup>4</sup>

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

Equity and Inclusion Module I: Foundation (Launched 2019)

Equity and Inclusion Module 2: Bias and Microaggression (Launched 2019)

New Employee Orientation <sup>1</sup>

Performance Management Training: Employees

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

Vincentian Mission Orientation

### Professional Development Core (Programs are required for certificate)

Quality Service I: Understanding Service Outcomes and Avoiding the Campus Runaround <sup>3</sup>

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

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) <sup>3 & 4</sup>

Module II: Assigning Work, Coaching, and Providing Feedback <sup>3 & 4</sup>

Time Management: You Are in Control

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

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

Concur Travel & Expense System Training (Open to those who use and approve travel & expense reports)

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

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, 2018)

EPCF Training

Equity and Inclusion: Race, Power, and Privilege

IT Security Awareness Training Core Curriculum (Current Year)

Kognito's At-Risk for Faculty and Staff (Online course)

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 January 1, 2018)

Lunch and Learn (May apply a maximum of 2 programs to the certificate. To qualify, program must have a run date after January 1, 2018).

Opioid Overdose Prevention Training

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

Suicide Prevention Training for Administrators and Staff

10/28/2019

2

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# 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 [htrtd@stjohns.edu](mailto:htrtd@stjohns.edu).

# 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. **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.

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<sup>1</sup> **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.

<sup>3</sup> **Course Prerequisites:** *Quality Service Module I and Supervisor Student Worker Module I* are prerequisites for Module II.

<sup>4</sup> **Required Training:**

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

- *Active Shooter Preparedness Training: Safety Tips*
- *Discrimination and Sexual Harassment Prevention Training (Annual training required for all employees)*
- *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. **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 Discrimination and Sexual Harassment Prevention Training, must be completed only once. **Starting in 2019, Discrimination and Sexual Harassment Prevention Training became an annual requirement.**

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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. 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 [hrted@stjohns.edu](mailto:hrted@stjohns.edu).