

TRAINING YOU AT GSU

ON A MISSION:

GSU Professional Development & You

PROFESSIONAL DEVELOPMENT LEAPS AND BOUNDS:

Take a spirited leap toward professional advancement and join Organizational Development and Consulting Services (ODCS) this summer for Georgia State University's first Professional Development Boot Camp!

As the University sets its sights on becoming a premiere research institution, GSU faculty and staff are gallantly taking on the charge to make this pioneering vision a reality. ODCS, a division of Human Resources, is leading this historic initiative by offering fresh and innovative professional development opportunities.

Be ready to soar! Our summer course offerings will introduce professional development programs that prepare you to take the lead.

BE PREPARED TO LEAD

The new GSU strategic plan calls upon faculty and staff to transform the university and lead GSU to a new and dynamic future. As we all brace to take this leap into a new era, we must prepare to take the lead.

While the responsibility to advance the GSU mission is tremendous, engaging in professional development is an invaluable



resource for leaders in the pursuit of change.

Make lasting professional development strides and spark institutional advancement by committing to continuous learning at GSU.

WHAT SERVICES DOES ODCS PROVIDE?

We do it all. No matter how unique your individual professional development needs may be, ODCS is ready to assist.

In partnership with departments across the university, ODCS offers an array of programs and customized courses to meet managerial and administrative development needs.

In addition to our comprehensive training program, we offer strategic planning, team building consultation, retreat preparation and much more!

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SUMMER 2011



BOOT CAMP:

2011 Summer Professional Development

WELCOME TO BOOT CAMP

Summer is here! Our training sessions are heating up with exceptional programs designed to get GSU faculty and staff in tiptop professional shape!


Our boot camp series targets current and aspiring GSU professionals who desire to sharpen their skill sets or add new competencies to their professional development portfolio.

MEET THE CHALLENGE!

No matter what your level of expertise may be, the summer boot camp will prepare you to overcome any professional challenge!

Strengthen your professional stamina and join us this summer!

Check out our Schedule AT a Glance for details (page 3).



*"Knowledge has to be improved, challenged, and increased constantly, or it vanishes."
-Peter Drucker*

SUMMER 2011



MANAGERS

Mastering time management, performance management, building workplace trust and learning the art of managing change are core managerial skills sets that will be put to the test and strengthened during the summer boot camp series.

PROFESSIONALS

GSU's commitment to providing outstanding customer service and skillfully addressing the needs of our valued customers is unparalleled. Register for our classes and learn the power of developing an impeccable customer service touch.

COMPUTER SKILLS

Are you a computer wiz that wants to refresh your computer knowledge, or are you a computer novice eager to conquer the information highway?

Novice or wiz - come one, come all! The ODCS summer boot camp offers comprehensive Microsoft Word, Excel, and PowerPoint training to meet the challenging demands of an aspiring research institution.

Contact Us

REGISTRATION:

To Register: Go to the GSU HR Website (www.gsu.edu/hr) or directly to the registration portal: http://webdb.gsu.edu/training_reg/hr

All classes are **FREE** unless otherwise noted!

CLASSROOM LOCATIONS:

Room locations are subject to change. Always verify room locations on the registration portal before attending training sessions.

To find classroom locations please visit the course registration portal for details.

ACCOMMODATIONS:

If you require reasonable accommodation to attend training sessions, please contact us two weeks prior to attending the course.

STAFF:

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Schedule At a Glance

Microsoft Word	6.20.11	1PM-4PM
A Supervisor's Guide to Change	6.21.11	9AM-Noon
Managing Progressive Discipline	6.22.11	9AM-Noon
Seven Habits Introductory Session	6.22.11	Noon-1PM
Myers Briggs Type Indicator Workshop Certificate	6.23.11	1PM-3PM
Microsoft Excel	6.27.11	1PM-4PM
Building Workplace Trust	6.28.11	9AM-Noon
DiSC Communication Profile	7.8.11	9PM-Noon
Seven Habits of Highly Effective People	7.12.11-7.14.11	8:30AM-1:30PM
Fundamentals of Good Leadership	7.13.11	9PM-Noon
Microsoft Powerpoint	7.18.11	1PM-4PM
Making the Most of Performance Evaluations	7.19.11	9AM-Noon
Fundamentals of Customer Service	7.21.11	9AM-Noon
Communication Skills for Office Workers	7.22.11	9AM-Noon
Dealing with Difficult People	7.26.11	9AM-Noon
Working the Habits	7.27.11	Noon-1PM
Essentials of Time Management	7.28.11	9AM-Noon
Business Etiquette and Professionalism	8.2.11	9AM-Noon
Working the Habits	8.3.11	Noon-1PM
Business Writing and Grammar Essentials	8.4.11	9AM-Noon
Microsoft Excel	8.8.11	1PM-4PM
Goals, Attitudes and Priorities	8.9.11	9AM-Noon
Understanding and Managing Conflict	8.10.11	9AM-11AM
Working the Habits	8.10.11	Noon-1PM
Team Building Skills For Managers	8.11.11	9AM-Noon
Fundamentals of Customer Service	8.16.11	9AM-Noon
Working the Habits	8.24.11	Noon-1PM