



Fall/Winter 2018/19 - Professional Development

CONTACT US

Learning, Organizational Development & Talent

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[HTTP://WWW.EMICH.EDU/HR](http://www.emich.edu/hr)

LEADING SELF

Maximizing Personal Impact

Improve your quality of work life by participating in this learning curriculum designed for any EMU employee to enhance their skillset with concepts, tools, and resources that can immediately be applied on the job.

This class is offered in cohort style and it is expected that participants attend each session. All sessions run from 9:00am - 12:00pm.

Module 1 - 10/2/18- Understanding Your Communication Style

Module 2 - 11/6/18 - Time/Workload Management

Module 3 - 12/4/18 - Project Management

Module 4 - 1/8/19 - Followership

Module 5 - 2/5/19 - Emotional Intelligence

Module 6 - 3/5/19 - Social Identity Tool

Module 7 - 4/2/19 - Conflict Handling Modes: Which is Best?

Module 8 - 5/7/19 - Fostering Innovation & Creative Problem Solving

REGISTER AT:
[HTTPS://EMUETRAINING.BRIDGEAPP.COM/LEARNER/PROGRAMS/FA4595D8/ENROLL](https://emuetraining.bridgeapp.com/learner/programs/fa4595d8/enroll)

EMU ET TRAINING

Bridge

LEARNING MANAGEMENT SYSTEM

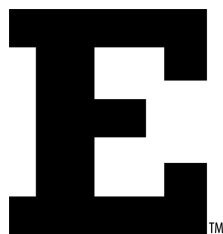
What is Bridge?

A robust Learning Management System (LMS) that will allow us to:

- Enhance training options for all Eastern Michigan University employees
- Utilize training in a streamlined fashion that aligns with career pathing opportunities
- Create a central hub to house all training content
- Capitalize on the ability to create and assign trainings at the University, departmental and individual level

To learn more about how your department can utilize Bridge to create learning content and distribute training courses throughout your area, please contact a LODT Representative above.

[EMUETRAINING.BRIDGEAPP.COM](http://emuetraining.bridgeapp.com)



LEADING OTHERS

Foundations of Supervision

Target Audience: Anyone with supervisory responsibilities (staff or students).

Foundations of Supervision includes both formal classroom and informal outside learning activities to maximize the participants' learning experience and provide them with concepts, tools, and resources to immediately apply on the job.

This class is offered in cohort style and it is expected that participants attend each session. All sessions run from 9:00am - 12:00pm.

Module 1 - 10/16/18 - Leadership Assessment

Module 2 - 11/13/18 - Situational-Servant Leadership Communication Styles

Module 3 - 12/11/18 - Employee Engagement / Line of Sight / Setting Performance Objectives / Delegation

Module 4 - 1/15/19 - Holding Productive Meetings / Talent Reviews / Setting Development Objectives / Performance Feedback

Module 5 - 2/12/19 - Team Building / Rewards & Recognition / Managing Students

Module 6 - 3/12/19 - Conflict Management / Leadership Panel

Module 7 - 4/9/19 - Simulation

Module 8 - 5/14/19 - Program Reflections / Presentations

REGISTER AT:
[HTTPS://EMUETRAINING.BRIDGEAPP.COM/LEARNER/PROGRAMS/DBF5942A/ENROLL](https://emuetraining.bridgeapp.com/learner/programs/dbf5942a/enroll)



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EMU WAY

Understanding Business & Finance @ EMU

OCTOBER 23, 2018 FROM 9:00AM-12:00PM
FEBRUARY 1, 2019 FROM 9:00AM-12:00PM

This class reviews important information regarding Business & Finance processes at EMU touching on the overall budget of the University as well as helpful information from the controller's office, budget and purchasing.

REGISTER AT:
[HTTPS://EMUETRANING.BRIDGEAPP.COM/LEARNER/TRAINING/DCBDO0BD/ENROLL](https://emuetraining.bridgeapp.com/learner/training/dcbdo0bd/enroll)

Conscientious Leadership: Labor and Employee Relations

NOVEMBER 14, 2018 FROM 1:00PM-4:00PM
JULY 17, 2019 FROM 9:00AM-12:00PM

This session provides basic information related to the supervisor's role in correcting poor performance, conducting investigations, and disciplinary conferences and ensuring the due process rights of employees. Supervisors will be able to receive responses to their questions as it relates to real-time situations and learn how to respond properly to employee issues.

REGISTER AT:
[HTTPS://EMUETRANING.BRIDGEAPP.COM/LEARNER/TRAINING/2F58A930/ENROLL](https://emuetraining.bridgeapp.com/learner/training/2f58a930/enroll)

HEALTH & WELLNESS

Wellness Programs

Whether it's getting help to quit smoking, change your eating habits or taking your physical fitness to the next level, Eastern cares about your wellness and work-life balance. As an employee, you can take advantage of our discount membership program at our on-campus fitness center. We also have a state-of-the-art nutrition center complete with a registered dietitian.

Find out more about the offerings across campus for wellness related activities, lunch and learn sessions, cooking classes, motivational speakers, and more.

[HTTPS://WWW.EVENTBRITE.COM/O/HUMAN-RESOURCES-BENEFITS-OFFICE-12743780358](https://www.eventbrite.com/o/human-resources-benefits-office-12743780358)

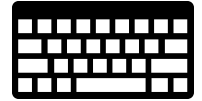
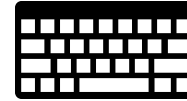
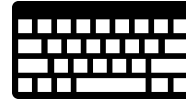
TUITION WAIVER

Tuition Waiver Program

You're eligible to use the tuition waiver benefit for any undergraduate, graduate or doctoral level courses at Eastern. Tuition waiver applies to tuition only and not fees and is based upon successful completion of classes. Full-time employees can waive up to six credit hours for fall and winter semesters and twelve for summer. If you're part-time, waive up to three credit hours for fall and winter and six for summer.

[HTTPS://WWW.EMICH.EDU/HR/BENEFITS-WELLNESS/FINANCIAL/TUITION-WAIVER.PHP](https://www.emich.edu/hr/benefits-wellness/financial/tuition-waiver.php)

OTHER RESOURCES



Business & Finance Training

Business and Finance training and support resources are available at the below link to educate the campus community on business systems and operational policies and procedures.

[HTTP://WWW.EMICH.EDU/BUSFIN/TRAINING/INDEX.PHP](http://www.emich.edu/busfin/training/index.php)

Self Service (my.emich) Training

Learn how to navigate through your employee self service portal and what resources/information are available to you.

[HTTP://WWW.EMICH.EDU/CONTROLLER/PAYROLL/OVER.PHP](http://www.emich.edu/controller/payroll/over.php)

IT Help Desk

If you have a username but can't remember your password or if you are having trouble logging into Banner, AppXtender Web, BOE, My.Emich, or Eprint you can contact the I.T. Help Desk for assistance and questions.

Phone: 734.487.2120
Walk-up Service: Halle Library - Room 106

[HTTPS://ITSERVICE.EMICH.EDU](https://itservice.emich.edu)

Google Suite Training

Get the most out of G Suite in your workplace with training guides, tips, customer examples, and other resources

[HTTPS://GSUITE.GOOGLE.COM/TRAINING/](https://gsuite.google.com/training/)

Microsoft Office Training Center

Learn new ways of working and get inspired with cool new infographics for Word, Outlook, PowerPoint, SharePoint, and other Office products --custom signatures, language translation, voice dictation, collaboration, mobile options, and more.

[HTTPS://SUPPORT.OFFICE.COM/OFFICE-TRAINING-CENTER?UI-EN-US&RS=EM-US&AD=US](https://support.office.com/office-training-center?ui=en-us&rs=em-us&ad=us)

Environmental Health & Safety

Environmental Health and Safety (EHS) provides a variety of training and services to the campus community. To view a complete list, please visit the link below.

[HTTPS://WWW.EMICH.EDU/PUBLICSAFETY/EHS/TRAINING_SERVICE/INDEX.PHP](https://www.emich.edu/publicsafety/ehs/training_service/index.php)