



CLOE

Spring 2019

Center for Leadership and Organizational Excellence

PROFESSIONAL DEVELOPMENT CATALOG

Division of Human Resources

North Carolina Agricultural and Technical State University



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Dear Aggies:

It is my pleasure to welcome you to the 2018-19 academic year. In alignment with North Carolina A&T State University's Preeminence 2023 strategic goals, the Division of Human Resources is excited to present our Spring 2019 professional development catalog. Our catalog offers a series of innovative courses designed to target the three "faculty and staff of the future" themes, which are: Recruitment & Retention, Professional Development & Efficiency, and Collaboration, Innovation, and Engagement.

In an effort to enhance professional development, the Division of Human Resources has launched an alternative credentialing system directly connected to the themes associated with faculty and staff of the future. As a way to create a pathway to achieve faculty and staff of the future, the Center for Leadership and Organizational Excellence proposed a digital badge credentialing system. A digital badge is an online representation of a "faculty and staff of the future achievement" earned through a detailed professional development program titled "AggiesLEAD." Individuals who earn AggiesLEAD digital badges represent a set of competencies, achievements, and knowledge possessed by faculty and staff of the future at A&T. Badges can be shared with the community by displaying them through e-mail signatures, websites, blogs, social media, portfolios, and resumes. For more information regarding the AggiesLEAD program please visit our website.

We are truly excited about our new Learning and Development Strategy, which includes our Professional Development Catalog, AggiesLEAD, and the Supervisory Development Program. All of our sessions are wide-ranging and designed to enhance talent and leadership development at A&T, we hope you can join us! We have a dynamic line-up of University and outside consultants facilitating this Spring who will lead our course offerings. We are grateful for the many partnerships with senior administration, technology, faculty, and staff whose contributions and support have transformed learning and development at A&T.

Course registration for Spring course offerings is now available on our website and through our LMS system NEO (learn.ncat.edu). If you have any questions please do not hesitate to contact the Center for Leadership and Organizational Excellence (CLOE) at (336)285-3767 or cloe@ncat.edu. We thank Chancellor Harold L. Martin, Sr. and the Cabinet for their leadership and support of the workforce development strategic initiatives of the University.

A handwritten signature in blue ink that reads "Ericka M. Smith".

Dr. Ericka M. Smith
Vice Chancellor, Division of Human Resources



SPRING 2019 PROFESSIONAL DEVELOPMENT SCHEDULE

Dates, times and locations are subject to change. To check for any updates please log in to learn.ncat.edu.

COURSE	FACILITATOR	DATE	TIME	
CL-026	Budget and Finance (Budget End User)	Robert Pompey & Chartarra Joyner	16-Apr-19	10:00 am - 12:00 pm
CL-093	Certified Research Administrator's Exam Prep	DORED Staff	9-Jan-19	12:00 pm - 1:00 pm
CL-007	Components of a Good Manager	John Sayres	3-Apr-19	10:00 am - 12:00 pm
CL-081	Cross Talk: Leading Effectively Across Generations	Lauren Cunningham	19-Feb-19	10:00 am - 12:00 pm
CL-084	Crucial Conversations	Linda Mangum	13-Feb-19	9:00 am - 12:00 pm
CL-060	Culturally Responsive Pedagogies	Audrey Dentith	1-Feb-19	9:30 am - 11:00 am
CL-060	Culturally Responsive Pedagogies	Audrey Dentith	12-Apr-19	9:30 am - 11:00 am
CL-096	Culturally Responsive Pedagogies: Exploring Structured Dialogue in the STEM Classroom	Brian Carey Sims	15-Feb-19	9:00 am - 12:00 pm 1:00 pm - 4:00 pm
CL-091	Designing Assessments Using Rubrics and Checklists	Audrey Dentith	9-Jan-19	9:00 am - 12:00 pm
CL-091	Designing Assessments Using Rubrics and Checklists	Audrey Dentith	9-Jan-19	1:00 pm - 4:00 pm
CL-016	Disciplinary and Grievance Policies	Linda Mangum	11-Apr-19	10:00 am - 12:00 pm
CL-001A	Emotional Intelligence Part 1 (Self-Awareness)	Frannie Varker	19-Mar-19	10:00 am - 12:00 pm
CL-001B	Emotional Intelligence Part 2 (Self-Management)	Frannie Varker	21-Mar-19	10:00 am - 12:00 pm
CL-001C	Emotional Intelligence Part 3 (Social Awareness)	Frannie Varker	26-Mar-19	10:00 am - 12:00 pm
CL-001D	Emotional Intelligence Part 4 (Relationship Management)	Frannie Varker	28-Mar-19	10:00 am - 12:00 pm
CL-087	Engaging Students Through Interactive Teaching Strategies	Audrey Dentith	8-Feb-19	12:30 pm - 2:00 pm
CL-014	Equal Employment Opportunity Diversity Fundamentals (EEODF)	Linda Mangum	31-Jan-19	9:00 am - 4:00 pm
CL-023	Green Zone	Brad Wrenn	22-Mar-19	10:00 am - 12:00 pm
CL-054	Health and Safety Ergonomics	Jarwin D Hester	14-Feb-19	10:00 am - 12:00 pm
CL-006	Implicit Bias	John Berkley	17-Apr-19	10:00 am - 12:00 pm
CL-035	Improving Student Success Through Meaningful and Timely Feedback	Regina Williams Davis	16-Apr-19	10:00 am - 12:00 pm
CL-037	Increasing Your Personal Productivity - The Process of Becoming Great	Janet Carlson	22-Jan-19	10:00 am - 12:00 pm
CL-074	People Admin - Applicant Tracking	Lonnie Crofts	21-Mar-19	10:00 am - 12:00 pm
CL-073	People Admin - Position Management	Jasmine Lester	7-Mar-19	10:00 am - 12:00 pm
CL-072	Performance Management for Employees	Margo McDougald	26-Feb-19	2:00 pm - 4:00 pm
CL-075	Performance Management for Managers	Margo McDougald	21-Feb-19	2:00 pm - 4:00 pm
CL-008	Real Colors	Allison Chisholm	15-Mar-19	9:00 am - 12:00 pm
CL-043	Resources and Support for Disciplinary Research	Paul Tuttle	24-Apr-19	10:00 am - 12:00 pm
CL-095	Revolutionary Pedagogy: Reacting to the Past Games for All Disciplines	Audrey Dentith	26-Apr-19	9:00 am - 12:00 pm 1:00 pm - 4:00 pm
CL-076	Search Committee Training	Samuel Richardson	9-Jan-19	10:00 am - 11:00 am
CL-076	Search Committee Training	Samuel Richardson	23-Jan-19	10:00 am - 11:00 am
CL-076	Search Committee Training	Samuel Richardson	6-Feb-19	10:00 am - 11:00 am
CL-076	Search Committee Training	Samuel Richardson	20-Feb-19	10:00 am - 11:00 am



COURSE		FACILITATOR	DATE	TIME
CL-076	Search Committee Training	Samuel Richardson	6-Mar-19	10:00 am - 11:00 am
CL-076	Search Committee Training	Samuel Richardson	20-Mar-19	10:00 am - 11:00 am
CL-076	Search Committee Training	Samuel Richardson	3-Apr-19	10:00 am - 11:00 am
CL-076	Search Committee Training	Samuel Richardson	17-Apr-19	10:00 am - 11:00 am
CL-076	Search Committee Training	Samuel Richardson	1-May-19	10:00 am - 11:00 am
CL-076	Search Committee Training	Samuel Richardson	15-May-19	10:00 am - 11:00 am
CL-046	Stress Management and Productivity	Janet Carlson	18-Apr-19	10:00 am - 12:00 pm
CL-077	Success Factors in Hiring	Shakina Dillard	28-Mar-19	2:00 pm - 4:00 pm
CL-092	Teaching Ideologies - Constructing Your Teaching Philosophy	Audrey Dentith	18-Jan-19	12:30 pm - 2:00 pm
CL-092	Teaching Ideologies - Constructing Your Teaching Philosophy	Audrey Dentith	22-Mar-19	9:00 am - 11:30 am
CL-018	The Art of Critical Reflection	Lauren Cunningham	7-Mar-19	9:00 am - 12:00 pm
CL-036	Title IX (Responsible Employee Training for Reporting Sexual Misconduct)	Sam Richardson	13-Mar-19	10:00 am - 12:00 pm
CL-017	Updates to VAWA and Clery Act	Sam Richardson	13-Feb-19	2:00 pm - 4:00 pm
CL-029	Writing Position Descriptions	Shakina Dillard	14-Mar-19	10:00 am - 12:00 pm
CL-015	Workplace Violence and Unlawful Workplace Harassment	Linda Mangum	27-Feb-19	10:00 am - 12:00 pm

Note:

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COURSE DESCRIPTIONS

CL-001A: Building True Collaboration Through Emotional Intelligence Part 1 (Self-Awareness)

Research on leadership over the past two decades indicates that the emotional intelligence (EI) of leaders matters twice as much as cognitive abilities such as IQ or technical expertise. EI is not in opposition to IQ but it is an extension of the individual’s potential to succeed in a people-oriented environment. This workshop will help the participant to understand his/her moods, emotions (i.e. what drives you) and understand the impact of moods and emotions on other people. This is a 4-part course, it is preferred you take all four sections however if you are unable, feel free to enroll for those you are able to attend.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
Yes

AggiesLEAD Digital Badges
High Performance Collaborative Leadership Badge

CL-001B: Building True Collaboration Through Emotional Intelligence Part 2 (Self-Management)

Part 2, of this 4-part series on Emotional Intelligence will help participants understand his/her ability to control or redirect behavior/mood, gauge flexibility when circumstances change, and determine how to strive for personal best.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
Yes

AggiesLEAD Digital Badges
High Performance Collaborative Leadership Badge

CL-001C: Building True Collaboration Through Emotional Intelligence Part 3 (Social-Awareness)

Part 3, of this 4-part series on Emotional Intelligence will help participants become more aware of other people’s emotions, needs, and perspectives as well as provide insight into areas such as goal development and maintaining optimism even in the face of failure.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
Yes

AggiesLEAD Digital Badges
High Performance Collaborative Leadership Badge



CL-001D: Building True Collaboration Through Emotional Intelligence Part 4 (Relationship-Management)

This final course, of this 4-part series on Emotional Intelligence will help participants engage in self-critical analysis regarding the quality of responses to the emotional reactions of others as well as the depth of cultural sensitivity with others. This is a 4-part course, it is preferred you take all four sections however if you are unable, feel free to enroll for those you are able to attend.

Faculty and Staff of the Future Competencies

Recruitment & Retention
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP

Yes

AggiesLEAD Digital Badges

High Performance Collaborative Leadership Badge

CL-002: Maximizing Talent Development: Moving Beyond Transactional to Transformational Leadership

The target audience for this training is managers interested in sharpening their leadership skills. In this dynamic workshop participants will be given tools to assist them with building interpersonal self-awareness and cooperation within work teams. This two-hour training will provide participants with principles for managing team conflict effectively. Participants will also learn how to influence and motivate others to build a positive, sustainable and productive workplace through collaboration.

Faculty and Staff of the Future Competencies

Recruitment & Retention
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP

Yes

AggiesLEAD Digital Badges

High Performance Collaborative Leadership Badge

CL-003: Difficult Conversations

This course provides a proven step-by-step approach to help you to conduct the most challenging conversations successfully. The ability to engage in and tackle these conversations is what makes business productive and relationships stronger. For instance, you desire agreement on a strategy, learn how to develop people, manage customer relationships, and be more productive. Then, this course will help you!

Faculty and Staff of the Future Competencies

Recruitment & Retention
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP

Yes

AggiesLEAD Digital Badges

High Performance Collaborative Leadership Badge

CL-004: Employee Motivation and Performance Management

The SHRA Performance Appraisal Policy has been implemented to ensure the successful transition of this program. SHRA, EHRA Non-Faculty, and EHRA Faculty managers/supervisors, as well as SHRA employees, will have access to this training. Managers and supervisors are required to participate and understand their evaluation.

Faculty and Staff of the Future Competencies

Recruitment & Retention
Professional Development & Efficiency

SDP

No

AggiesLEAD Digital Badges

High Performance Collaborative Leadership Badge
Institutional Business Management Badge (Elective)



CL-005: Building High Performance Teams: Five Dysfunctions of a Team

Have you ever been on a dysfunctional team? Were you frustrated? Overcoming the 5 Dysfunctions of a team is a map to understand and lead your team towards high performance. On the way, you will learn how to build trust through vulnerability, share the diversity of perspectives of team members, and then make commitments on how to move forward. Holding each other accountable and focusing on team results instead of individual silos will round out the session.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
High Performance Collaborative Leadership Badge
Institutional Business Management Badge (Elective)

CL-006: Implicit Bias

This 2 hour workshop will explore the ever-present subject of implicit biases, the unconscious manner we think and operate with in the world around us. These unowned attitudes and stereotypes, which we all have, affect our understanding, actions, and decisions every day. With a raised awareness of our implicit biases and some action steps, our hope is to move towards creating a community of more acceptance, diversity, inclusion, and equity. Participants will take at least 2 free online quick assessments in different areas of implicit bias and bring them to the session.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
High Performance Collaborative Leadership Badge

CL-007: Components of a Good Manager

In this course, you will outline ten pointers on what makes a good manager and discuss managerial encounters. For instance, you are experiencing one of the following situations: you feel you could do a better job than your manager, or you are a new manager and do not know what you are doing, or you are a new manager and just want respect, or you are a new manager and miss your old non-managerial responsibilities. You wish the University to offer training to new managers. You wonder if that would be the solution. Although it is difficult to quantify the precise cost of supervisory deficiencies, even a small deficiency could result in a loss of billions of dollars. Data indicates this problem can be costly since managers cause an impact on turnover and retention. However, well-trained managers are confident in their role and possess skills that motivate staffers to perform to the best of their abilities.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Collaboration, Innovation, & Engagement

SDP
Yes

AggiesLEAD Digital Badges
High Performance Collaborative Leadership Badge

CL-008: Real Colors

The basis of this workshop is the Real Colors® Personality Type Test: a user-friendly, intuitive tool that identifies four personality types common to all people: Gold, Green, Blue, and Orange. It all begins with the Real Colors workshop, in which participants gain an understanding of the four colors (each corresponding to a personality type). Participants will discover where they fall as an individual on the Real Colors spectrum, they will learn to recognize characteristics of each of the four colors and discuss with fellow workshop



participants what it's like to be each color. From the very beginning, participants begin to see the world from a new perspective and have fun doing it! The Fundamentals workshop is the foundation for advanced workshops designed to address common organizational topics such as stress, workplace issues, teams, and leadership.

Faculty and Staff of the Future Competencies
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
High Performance Collaborative Leadership Badge (Elective)

CL-009: Introduction to Return on Investment (ROI) Basics

In this course, you will gain the skills, resources, and knowledge that measure the value of projects and programs of all types. This course is available for all faculty and staff who wish to measure the impact of their projects and programs down to the financial return on investment. The course introduces participants to the ROI Methodology, a systematic approach to program evaluation that is proven to deliver accurate and credible results.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
Institutional Business Management Badge
High Performance Collaborative Leadership Badge (Elective)

CL-010: Introduction to Interpersonal Needs Using FIRO-B

Have you ever wondered how you come across to others in the workplace? If this may not be the way you see yourself or the impression you might not want to make, then how might you change your behavior? The Fundamental Interpersonal Relations Orientation–Behavior™ (FIRO-B®) instrument can help you better understand yourself and inform how you can work more effectively with others. Attend this interactive course to identify your three FIRO-B® areas of human interaction or interpersonal need. Then explore, discuss and practice applying your understanding to improve your personal development and team relationships.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
High Performance Collaborative Leadership Badge (Elective)
Institutional Business Management (Elective)

CL-011: Mindful Leadership

Mindful Leadership is a branch of leadership that combines what we know about leadership through neuroscience with evidence based leadership practices. Through the implementation of mindful practices leaders are able to create innovative and creative environments, nurture individuals, energize processes, and transform teams. Mindfulness is the psychological process of bringing one's attention to the internal and external experiences occurring in the present moment. Leadership is a process of achieving and aligning others behind a vision to reach a common goal. This 2 hour course will explore how in a fast paced world, mindful leaders are to clear their mind of clutter, focus on what is important, and be innovative and creative.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
High Performance Collaborative Leadership Badge (Elective)
Institutional Business Management (Elective)



CL-012: Ethics and Social Responsibility

Effective leaders understand how the success of their organizations intertwines with broader ethical and social issues. They must recognize that sustainable economic and institutional growth is not possible without considering the needs and demands of broader society. This workshop will provide participants with practical business principles that will help them identify and act on the ethical and social dimensions of business issues.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
Yes

AggiesLEAD Digital Badges
Ethical Principles Badge
Diversity Inclusion and Global Learning Badge
Student Success and Communication Badge (Elective)

CL-013: Recognizing Compliance Issues

There are more than 300 Federal and State Statutes and Regulations with which Higher Education must comply. This workshop will help increase the level of awareness of compliance issues focused in the areas of Internal Audits.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
Yes

AggiesLEAD Digital Badges
Ethical Principles Badge

CL-014: Equal Employment Opportunity Diversity Fundamentals

Welcome to the online portion of the Equal Employment Opportunity and Diversity Fundamentals training. Throughout this series of modules and curriculum, we will introduce terms, definitions, ideas, and concepts that relate to Equal Employment Opportunity and Diversity in the North Carolina State Government workplace as well as examine the social and legal history behind EEO in the United States of America.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
Ethical Principles Badge

CL-015: Workplace Violence

Committing violent acts, whether on-duty or off-duty, has the potential to influence an employee's ability to perform their job. This course will look at the University's Workplace Violence Policy and its implementation under the guideline of the Federal Occupational Safety and Health Act of 1970. In this course, you will learn how to recognize escalating behaviors or warning signs of violence, ways to prevent volatile situations, the standard response for violent situations, the location of safety devices, reporting acts of violent behaviors, and available resources available to you.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
Ethical Principles Badge



CL-016: Disciplinary and Grievance Policies

This course offers employees and management a useful tool to improve performance issues. It also provides a process that handles misconduct behavior. Participants will gain a solid understanding of what they should know when disciplinary action is needed.

Faculty and Staff of the Future Competencies Recruitment & Retention Collaboration, Innovation, & Engagement Professional Development & Efficiency	SDP No	AggiesLEAD Digital Badges Ethical Principles Badge
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CL-017: Updates to VAWA and Clery Act

The Violence Against Women Act of 1994 (VAWA) is a United States federal law. The Act provides funding towards the investigation and prosecution of violent crimes against women. It imposes automatic and mandatory restitution on those convicted, and allows civil redress in cases prosecutors chose to leave un-prosecuted. On March 7, 2013, President Obama signed a bill that strengthened and reauthorized the Violence Against Women Act. Included in the bill was the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Jeanne Clery Act and affords additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking. Every post-secondary institution, participating in Title IV financial aid programs, will be required to adhere to a host of rules and regulations regarding these laws.

Faculty and Staff of the Future Competencies Recruitment & Retention	SDP Yes	AggiesLEAD Digital Badges Ethical Principles Badge (Elective)
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CL-018: The Art of Critical Reflection

The Art of Critical Reflection course challenges us to reframe our view of critical reflection. Critical reflection is the process by which we learn, analyze and develop a deeper understanding of our experiences. Participants will be challenged to examine, analyze, and engage with our experiences in a meaningful and authentic way.

Faculty and Staff of the Future Competencies Collaboration, Innovation, & Engagement Professional Development & Efficiency	SDP No	AggiesLEAD Digital Badges Research and Community Based Scholarship Badge Teaching and Learning Practices Badge (Elective)
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CL-019: High Impact Practices

This session will focus on how high-impact educational practices (HIPs) drives learning outcomes as well as improved metrics such as retention and graduation rates. This session will strengthen your understanding and ability to provide even more meaningful and rewarding learning experiences for students, staff, and faculty alike.

Faculty and Staff of the Future Competencies Recruitment & Retention Collaboration, Innovation, & Engagement Professional Development & Efficiency	SDP No	AggiesLEAD Digital Badges Research and Community Based Scholarship Badge Teaching and Learning Practices Badge (Elective)
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CL-020: Together We Make It Work

This course is designed to provide employees with the basic principles of diversity and explore how to effectively communicate with an increasingly diverse workforce, as well as understand its relationship to productivity. It will provide an overview of federal and state laws and University policies. Each employee can reach their full potential and contribute to the overall success of the organization.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Collaboration, Innovation, & Engagement

SDP
Yes

AggiesLEAD Digital Badges
Diversity, Inclusion and Global Learning Badge

CL-021: Accessing and Understanding Intercultural Development

The course intends to support faculty and staff in increasing awareness of their cultural background and heightening their intercultural sensitivity (a lifelong learning experience). This course centers on Milton Bennett's Developmental Model of Intercultural Sensitivity (DMIS), a model of the development of one's worldview structure. Participants will complete the 30-minute online Intercultural Development Inventory (IDI) for attending the course. Also, they will interact with others during the training to explore ways to increase their intercultural awareness. Intended audience is all employees interested in incorporating intercultural competency into the curriculum or in their daily professional and personal lives.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Collaboration, Innovation, & Engagement

SDP
Yes

AggiesLEAD Digital Badges
Diversity, Inclusion and Global Learning Badge
Student Success and Communication Badge (Elective)

CL-023: Green Zone

GreenZone is an interactive training presentation designed to ensure that university faculty and staff are knowledgeable about some of the issues and concerns faced by military-affiliated students and are better able to relate with and understand the experience of these students. With GreenZone training, participants are not expected to be experts who can solve problems for military-affiliated students. The presentation provides tools and information that will help faculty and staff better serve the community of students who have given their service to our nation's armed forces.

Faculty and Staff of the Future Competencies
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
Diversity, Inclusion and Global Learning Badge (Elective)

CL-024: Seven Habits of Highly Effective People

This training is open to all Faculty and Staff who seek to live a purposeful life. Before you can adopt these seven habits, you must accomplish what Dr. Stephen R Covey calls a paradigm shift or change in perception and interpretation. These habits are just as relevant today as they were almost twenty years ago.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
Yes

AggiesLEAD Digital Badges
Institutional Business Management Badge
Office Productivity and Process Improvement Badge



CL-025: The Art of Giving and Receiving Feedback

Feedback is a part of how we work. It can be a simple comment on a project or report or can be a more detailed and structured discussion about how we are doing and what we could do even better. In this course, participants will learn various feedback methods and the impact of receiving and giving feedback.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Collaboration, Innovation, & Engagement

SDP
No

AggiesLEAD Digital Badges
Institutional Business Management Badge
Teaching and Learning Practices Badge (Elective)
Office Productivity and Process Improvement (Elective)

CL-026: Budget and Finance (Budget End User)

The target population for this course is all Faculty and Staff to help them gain an understanding of the budget. The budget has increasingly become a critical tool developed and used; especially amidst the growing financial and administrative pressures that North Carolina higher education is facing. The first hour of this course will focus on the process of translating, planning and programming decisions into specific projected financial plans for relatively short periods of time. The second-hour participants will strengthen their competency in these areas by learning various types of budgets and their components, understanding how to prepare revenue estimates and budget summaries, comprehending the process of creating, implementing and monitoring a budget; how to establish budgetary controls and contingencies and resources available for management of departmental budgets.

Faculty and Staff of the Future Competencies
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
Yes

AggiesLEAD Digital Badges
Institutional Business Management Badge

CL-027: HBCU: Are We? Are We Not? (Formerly Institutional Effectiveness)

North Carolina A&T State University's current 10-year strategic plan, A&T Preeminence 2023, is undergoing to a process that integrates issues in higher education, goals, and targets set by the University of North Carolina System's strategic plan, Higher Expectations. This course will explore the core meanings and identities of an HBCU (Historically Black College and University) in a dramatically shifting higher education landscape.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Collaboration, Innovation, & Engagement

SDP
No

AggiesLEAD Digital Badges
Institutional Business Management Badge

CL-028: Change Happens: Embrace it With Style

We all encounter change regularly in our professional and personal lives. However, the ways we approach and respond to change can vary dramatically from person to person. In this course, you will use the Change Style Indicator to determine your preferred change style and to understand the strengths and potential pitfalls of this style preference. After gaining awareness of your tendencies, strengths, and challenges, you will explore and learn how to interact with those whose style preferences differ from yours.

Faculty and Staff of the Future Competencies
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
Yes

AggiesLEAD Digital Badges
Institutional Business Management Badge (Elective)
Office Productivity and Process Improvement Badge (Elective)



CL-029: Writing Position Descriptions for People Admin.

Position descriptions form the basis for many HR actions including compensation, hiring, and performance. It is essential that supervisors include duties, organizational relationships, and knowledge in position descriptions. Class participants will learn the responsibilities for writing position descriptions, understand the format requirements for positions, and understand the basic principles and application of classification standards and guidelines.

Faculty and Staff of the Future Competencies Recruitment & Retention	SDP Yes	AggiesLEAD Digital Badges Institutional Business Management Badge (Elective)
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CL-030: Effective Writing: Grammar and Mechanics

The target population for this training is all employees. This workshop will cover basic grammar and mechanics. The facilitator will go over subject-verb agreement, punctuation, writing complete sentences, and other writing challenges that people might struggle with. Attendees are welcome to bring specific questions and receive one-on-one feedback.

Faculty and Staff of the Future Competencies Professional Development & Efficiency	SDP Yes	AggiesLEAD Digital Badges Office Productivity and Process Improvement Badge
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CL-031: Annual Faculty Evaluation for Department Chairs

The aim of this course is for participants to learn and discuss how to conduct faculty evaluations efficiently and effectively. The experience will include case studies and role-playing.

Faculty and Staff of the Future Competencies Recruitment & Retention	SDP No	AggiesLEAD Digital Badges Institutional Business Management Badge (Elective)
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CL-032: Promotion & Tenure Committee Evaluation Seminar

This course helps participants to become more aware of the strategies used to review and evaluate reappointment, promotion, tenure and post-tenure packages. The intended audience is faculty members and administrators that will participate in the promotion and tenure or post-tenure review process. Participants will assess the quality of teaching effectiveness, assess the quality of research, creative works, and evaluate the quality of the overall electronic portfolio.

Faculty and Staff of the Future Competencies Recruitment & Retention Professional Development & Efficiency	SDP No	AggiesLEAD Digital Badges Institutional Business Management Badge (Elective)
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CL-033: Appreciative Inquiry for Student Success

This course is designed to provide a brief overview of Appreciative Inquiry (AI) and how it is a model that can be used to create a paradigm shift from traditional deficit-based change to a positive, strengths-based change approach and learn ways to apply the AI methodology to organizational, institutional and personal activities.



Faculty and Staff of the Future Competencies

Recruitment & Retention
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP

No

AggiesLEAD Digital Badges

Student Success and Communication Badge

CL-034: Understanding Generation Z

Generation Z (also known as Centennials, iGeneration, iGen) is the demographic cohort after the Millennials. Participants will explore all the significant aspects of this generation. Considering that it took years for employers to adjust to millennials' specific traits and expectations, it's crucial now that they take a step back to understand how they can adapt to this younger wave of talent. Learn how Generation Z differs from previous generations and how to communicate best with Generation Z.

Faculty and Staff of the Future Competencies

Recruitment & Retention
Collaboration, Innovation, & Engagement

SDP

No

AggiesLEAD Digital Badges

Student Success and Communication Badge

CL-035: Improving Student Success Through Meaningful and Timely Feedback

This course is designed to enhance the effectiveness of instructor feedback, resulting in increased student motivation, reflexive teaching, and framing for building new knowledge from an existing knowledge base.

Faculty and Staff of the Future Competencies

Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP

No

AggiesLEAD Digital Badges

Student Success and Communication Badge

CL-036: Title IX (Responsible Employee Training for Reporting Sexual Misconduct)

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination on the basis of sex in education programs and activities and in employment. Title IX applies to all colleges and universities that receive federal financial assistance, either directly or indirectly. Although Title IX is perhaps best known for its mission to achieve gender equity in athletic programming, its protections are actually much broader in scope. The law applies to all forms of sexual discrimination including sexual harassment, sexual assault, and sexual violence at educational institutions. The first step to a successful implementation of an effective institutional response and a compliant Title IX program requires the education of faculty and staff.

Faculty and Staff of the Future Competencies

Recruitment & Retention
Professional Development & Efficiency

SDP

Yes

AggiesLEAD Digital Badges

Student Success and Communication Badge
Ethical Principles Badge

CL-037: Increasing Your Personal Productivity - The Process of Becoming Great

The aim of this course is for participants to share their experiences of peak performance and articulate what being fully engaged (being in the flow) is for them. To be conscious of such experiences informs us we have been fully absorbed in what we are doing. It is valuable to know what activities, skills, applications of knowledge, or relationships bring on peak performance so we can create the conditions for further peak performance at work or play.



Faculty and Staff of the Future Competencies
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
Yes

AggiesLEAD Digital Badges
Office Productivity and Process Improvement Badge

CL-038: Have You Seen My Mojo?

This course will explore the balance and flow of energy in your work and personal life. Through interactive and reflective activities we will explore how you spend and generate energy, where your energy comes from, and how to maintain flow and balance through your daily tasks.

Faculty and Staff of the Future Competencies
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
Health and Wellness Badge

CL-039: Understanding, Identifying and Living with Depression

People of all ages, racial, ethnic, and socioeconomic backgrounds experience depression. It is estimated to affect 16 million American adults. Almost 7% of the population had at least one major depressive episode in the past year. Many of us have failed an important examination, lost a loved one, a job, or a romantic relationship. After such losses, it is normal to feel down; however, if your mood persists longer than two weeks after the event has passed, you may have a common clinical disorder called depression. Although depression can feel like the end of the world, it is one of the most well-studied and treatable mental health conditions. Learning more about this issue is an important and courageous first step towards wellness and management of your mood.

Faculty and Staff of the Future Competencies
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
Health and Wellness Badge (Elective)

CL-040: Preparing For Retirement NC 401(k) & NC 457

In just a small amount of time, you can learn about what simple steps you can take today to help give yourself a more secure financial future and prepare for retirement.

Faculty and Staff of the Future Competencies
Recruitment & Retention

SDP
No

AggiesLEAD Digital Badges
Health and Wellness Badge (Elective)

CL-041: Let Passion Be your Power

Personal power is more an attitude or state of mind than an attempt to maneuver or control others. It is based on vision, self-awareness, strength, confidence, and most importantly focus. This training is an introduction to personal power, the workshop will guide participants through the process of identifying individual sources of power, clarifying intention and purpose, and shift self-perceived limits into personal opportunities.

Faculty and Staff of the Future Competencies
Recruitment & Retention

SDP
No

AggiesLEAD Digital Badges
Health and Wellness Badge (Elective)



CL-042: How to Get Published

There are as many ways to write a journal article as there are article writers. But having a plan and a toolkit for writing journal articles can boost your productivity. This course will start off with an overview of how to respond to journal requirements and avoid “predatory” journals. As a group, we will talk about different types of articles in the disciplines and their role in productive article writing. The instructor will present strategies for productivity, to keep your writing productive. Then we will work together on building strategies for selecting and writing in different levels of journals so that the journals’ quality matches your advancement through your careers. The workshop’s content will be tailored to participants’ interests, so please be ready to discuss a range of publishing questions.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Collaboration, Innovation, & Engagement

SDP
No

AggiesLEAD Digital Badges
Research and Community Based Scholarship Badge

CL-043: Resources and Support for Disciplinary Research

Attendees will learn how DORED facilitates disciplinary research, how we work with the different research administration offices on campus (in CAES, COE, and COST), be introduced to those who perform proposal development and their roles. Other offices on campus also provide resources and support for disciplinary research, especially university offices/divisions (e.g., Bluford Library and the Writing Center) and grant-funded capacity-building programs (e.g., the NSF-funded ADVANCE IT program and the ED-funded Title III program). Attendees will also receive a list of those non-DORED (or additional-to-DORED) resources and supports as well as the DORED-related ones.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Collaboration, Innovation, & Engagement

SDP
No

AggiesLEAD Digital Badges
Research and Community Based Scholarship Badge

CL-044: Ivory Tower to Clock Tower (Formerly Preeminence 2020)

North Carolina A&T State University has a rich and successful past because the university has consistently planned for a successful future. We are now in one of those phases of intense planning and strategizing for the future. Planning for days ahead involves introspection about identity, purpose, and direction. This class will briefly explore N.C. A&T’s history and attempt to imagine its future based on the challenges and opportunities for higher education today. Institutional, demographic, and global data will be shared to spur conversation, feedback, and goal-setting.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
Research and Community Based Scholarship Badge (Elective)

CL-045: Email Etiquette and Communications

DID YOU KNOW ALL CAPS IS SHOUTING? This is an example of netiquette; a combination of online + etiquette that refers to the formal and informal rules of conduct online, usually in texting, discussion boards, and email. In this class, we’ll compare practices and expectations of etiquette on the phone, in written



communications, and in person, and how these manifest online. We'll also discuss ways you can minimize negative or harmful online conduct and how to provide guidelines for group and course communications.

Faculty and Staff of the Future Competencies
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
High Performance Collaborative Leadership Badge (Elective)

CL-046: Stress Management and Productivity

In a fast-paced world and outcome-based workplace, stress can take its toll on both the employee and the bottom-line of the company. Failure to identify and manage work/life imbalance can have ramifications on the worker's health, family, and society. This, in turn, can trigger and/or complicate past or present life-issues, resulting in a cascade of absenteeism, presentism, accidents and disability claims, and soaring healthcare costs. This class will identify strategies for managing stress and increasing overall well-being and productivity.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
Health and Wellness Badge
Office Productive and Process Improvement Badge (Elective)

CL-047A: Design Thinking - Part 1

Design thinking is a form of solution based on problem-solving. It explores both known and ambiguous aspects of a problem to discover parameters and alternative solutions. It may lead to satisfactory outcomes. In this course, you will gain an understanding of the tenets of design thinking, such as empathetic listening to customers and clients, divergent and convergent thinking techniques, and rapid experiments in prototyping.

Faculty and Staff of the Future Competencies
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
Technology, Innovation & Creativity Badge

CL-047B: Design Thinking - Part 2

Part 2 of the Design thinking series will further explore both known and ambiguous aspects of a problem to discover parameters and alternative solutions. It may lead to satisfactory outcomes. In this course, you will gain an understanding of the tenets of design thinking, such as empathetic listening to customers and clients, divergent and convergent thinking techniques, and rapid experiments in prototyping.

Faculty and Staff of the Future Competencies
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
Technology, Innovation & Creativity Badge

CL-048A: Leading Innovation - Part 1

Gaining a competitive advantage in today's business environment increasingly demands that organizations know how to innovate. Creativity, continuous improvement, and the ability to turn ideas into action are critical to standing out above the rest. How can leaders foster a culture of innovation? What skills do you need as a leader and what skills do your teams need? This course will explore strategies to adapt any organization into a



thriving environment where ideas are encouraged and inspiration is implemented. Learn how to incorporate innovation into your dally work and develop the creative confidence to stay ahead of the curve.

Faculty and Staff of the Future Competencies
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
Yes

AggiesLEAD Digital Badges
Technology, Innovation & Creativity Badge

CL-048B: Leading Innovation - Part 2

Gaining a competitive advantage in today’s business environment increasingly demands that organizations know how to innovate. Creativity, continuous improvement, and the ability to turn ideas into action are critical to standing out above the rest. How can leaders foster a culture of innovation? What skills do you need as a leader and what skills do your teams need? This course will explore strategies to adapt any organization into a thriving environment where ideas are encouraged and inspiration is implemented. Learn how to incorporate innovation into your dally work and develop the creative confidence to stay ahead of the curve.

Faculty and Staff of the Future Competencies
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
Yes

AggiesLEAD Digital Badges
Technology, Innovation & Creativity Badge

CL-049: Federal Research, Development Funding, and Corporate Partnerships

Attendees will learn how DORED and University Advancement handle different kinds of funding: DORED handles grants, contracts, and cooperative agreements while University Advancement handles traditional philanthropy charitable gifts, donations, and contributions along with fundraising, major gifts, naming opportunities, and working with alumni. Attendees will learn about specific services offered by DORED with particular emphasis on proposal development and options for participating in externally sponsored programs. Additionally, attendees will discover how the University Advancement's Office of Development partners with faculty to develop philanthropic relationships and obtain resulting resources. They will also get an overview of how to work with the Office of Corporate and Foundation Relations.

Faculty and Staff of the Future Competencies
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
Research and Community Based Scholarship Badge

CL-050: Introduction to Qualtrics

This course is designed to orient students to the Qualtrics web-based survey tool. The course focuses on introductory processes and content. It is beneficial for those just getting started or for those who need a refresher. Qualtrics can be used for a variety of services including but not limited to, survey research, assessment, analysis, evaluation and more.

Faculty and Staff of the Future Competencies
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
Research and Community Based Scholarship Badge (Elective)



CL-051: Introduction to Service Learning

This class will cover the definition, theoretical basis, and key components of service-learning. We will describe how service-learning differs from other forms of experiential learning and the impact it has on the participants and community partners.

Faculty and Staff of the Future Competencies Collaboration, Innovation, & Engagement Professional Development & Efficiency	SDP No	AggiesLEAD Digital Badges Research and Community Based Scholarship Badge (Elective)
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CL-053: Technology in Global Learning

There is an ever-pressing need for educators to engage in both national and international collaborations and conversations to facilitate student learning on a global scale. Technology is playing increasingly significant role in educating students who must be prepared to navigate various cultures and international landscapes. Educators must utilize these technologies to achieve 21st-century learning outcomes as well as prepare students as global citizens. This course will provide participants with information and hands-on activities for improving peer learning, motivation, and global engagement utilizing collaborative online international learning strategies and technologies.

Faculty and Staff of the Future Competencies Collaboration, Innovation, & Engagement	SDP No	AggiesLEAD Digital Badges Diversity, Inclusion and Global Learning Badge
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CL-054: Health and Safety Ergonomics

Does ergonomic affect your office? This course was developed to meet the safety needs of your particular job, whether in facilities, administration or law enforcement you will experience work related challenges. This training will introduce employees to the basics of ergonomics including Muscular Skeletal Disorders and techniques to prevent workplace issues. The presentation will address fundamental ergonomics awareness, early reporting of discomfort, workstation and equipment design and usage principles, work methods and whole life activities. Attendees will participate in a mock ergonomic assessment with EHS staff.

Faculty and Staff of the Future Competencies Professional Development & Efficiency	SDP No	AggiesLEAD Digital Badges Health and Wellness Badge
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CL-055: Achieving Work-Life Harmony

Stop searching for balance and strive for harmony! Most of us seek a balance between our professional and personal lives. The idea of balancing work and life leads us to feel stressed and overwhelmed. By contrary, harmony will arrange your life through conscious choices which will take away the pressure of trying to be perfect but permitting you to be in harmony with the needs of the moment.

Faculty and Staff of the Future Competencies Recruitment & Retention Professional Development & Efficiency	SDP No	AggiesLEAD Digital Badges Health and Wellness Badge
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CL-056: Active Learning and Experiential Education

The new culture of education and academia calls us to analyze our understanding of the effective pedagogical techniques as they are implemented and utilized in numerous contexts with ever-changing demographics and expectations. College instructors are asked to develop a curriculum that values critical thinking that provides impactful experiences and generate democratic citizens. Experiential education provides a vehicle for the enhancement of student learning and growth. What do we need to learn to utilize experiential learning successfully? How might experiential education aid in the development of life-long learning and empowerment? Join us as we explore the opportunities and challenges of integrating experiential education in university and college classrooms!

Faculty and Staff of the Future Competencies
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
Teaching and Learning Practices Badge

CL-058: Teaching Methods and Modes of Instruction

This class is designed to help educators put instructional theory into practice. It will provide integrated coverage of methods and modes of classroom instruction, management, and assessment. This class will provide educators with an opportunity to reflect, question, become knowledgeable about and develop skills in instructional methods through applying and practicing these methods in a collaborative and constructive setting. The methodology of the class will include class exercises, discussion of characteristics of effective and intentional teaching; student diversity, social justice and how understanding students influences learning; planning for instruction; creating effective lessons using a variety of approaches & technologies; classroom management; assessment of student learning; and professional development. Participants should leave feeling well prepared in the art and science of teaching, and be competent in several critical teaching practices.

Faculty and Staff of the Future Competencies
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
Teaching and Learning Practices Badge

CL-059: Developing a Climate of Inquiry in the Classroom

Great teaching is often the result of having an academic culture that supports an intellectual, emotional and social context for learning that is driven by a climate of inquiry. This course is designed for leaders and educators who seek to gain an understanding of climate set for a learning environment, knowledge of factors that influence the learning climate, and how leaders transit the climate to an inquiry-based learning environment.

Faculty and Staff of the Future Competencies
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
Teaching and Learning Practices Badge

CL-060: Culturally Responsive Pedagogies

Culturally Responsive Teaching and Assessment acknowledges the diverse immense intellectual potential of all ethnically diverse students. It unleashes the higher education potential by cultivating the cognitive, sociocultural, and psychosocial aptitudes and skills of learners. Using the work of Geneva Gay, the main orchestrator of this approach, this workshop will introduce faculty to the theories, research and practice of



CRT. CRT is premised on 4 distinct components: Caring, Culture and Communication, Diversity in the Curriculum, and Cultural Congruity in Teaching and Learning. This workshop will extend CRT pedagogy to offer ways that diverse knowledge can be assessed in the college classroom.

Faculty and Staff of the Future Competencies Collaboration, Innovation, & Engagement Professional Development & Efficiency	SDP No	AggiesLEAD Digital Badges Teaching and Learning Practices Badge
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CL-061: Safe Zone LGBT Ally Development Training

Participants will develop basic language and skills to effectively support LGBTQ individuals. This training will assist participants in understanding the unique experiences of LGBTQ individuals and students in a diverse society. Participants will also learn clear ways to create systems to support LGBTQ people as emerging allies. The Safe Zone programs overall objective is for Safe Zone allies to utilize their gained knowledge and skills to foster a supportive and safe atmosphere for LGBTQ students, faculty, and staff.

Faculty and Staff of the Future Competencies Recruitment & Retention	SDP No	AggiesLEAD Digital Badges Diversity, Inclusion and Global Learning Badge
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CL-064: Customer Service Excellence

From an institution perspective, we cherish good service. Surveying is a differentiator in our stakeholder’s experience, which includes our students, parents, faculty, staff, and community. Excellence in customer service doesn't come about accidentally. Each element of this process needs to be carefully defined, planned, and managed. This course will teach you how to design a customer service excellence model, leverage the aspects of the customer service excellence model with your core business processes and learn the importance of communicating your organization’s standards.

Faculty and Staff of the Future Competencies Recruitment & Retention Professional Development & Efficiency	SDP Yes	AggiesLEAD Digital Badges Office Productivity and Process Improvement Badge Institutional Business Management Badge (Elective)
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CL-065: Team Building

If you want your team to increase performance, maintain harmony, and sharpen the focus on Preeminence 2023 goals, then this session is for you. In this three class, participants will learn about themselves, their team members, and how to successfully work together to achieve common goals. Approximately a week before the class, participants will be asked to take the DISC profile, an attribute inventory based on the ground-breaking work of Harvard-educated artist, attorney, and psychologist William Marston. You will receive instructions on how to complete this assignment by email. We will use the Disc Profile to learn about your personal attributes and those of your co-workers.

Faculty and Staff of the Future Competencies Recruitment & Retention Collaboration, Innovation, & Engagement Professional Development & Efficiency	SDP Yes	AggiesLEAD Digital Badges N/A
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CL-067: Unlawful Workplace Harassment/Sexual Harassment

Harassment is a form of employment discrimination that violates several federal and state laws. Prevention is the best tool to eliminate harassment in the workplace. In this class, you will learn about the types of harassments and the appropriate steps to prevent and correct unlawful harassment.

Faculty and Staff of the Future Competencies Recruitment & Retention	SDP No	AggiesLEAD Digital Badges N/A
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CL-068: Trauma-Informed Practices and Self-Care

Many first-responders who intervene in crisis situations are men and women who put everything on the line to save and serve humanity. But we often fail to see scars in their lives that show the impact of working with the victims of trauma or dealing with the trauma itself. Are there Trauma-Informed strategies for balancing sensitivity to the victim’s mental status, following the trauma, and securing the needed information for prosecuting the offender? This course will explore self-care strategies used in dealing with secondary trauma.

Faculty and Staff of the Future Competencies Professional Development & Efficiency	SDP No	AggiesLEAD Digital Badges N/A
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CL-069: Technology for Student Success

This course is designed to give participants the skills required to utilize the GradesFirst system. Participants will be given a brief overview of how the system should be used, how to send alerts, campaigns, email correspondence, scheduling, and advising reports, in addition to other strategies that will be effective during student advisement.

Faculty and Staff of the Future Competencies Collaboration, Innovation, & Engagement Professional Development & Efficiency	SDP No	AggiesLEAD Digital Badges Student Success and Communication Badge
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CL-070: Scaling Excellence

Scaling excellence is not about doing more but doing things better, unlike how growth is defined. Innovation is not about new ideas, but it is about taking already existing ideas and improving them. This class is based on the premise that scaling is a crucial skill for building innovation and creativity. You will learn best practices and principles for scaling excellence, explore case studies, and identify ways in your own professional work where scaling excellence principles can be applied.

Faculty and Staff of the Future Competencies Collaboration, Innovation, & Engagement Professional Development & Efficiency	SDP No	AggiesLEAD Digital Badges Technology, Innovation and Creativity Badge
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CL-071: Promotion and Tenure Dossier Preparation for Faculty

The aim of this class is for participants to learn and discuss how to evaluate evidence of scholarship. Realistic discussions and examples of the review process from the viewpoint of the candidate and the review committee.

Faculty and Staff of the Future Competencies	SDP	AggiesLEAD Digital Badges
Recruitment & Retention Collaboration, Innovation, & Engagement	No	Research and Community Based Scholarship Badge (Elective)

CL-072: Performance Management for Employees

The new SHRA Performance Appraisal Policy was implemented April 1, 2017. The new program has many key changes that will affect the evaluation process for SHRA employees. To ensure a successful transition in the management of the program, training opportunities are being offered for all SHRA, EHRA Non-Faculty, EHRA Faculty managers/supervisors, and SHRA employees. It is imperative that managers and supervisors participate in the training and strongly encourage SHRA employees to partake in the training to understand how you will now be evaluated.

Faculty and Staff of the Future Competencies	SDP	AggiesLEAD Digital Badges
Recruitment & Retention Professional Development & Efficiency	No	N/A

CL-073: People Admin System Navigation - Position Management Module

This class will provide you with an overview of the Position Management module. This basic training is great for people who need to see system navigation demonstrated or who want to know more about its main technical functions. Training is open for employees with People Admin user access as initiators or approvers.

Faculty and Staff of the Future Competencies	SDP	AggiesLEAD Digital Badges
Recruitment & Retention Professional Development & Efficiency	No	N/A

CL-074: People Admin System Navigation - Applicant Tracking Module

This class will provide you with an overview of the Applicant Tracking module. This training is great for people who need to see system navigation demonstrated in order to post positions and manage applicants. Training is open for employees with People Admin user access as initiators, approvers or applicant reviewers.

Faculty and Staff of the Future Competencies	SDP	AggiesLEAD Digital Badges
Recruitment & Retention Professional Development & Efficiency	No	N/A



CL-075: Performance Management for Managers

The new SHRA Performance Appraisal Policy was implemented April 1, 2017. This new program has many key changes that will affect the evaluation process for SHRA employees. To ensure a successful transition in the management of this program, training opportunities are being offered for all SHRA, EHRA Non-Faculty, and EHRA Faculty managers/supervisors, as well as SHRA employees. It is imperative that managers and supervisors participate in the training and strongly encourage SHRA employees to partake in the training to understand how you will now be evaluated.

Faculty and Staff of the Future Competencies	SDP	AggiesLEAD Digital Badges
Recruitment & Retention	No	N/A
Collaboration, Innovation, & Engagement		
Professional Development & Efficiency		

CL-076: Search Committee Training

The Search committee course is for anyone who is the chair or a member of a search committee. This class must be completed before you can serve on a search committee. It will provide information to design and conduct a legal, correct, and effective search and also provide effective strategies for hiring the best candidate. Lastly, this class will identify critical steps in the search process.

Faculty and Staff of the Future Competencies	SDP	AggiesLEAD Digital Badges
Recruitment & Retention	No	N/A

CL-077: Success Factors in Hiring

Effective and legally sound pre-employment screening increases the chances of selecting qualified, motivated, dependable employees. Hiring Managers have critical responsibilities to select employees on the basis of job-related qualifications in accordance with all applicable laws and regulations. This class is designed to provide an overview of key recruitment related activity with specific emphasis on the do's and don'ts in order to decrease the likelihood of mistakes that result in adverse legal action against the University. The guide also includes pre-employment selection process suggestions and several applications to help managers with various parts of the selection process.

Faculty and Staff of the Future Competencies	SDP	AggiesLEAD Digital Badges
Recruitment & Retention	No	N/A

CL-079: The Best Revenge is Your Paper: Combating Imposter Syndrome as Black Women in Academia

Research shows Impostor Syndrome is a phenomenon impacting self-perception and lived experiences of high achieving women, especially in the academe. Many women of color experience Impostor Syndrome at various levels of their academic and professional careers in higher education. The purpose of this class is to understand the Impostor Syndrome and recognize its signs and consequences. This interactive session will utilize Black Feminist Thought and pop culture references (i.e. music, TV, film and social media, etc.) to examine effective leadership qualities to overcome Impostor Syndrome. Participants will develop personal and professional strategies to confidently address this phenomenon and receive additional resources to add to their toolbox.



Faculty and Staff of the Future Competencies
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
N/A

CL-080: Understanding Personality Type through the MBTI

The MBTI® course is designed to be an introduction to your personality type and assist you to yield powerful insights at the individual and team levels. Through the use of the MBTI® assessment you will be able to identify how to strengthen relationships, improve communication skills, increase team performance, understand and reduce conflict, increase the ability to manage change and reduce stress, improve time management, identify personal work styles, as well as identify strengths and opportunities for improvement in these areas.

Faculty and Staff of the Future Competencies
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
N/A

CL-081: Cross Talk: Leading Effectively Across Generations

Has communicating with someone at work ever leave you thinking, “I don’t know what just happened?” Well, let’s learn together at Cross Talk: Leading Effectively Across Generations, a course designed to engage learners in an experiential learning opportunity focused on generational communication styles, as well as examine the impact of intergenerational communication has on how we lead, develop, teach, learn from, supervise, and effectively work with others. According to an article published by the Pew Research Center in April of 2018, Millennials make up 35% of the labor force and projected to become the largest living adult group in the nation in 2019, surpassing Baby Boomers (Cilluffo & Cohn, 2018). Record numbers of Americans are living together across racial, gender, and age groups. The late American poet and historian, Maya Angelou said once “I learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.” Our words, despite their intent will positively or negatively impact others. How we communicate with others matters.

Faculty and Staff of the Future Competencies
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
High Performance Collaborative Leadership Badge (Elective)

CL-082: Women’s Way of Leading

It is said that leadership transcends position, role, and hierarchy, however what about gender? Do men and women lead differently? Emerging views on leadership argue that women lead differently than men. For centuries women have used their leadership to transform themselves, their families, their organizations, and communities, what methods have they used? This course will examine what unique skills and competencies women bring to leadership, how women engage in the process of leadership, and discuss gender differences that influence how women express their leadership and how women’s way of leading is received by others.

Faculty and Staff of the Future Competencies
Collaboration, Innovation, & Engagement
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
High Performance Collaborative Leadership Badge (Elective)



CL-084: Crucial Conversations

Crucial Conversations teaches skills for creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics—at all levels of your organization. By learning how to speak and be heard (and encouraging others to do the same), you'll surface the best ideas, make the highest-quality decisions, and then act on your decisions with unity and commitment.

Faculty and Staff of the Future Competencies Professional Development & Efficiency	SDP No	AggiesLEAD Digital Badges NA
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CL-085: Cultural Intelligence

We define Cultural Intelligence (CI) as seeing a more expansive view of reality and leveraging that reality the most effective way possible. Similar to Emotional Intelligence (EI). First, we need to increase our awareness of cultural preferences from an ethnocentric view (narrow focus) to an ethnic relative (broad-minded) view. Next, we need to leverage those preferences to meet the context and unique characteristics of different groups. Mastering the use of different cultural preferences are the goals of Cultural Intelligence.

Faculty and Staff of the Future Competencies Recruitment & Retention Professional Development & Efficiency	SDP No	AggiesLEAD Digital Badges Diversity, Inclusion and Global Learning Badge (Elective)
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CL-086: Do You Hear Me Now?

Have you ever wondered why the messages you have communicated were not received and interpreted the way you intended? If so, maybe it is time to brush up on your communication skills. In this course, you will learn how to assess your learning style, which will help you to engage, instruct, and communicate with others.

Faculty and Staff of the Future Competencies Recruitment & Retention Professional Development & Efficiency	SDP No	AggiesLEAD Digital Badges Student Success and Communication Badge (Elective)
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CL-087: Engaging Students Through Interactive Teaching Strategies

This workshop will offer intentionally designed activities for interactive teaching that will increase student engagement in class.

Faculty and Staff of the Future Competencies Collaboration, Innovation, & Engagement Professional Development & Efficiency	SDP No	AggiesLEAD Digital Badges NA
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CL-091: Designing Assessments Using Rubrics and Checklist

Rubrics are effective ways of saving grading time, conveying effective feedback and promoting improved student learning. They ensure engagement, clarity and equity. Rubrics also fosters reflection on your teaching objectives and your likelihood of accomplishing them. Based on Dr. Dannelle Stevens and Antonia Levi's book, "Introduction to Rubrics", this workshop will introduce the principles, purposes and development of rubric assessments. Participants will learn how to construct rubrics and connect them to learning goals and



objectives including how to apply them to specific assignments and application to a wide variety of courses. Faculty should bring a description of an existing or proposed course assignment.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
Student Success and Communication Badge (Elective)

CL-092: Teaching Ideologies – Constructing Your Teaching Philosophy

This workshop is intended to help experienced and novice faculty to better understand the educational philosophies they are likely to encounter in their everyday experiences as teachers. Using Michael Schiro’s work on Curriculum Theory, four visions of teaching ideologies will be introduced: Scholar Academic, Social Efficiency, Learner-Centered and Social Reconstruction. Participants will do a self-assessment and graph their own responses to uncover and construct their own teaching philosophy. This workshop supports the personal development of one’s teaching philosophies.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
Student Success and Communication Badge (Elective)

CL-093: Certified Research Administrator’s Exam Prep

The Certified Research Administrator (CRA) exam is the professional certification standard in the field of research administration (<http://www.racc-cert.org/handbook-online-application-for-research-administrators/>). CRA certification holders have demonstrated broad and deep knowledge of the field. This course assists individuals in preparing for the exam by providing a 12-week structured breakdown of the CRA body of knowledge (<http://www.racc-cert.org/cra-body-of-knowledge/>). Course participants who are eligible to take the exam and who attend 10 or more sessions will have their test fee covered by the University.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
Student Success and Communication Badge (Elective)

CL-095: Revolutionary Pedagogy: Reacting to the Past Games for All Disciplines

Reacting to the Past (RTTP) pedagogy, used at over 350 colleges and universities around the world, involves complex role-playing games centered on rich texts informing flashpoints in history and culture. In order to fulfill their victory objectives and “win”, students must write effectively, speak persuasively, read closely, collaborate, take initiative, think creatively and critically, solve problems, and conduct library research - in sum, everything we have always tried to get them to do. RTTP games are used in numerous disciplines from humanities to STEM, with subjects ranging from the struggle to invent democracy in Athens 403 BCE to acid rain to Title IX. Faculty report dramatically enhanced student engagement and renewed enjoyment in teaching. In this workshop faculty will play a condensed version of a game in order to experience the pedagogy from the students’ perspective. Following the game, participants will glean practical information about how to implement it in their classes.

Faculty and Staff of the Future Competencies
Recruitment & Retention
Professional Development & Efficiency

SDP
No

AggiesLEAD Digital Badges
Student Success and Communication Badge (Elective)



CL-096: Culturally Responsive Pedagogies: Exploring Structured Dialogue in the STEM Classroom

Reacting to the Past (RTTP) pedagogy, used at over 350 colleges and universities around the world, involves complex role-playing games centered on rich texts informing flashpoints in history and culture. In order to fulfill their victory objectives and “win”, students must write effectively, speak persuasively, read closely, collaborate, take initiative, think creatively and critically, solve problems, and conduct library research - in sum, everything we have always tried to get them to do. RTTP games are used in numerous disciplines from humanities to STEM, with subjects ranging from the struggle to invent democracy in Athens 403 BCE to acid rain to Title IX. Faculty report dramatically enhanced student engagement and renewed enjoyment in teaching. In this workshop faculty will play a condensed version of a game in order to experience the pedagogy from the students’ perspective. Following the game, participants will glean practical information about how to implement it in their classes.

Faculty and Staff of the Future Competencies

Recruitment & Retention
Professional Development & Efficiency

SDP

No

AggiesLEAD Digital Badges



ADDITIONAL PROFESSIONAL DEVELOPMENT

Aggie Mart

These courses will provide the fundamentals to enable participants to approve requisitions and invoices in AGGIE-MART. Participants will learn the fundamentals necessary to create a cart and a requisition in AGGIE-MART by shopping from the vendor's website, and online catalog, or using a quote from the vendor.

How to Enroll

[Click here to register](#)

Or visit learn.ncat.edu and search for AggieMart training under Business and Finance

Contact

Wendelin Douglas

(336) 285-2985

wdouglas@ncat.edu

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All students, faculty, and staff now have access to Lynda.com. Lynda.com offers access to IT and business skills, books, and other online learning assets all designed to enhance business and technical skills. All benefits-eligible University employees, as well as students, have free, 24 x 7 access. To login to your account click [here](#). Use your OneID credentials to access the system. For additional information contact Sara Nevedal, sineveda@ncat.edu, 336-285-4493

ITSDE Workshops

Through workshops, learning communities and consultations, ITSDE works with faculty, staff, and students offering support for technology adoption and innovation. Sign up for hands-on training with Adobe Creative Suite, Microsoft Office, and Multimedia Applications. Instructional Technology training is also available for tools like Blackboard and other online teaching tools. To view course offerings and to register.

[Click here](#)

Take your skills to the next level with inspiring workshops!

Workplace Answers Courses

Workplace Answers provides engaging online compliance training. For more information and registration contact Linda Mangum, Director of Employee Relations/AAO/Title IX Coordinator, (lmangum@ncat.edu) 336.285.3769. The following is a list of available courses.



Code of Conduct for Higher Education

In this course, the participant will navigate through ethical situations and understand the importance of a code of conduct policies as well as why confidentiality relates to investigations. The course will provide examples of real-life consequences of conduct violations.

Conflict Resolution

The benefit of this course is to train on conflict resolution strategies, examine different kinds of conflicts in the workplace, and explore various solutions to conflict situations. The concepts of this course will help the trainees to recognize helpful and harmful conflicts and know how to face conflict head-on.

Workplace Answers (continued courses)

EEO Laws and Discrimination Prevention

The EEO Laws course explains the equal employment opportunity (EEO) laws and covers protected categories by federal, state, and local laws. It also explains prohibited employment practices, including unlawful harassment and discrimination, and details the investigation process and protection from retaliation. The course offers additional information that is crucial for supervisors, including interviewing, hiring, discipline, and firing.

FERPA for Higher Education

Faculty and staff will receive a comprehensive overview of FERPA, including interaction of other laws with FERPA. The employee will explore in depth the types of student information protected by FERPA. In this course, you will also learn about your responsibility to maintain confidentiality of student information and records.

Interviewing for Higher Education Hiring Committees

In this course, employees will learn how to make hiring choices and how to navigate the hiring process by avoiding potential legal and personal problems. Other features in this course include how to find the best employee, how to spot red flags in applications, and how to conduct a legally proper interview. The Interviewing for Higher Education Hiring Committees course is a complimentary course.

Lawful Hiring

In this course, employees will learn how to make knowledgeable hiring choices and how to navigate the hiring process by avoiding potential legal and personnel problems. Other features in this course include how to find the best employee, how to spot red flags in applications, and how to conduct a legally proper interview. The Interviewing for Higher Education Hiring Committees course is a complementary course. Therefore, it is recommended that you take both courses.

Preventing Discrimination and Sexual Violence: Title IX, VAWA AND Clery Act for Faculty and Staff

In this course, faculty and staff will learn of their responsibilities as mandated by Title IX and other federal laws. The learner will cover definitions and complexities regarding consent, how faculty and staff can avoid re-victimization, and an explanation of components and goals of the laws prohibiting sexual violence, sexual assault, dating violence, intimate partner violence, domestic violence and stalking.

Respect and Inclusion Series: Transition to Respect

A unique, respectful, cutting edge course that provides a comprehensive understanding of transgender issues that helps an employee understand their transgender coworkers. This course will provide clear guidance on



which pronouns to use with transgender people and assist in managing gender transitions during employment. You will learn guidance regarding respectful language.

[Title VI for Higher Education Faculty and Staff](#)

Teaches all faculty and staff their legal requirements under Title VI by educating on what could be discrimination. Faculty and staff will learn about their responsibilities under the law, increase their accountability, and how to apply the law in the different facets of academic life.

[Unlawful Harassment prevention for Higher Education Staff](#)

This course educates faculty and staff on how to recognize and report potential harassment early and teaches employees their role in contributing to a harassment-free environment. Some of the key course concepts are definitions of what constitutes unlawful harassment and an explanation of how to identify and resolve instances of harassment.



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**NORTH CAROLINA
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