Online Training Courses Rotation	Course Title	Length
	Required Courses for Faculty	**Length**
1	Avoiding Conflicts of Interest	6 minutes
2	FERPA for Higher Education	30 minutes
3	Title IX for Higher Education	30 minutes
4	Workplace Harassment Prevention for Employees	30 minutes
	Required Courses for Staff	
1	Avoiding Conflicts of Interest	6 minutes
2	Rapport Building in Customer Service Relationships	28 minutes
3	Title IX for Higher Education	30 minutes
4	Workplace Harassment Prevention for Employees	30 minutes

5	Your Role in Workplace Diversity	30 minutes
	Professional Development Courses for Faculty and Staff	
1	Microsoft Excel 2016 Essentials: Formatting Data	54 minutes
2	Microsoft Excel 2016 Essentials: Data Presentation Strategies	48 minutes
3	Microsoft Excel 2016 Essentials: Formulas And Functions	68 minutes
4	Microsoft Excel 2016 Essentials: Charts, Tables, And Images	57 minutes
5	Microsoft Excel 2016 Essentials:Creating, Editing and Saving Workbooks	64 minutes
6	Effectively Directing & Delegating as a Manager	30 minutes
7	Encouraging Team Communication and Collaboration	30 minutes
8	Feedback and Its Vital Role in the Workplace	60 minutes
9	Mantaining a Cohesive Multigenerational Workforce	25 minutes

10	Making Change Stick	25 minutes
11	Motivating Your Employees	24 minutes
12	Navigating Other People's Emotions	25 minutes
13	Navigating Your Own Emotions	28 minutes
14	Rapport Building in Customer Service Relationships	28 minutes
15	The Many Approaches to Facing Workplace Conflict	30 minutes
16	The Reality of Being a First-time Manager	26 minutes
17	The Value of Peer Relationships	60 minutes
18	Understanding Unconscious Bias	25 minutes
19	Working with Difficult People: Identifying Difficult People	60 minutes
20	Your Role in Workplace Diversity	30 minutes

	Compliance Courses for Faculty and Staff	
1	Avoiding Conflicts of Interest	6 minutes
2	Business Ethics	30 minutes
3	FERPA	30 minutes
4	FMLA Leave and More: An Overview of Legally Protected Leave	30 minutes
5	Global Export Compliance	30 minutes
6	Workplace Harassment Prevention for Employees	30 minutes
7	HIPAA - Privacy Rule for Covered Entities	30 minutes
8	HIPAA - Security Rule for Covered Entities	30 minutes
9	Title IX for Higher Education	30 minutes
10	Wage and Hour for Managers (FLSA)	30 minutes

First Time Leadership Program and Professional Development Courses Available

Art of Delegation	50 Minutes
Budgeting & Bookkeeping	120 minutes
Communcating Across Multiple Generations	50 minutes
Diversity in the Workplace	17 minutes
EPAF Origination CPI Required Additional Job (PowerPoint)	20 minutes
EPAF Quickquide: Approving EPAF's (PowerPoint)	30 minutes
EPAF Quickquide: Setting Up and Acting as a Proxy (PowerPoint)	30 minutes
First Time Leadership	90 minutes
Hazmat (Hazardous Materials) Training	7 minutes
Human Resource Basics	120 minutes

Managing Stressful Situations at Work	50 minutes
Managing the Change Process	50 minutes
Managing Time Wisely	50 minutes
Mentoring Others	50 minutes
Motivating Yourself and Others	50 minutes
Persi Late Career	60 minutes
Persi Mid Career	60 minutes
Persi New Career	60 minutes
Power of Networking	50 minutes
Purchasing at ISU	120 minutes
Resolving Conflict in the Workplace	50 minutes

Skills of a Good Communicator	50 minutes
Vacancy to Hire	53 minutes

For questions or assistance contact Jasmine at 282-2519/howejasm@isu.edu

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