



Academic Leadership Development Program
Additional Development Opportunities

<p style="text-align: center;">Human Resources/ Training, Learning and Development http://hr.tufts.edu</p> <p style="text-align: center;">Contact Information Emma-Kate Kallevik Senior Training Coordinator Emma-Kate.Kallevik@tufts.edu</p>	<p>Human Resources/Training, Learning and Development (TLD) offers training and development opportunities for staff employees across the university at all levels of employment. A key focus of the group is to identify training, learning and development needs of staff and to design robust training programs to be offered on a scheduled basis throughout the year. Examples of training offerings include:</p> <p>Foundations of Leadership: The FOL program provides a confidential learning environment, where managers practice leadership skills and gain insights from their colleagues through participation in small group discussions and activities. This program consists of six full day modules and is offered regularly throughout the year.</p> <p>Foundations of Administrative Support at Tufts (FAST): The FAST program, which is a collaboration between HR, Finance, UIT, Catering and Facilities, is an essential program for staff in administrative roles. The program is offered in a series of four four-hour modules focused on Technology, Finance, Meeting and Event Planning and Human Resources.</p> <p>Tufts Performance Development Program: Modules offered to coincide with the performance planning and performance review phases of the Tufts Performance Development Cycle.</p> <p>Additional programs coming soon include: Customer Service Influencing and Communication Skills</p> <p>Visit TELD (http://go.tufts.edu/tufts_hr) to view the scheduled HR/TLD training offerings.</p>
<p style="text-align: center;">Finance http://finance.tufts.edu/training</p> <p style="text-align: center;">Contact Information: Carol Liedes Finance Training Manager Carol.Liedes@tufts.edu</p>	<p>Finance Forms, Policies & Procedures: This course is designed for new employees with administrative financial responsibilities, or those currently at Tufts who need a 'refresher'. Content includes all of the accounting forms used for internal and external procurement and the associated policies and procedures set by Tufts. Some federal regulations pertaining to the forms are covered. Areas of discussion will include interdepartmental requisitions, travel and business expense, hiring and paying consultants, requisitions and purchase orders.</p> <p>PeopleSoft Report Basics: Specifically designed for those new to Tufts or new to a position with financial reporting responsibility, this course reviews the four basic PeopleSoft financial reports generated weekly: financial summary, transaction detail, open commitment, labor. Specific fields and drill down capability will be covered.</p> <p>Department Salary Reporting: This course is a two-part course (demonstration and computer lab) and is for all employees who, per their School's Budget and Fiscal Officer, are given access and responsibility for managing the salary of all associated employees for their department. Specifics of the class include downloading data for projections, analyzing actual salaries in different formats and review of salary expenditures from a budget management view.</p>

	<p>Grant Compliance: This overview course covers the basics of effort reporting and expense transfers, as well as in depth information about federal regulations, specifically A21 and the Fly America Act legislation.</p> <p>Effort Reporting at Tufts: What is effort reporting? This course will give you the specifics, and how to comply with policy and procedure pertaining to this federal requirement. A complete review of the effort reporting document is provided as well.</p> <p>Expense Transfers on Grants: If you on occasion need to move a charge that has been posted to a grant, then you should enroll in this course! The expense transfer form and related guidelines are reviewed in depth. If you manage grants, this course is a must.</p>
<p style="text-align: center;">Office of Equal Opportunity (OEO) http://oeo.tufts.edu/training/</p> <p style="text-align: center;">Contact Information: Nadra Sultan OEO Coordinator Nadra.Sultan@tufts.edu</p>	<p>OEO provides training to departments by request on such EEO related issues as: sexual harassment, discrimination prevention, affirmative action, diversity in recruitment, and disability resources. Other resources include:</p> <ul style="list-style-type: none"> ○ Online sexual harassment training for new managers and supervisors hired at Tufts. ○ Online ADA training for newly hired managers, supervisors and faculty members. ○ Special EEO-related "discussions" for faculty groups that may be incorporated into department and chair meetings. ○ CO-trainings offered by members of both OEO and HR in the areas of diversity as it pertains to recruitment and selection.
<p style="text-align: center;">University Counsel http://universityrelations.tufts.edu/legal</p> <p style="text-align: center;">Contact Information: Denise Martins Administrative Assistant Denise.Martins@tufts.edu</p>	<p>For more information regarding legal training email Deke Mathieu, Senior Legal Counsel, at Dickens.Mathieu@tufts.edu</p>
<p style="text-align: center;">University Relations http://universityrelations.tufts.edu</p> <p style="text-align: center;">Contact Information: Robin Smyton Administrative Assistant Robin.Smyton@tufts.edu</p>	<p>For more information regarding communications training for faculty on the Medford and Grafton Campuses email Kim Thurler, Director of Public Relations, at Kim.Thurler@tufts.edu</p> <p>For information regarding communications training for faculty on the Boston Campus email Jennifer Kritz, Deputy Director of Public Relations – Boston, at Jennifer.Kritz@tufts.edu</p>
<p style="text-align: center;">CELT http://celt.tufts.edu</p> <p style="text-align: center;">Contact Information: Roberta Sullivan Program Coordinator Roberta.Sullivan@tufts.edu</p>	<p>The Center for the Enhancement of Learning and Teaching is a central resource for schools on all three Tufts campuses. We strive to promote teaching innovation and support teaching-related initiatives, while collaborating and coordinating faculty development initiatives between campuses. The Center works across the university to provide: professional development opportunities in the form of seminars and workshops, individual consultations for faculty on teaching, assessment, and evaluation, and electronic and print resources to support faculty programs. For more information about CELT's offerings please visit: http://celt.tufts.edu/?pid=3</p>
<p style="text-align: center;">Academic Technology http://at.tccs.tufts.edu</p> <p style="text-align: center;">Contact Information: Rebecca Sholes AT Senior Faculty Development Consultant Rebecca.Sholes@tufts.edu</p>	<p>UIT Academic Technology enables the university and its diverse academic communities to realize their vast potential in teaching, learning, and research through the innovative design and meaningful integration of technology to meet broad and local goals. For information on upcoming events please visit: http://uit.tufts.edu/at/?pid=28&c=29</p>