

Admin U Organization and Structure

Admin U: Impacting the world of UTD

Basic Core Classes

Admin U 1: Creating a Positive Culture of Success

Admin U 2: Admin Essentials 1—Getting Things Done

Admin U 3: Admin Essentials 2—Getting Things Done

Admin U 4: Proactively Managing Your Work World

Admin U 5: Event Planning

Admin U 6: Business Communication and Etiquette

Admin U 7: Safety and Security

Admin U 8: 360 Leadership (Lead from Where You Are)



Electives

Professional Development

Performance Management

Navigating Workplace Conflict

Emotional Intelligence Series

Motivating Yourself and Others

Office Etiquette

4 Disciplines of Execution

PeopleSoft University

If you have completed PeopleSoft University you can receive 2 Credits toward Admin U.

Business and Human Resources

- HR Hiring
- HR Employee Relations
- HR Benefits and Leave
- Rocking the University Risks
 - The Three F's of Fraud
 - E-Procurement and Purchasing
 - EAJ
- One Card Fundamentals
- Completing a Formal Bid Request
- Working with Independent Contractors
 - Accounts Payable in eProcurement
 - Account Reconciliation

Technology Classes

In the past, UTD's Office of Information Technology has offered special classes to help individuals develop their software skills, particularly in Microsoft Office products. These classes are no longer offered by OIT. If you have taken any of these classes in the last two years, you will receive credit toward your achievement level. (**Note: Credit is not given for basic Oracle, Orion, or PeopleSoft training.**)

Admin U: Impacting the World of UTD

Mission of Admin U:

Recognizing the critical nature of the University's administrative support roles, Admin U's mission is to provide training and resources, as well as ongoing growth and development opportunities, to ensure the success of our administrative support staff.

Summary of Admin U:

The Admin U certification series has been designed to provide both initial and ongoing training for those who serve the University in administrative support roles. In the past, the series was comprised of seven core classes. Beginning in 2019, an eighth class was added to the core. These eight classes provide the foundation for all other classes. These core classes will be offered in a cohort format.

With their supervisors' support and permission, participants in Admin U may choose to take electives that build upon their current job knowledge and skill; thereby, taking them to higher levels of proficiency. These electives may also be selected based upon the specific roles and duties assigned to the participant.

The participant will earn a standard certificate for completing the eight basic core classes. In order to recognize exemplary employees, we have designated four additional certification levels beyond the standard certificate:

1. **Ruby Level** – The participant completes five additional elective classes
2. **Sapphire Level** – The participant completes eight additional elective classes
3. **Emerald Level** – The participant completes eleven additional elective classes
4. **Diamond Level** – The participant completes sixteen additional elective classes

The Eight Core Classes – The eight core classes, as well as the majority of our elective classes, emerged after 18 months of interviews and discussions with multiple departments and Administrative Assistants across the campus. In addition to these discussions, Human Resources also consulted with other Universities about their training practices for administrative staff. (Note: While the sessions below are numbered and listed in order, sessions 4 – 8 may not be offered in sequence due to the availability of the subject matter experts that will be teaching these sessions.)

Session 1: (September 17, 2020) - Creating a Positive Culture of Success at UTD – Session 1 is designed to give the participants a better understanding of the UTD's mission, vision, values, and culture through examining the University's organizational structure. In this session, we will also discuss best practices for personal growth and success.

Session 2: (October 1, 2020) - Admin Essentials I: Getting Things Done – Sessions 2 and 3 are designed to be an interactive and “hands-on” format where the participants will be guided by the instructor(s) to explore the University’s web pages to find critical information, forms, documentation, policies, etc. Content will be based and presented according to the organizational structure of the University with the intent of providing participants with a comprehensive overview of the reporting lines, culture, and values of the University that were introduced in Session 1.

Session 3: (October 15, 2020) - Admin Essentials II: Getting Things Done – This will be a continuation of Session 2.

Session 4: (October 29, 2020) - Proactively Managing Your Work World – Session 4 will concentrate on practical ways to organize the office (and the boss!). Time will be dedicated to learning best practices as they relate to efficiently managing files, multiple calendars, projects, and time.

Session 5: (December 3, 2020) - Event Planning – This session will be led by Coree Burch, Meredith Hamilton, and Rachel Shockey, Events Planners from the Office of Advancement. This class will focus on all things necessary to plan events on the UTD campus including room reservations, facilities requests, catering, and risk management.

Session 6: (November 12, 2020) - Business Communication – Elizabeth Bruce, coordinator of the Business Communication Center from the Jindal School of Management, will be teaching this class. She will discuss and demonstrate best practices as they relate to email, letters, phone calls, and face-to-face communication as well as addressing how to effectively interact in a culturally diverse workplace.

Session 7: (November 19, 2020) - Campus Safety & Security – This session, conducted jointly by Environmental Health and Safety, UTD Police, and Information Security, explores ways to keep our campus safe and steps to take during emergency situations. In addition, the class will examine the latest scams and information security updates.

Session 8: (January 14, 2021) – Lead from Where You Are (360 Degree Leadership) – Formerly an elective class in Admin U, this class is now a part of the core of classes. This class is designed to assist individuals in understanding that everyone has the potential and responsibility for leadership. The goal of the class is to help people understand the strength and influence of where they currently reside in the workplace and to introduce them to skills that will help them lead from that position.

Potential Electives

A. Professional Development Classes (Participants in Admin U who have completed any of these classes within the past two years will be given credit toward their certification. These classes are typically offered every semester. We have included the schedule below.)

- **Office Etiquette:** This workshop focuses on how to be a great colleague by understanding and applying the Platinum Rule. Best practices in the workplace will be discussed. **(TBA)**
- **The Four Disciplines of Execution:** Based on the “wildly” successful book, The 4 Disciplines of Execution, this class introduces the participants to the simple, repeatable, and proven formula for executing important priorities. The 4 Disciplines include: 1) Focusing on the Wildly Important; 2) Acting on Lead Measures; 3) Keeping a Compelling Scoreboard; and 4) Creating Accountability. **(TBA)**
- **Performance Management:** This class is formerly a part of our Manager and Supervisor Certification Series. We now offer it to all staff at UTD. The class examines how to manage the performance of others and facilitate their success by learning the importance of developing rapport, providing ongoing feedback, goal setting, and embracing difficult conversations as a means of providing instruction and support. The class also reviews the Annual Performance Review process. **(TBA)**
- **Navigating Workplace Conflict:** This class was also formerly a part of our Manager and Supervisor Certification Series. In the class we discuss how to effectively manage conflict in the workplace by learning your own preferred style of dealing with conflict as well as exploring alternative styles, their strengths and drawbacks, and when to best implement each style. **(November 9, 2020)**
- **Emotional Intelligence Series** - We will offer one credit for each of the five Emotional Intelligence (EQ) classes taken. These courses introduce the concept of emotional intelligence and provide opportunities to personally assess where your skill sets are now and what you might do to enhance those skills. We will dig below the surface to understand what competitive advantages emotional intelligence offers and ways to incorporate it into your career at UT Dallas.

The schedule for the five EQ classes are detailed below:

1. Emotional Intelligence: The New Standard for the Workplace - An Introduction to Emotional Intelligence (September 22, 2020)

2. EQ Practicum 1: Understanding Yourself (October 13, 2020)
3. EQ Practicum 2: Managing Yourself (October 27, 2020)
4. EQ Practicum 3: Understanding Others (November 10, 2020)
5. EQ Practicum 4: Building Relationships (December 8, 2020)

B. Business and HR Classes: *With the help of our training partners across campus we have expanded our “elective” offerings to include special trainings by the Office of Budget and Finance and the Office of Audit. Below is a list of classes that we have included in the electives that our Admin U participants may use for additional credit. **Keep in mind that our credits are offered 2 to 1 (i.e. participants get one-hour credit for every 2 hours in class.) So, if a “Business” class only last for 1 hour the participant will receive ½ hour credit.***

Business/Finance

- **Rocking the Top 20 University Risks (3/4 Credits)** – (TBA)
Bad things can happen if we don’t effectively manage our risks. That’s why it’s important for everyone to work together to manage risks with the right amount of controls in place. Everyone shares this responsibility to help the university achieve its goals and strategic plan. Join us as we learn how to rock the top 20 university risks! (Instructor: Toni Stephens, Chief Audit Executive)
- **The Three F’s of Fraud: Fundamentals, Flags, and Foils (3/4 Credits)** (September 24, 2020)
Universities across the country have lost millions of dollars due to fraud each year. As a member of the university community, understanding the risks of fraud and how to prevent it will help you minimize the risks of fraud occurring at UT Dallas. (Instructor: Toni Stephens, Chief Audit Executive)
- **E-Procurement and Purchasing Essentials (1 Credits)** (September 14, 2020)
Join us for an overview of E-Procurement and Purchasing Essentials. This course will provide training and information on a wealth of procurement topics, including purchasing methods, finding suppliers, encumbrances, promotional vendors, forms, and much more. (Instructor: Lori Matthews, Procurement Management- Purchasing Director)
- **EAJ- How and When to complete a Sole Source Form (1/2 Credit)** (September 21, 2020)
Many of us are not clear and when and how to use of a Sole Source Form. Attend this class to get clarification on the forms use and how we can apply its use. (Instructor: Lori Matthews, Procurement Management- Purchasing Director)
- **One Card Fundamentals – Cardholder (1/2 Credit)** (September 22)
This class will review important guidelines and best practices as it pertains to the One Card Program. We will demonstrate in Citibank how to Login, Reconcile, and print Expense Reports as a cardholder. Lastly, we will go over how to upload your documents to Box.com. (Instructor: Callie Speaks, Procurement Management- Travel and One Card Coordinator)
- **RFP- How and When to Complete a Formal Bid Request (1/2 Credit)** (TBA)
This class will discuss the how and when a Formal Bid Request should be used. (Instructor: Lori Matthews, Procurement Management- Purchasing Director)

- **Working with Independent Contractors (1/2 Credit)** (TBA)
Do you work with vendors not affiliated with UTD and struggle with the form used to pay them? Join us for this brief class that will review the policies, procedures, and forms associated with Independent Contractors. (Instructor: Jene Janich, Procurement Management- Travel and One Card Director)
- **Accounts Payable in eProcurement (1/2 Credit)** (TBA)
Join us for this brief class to learn more about the end process in Accounts Payable, including how to find out if your invoice has been paid as well as what all the matching, over-received, and not matched flags mean. (Instructor: Jene Janich, Procurement Management- Travel and One Card Director)
- **Account Reconciliation** (TBA) - this class is offered under Financial Management in LEO
- **PeopleSoft University (ongoing)** (If you have completed PeopleSoft University within the past three years, you will receive two credits.)

Human Resources Classes

- **HR Hiring (Spring 2021)**
- **HR Employee Relations (Spring 2021)**
- **HR Benefits and Leave (Spring 2021)**

D) Technology Classes: In the past, UTD's Office of Information Technology has offered special classes to help individuals develop their software skills, particularly in Microsoft Office products. These classes are no longer offered by OIT. If you have taken any of these classes in the last two years, you will receive credit toward your achievement level. **(Note: Credit is not given for basic Oracle, Orion, or PeopleSoft training.)**

On the other hand, UTD has two great avenues for taking these classes online. One is through ***Skillsoft*** and the other is through ***LinkedIn Learning***. Anyone who takes online classes for Microsoft Office or other software used at UTD via Skillsoft or LinkedIn Learning will receive one credit for every two hours of online class time completed. Both Skillsoft and LinkedIn Learning classes provide a certificate when participants successfully complete the class. We will give credit once an electronic copy of the certificate is emailed to us and the class is recorded in LEO under your Professional Training Summary. Additionally, classes taken outside the university or through other vendors will be reviewed for credit on a case-by-case basis.