

MSU APSA presents: Professional Development & Trainings

Behavioral Competencies

<https://www.hr.msu.edu/performance/supportstaff/competencies.htm>

Performance Excellence website

<https://www.hr.msu.edu/performanceexcellence/index.html>

Related Learning Opportunities

<https://www.hr.msu.edu/performanceexcellence/training-related.html>

Professional Development Services office within HR

<http://professionaldevelopment.hr.msu.edu/>

Accessing Training Opportunities in EBS

In EBS, click on My Career & Training tab. You will see several boxes on this page.

- Courses for Employees at MSU allows you to search for offering on campus. Most classes are in person at the Nesbit Building (central HR). You can search by a word or phrase or look at a month in calendar view. Look for the Book the course at the bottom of the class page to sign up for the class.
- elevateU is an online system of classes, simulations, videos and books. See below for additional information about this link.
- Educational Assistance System connects to your system to apply for assistance, view previous applications, check the status of paperwork, view your balance and get help. If you want to take classes through HR, it is recommended to use this funding for classes with a cost. Refer to the Educational Assistance User Guide provided in your New Member packet.
- Course Fee Courtesy is for tuition assistance (discounted tuition) for your family.

elevateU

You can search using the search function at the top of the page. The orange Select box next to it allows you to filter by subject or type.

You can also Browse the Library (tan bar). The Skillssoft Resource Library is broken down into areas. Popular areas on campus are Business Skills and Desktop Skills. Once you click on an area, it is broken down even further. For example, Business Skills contains Communications Skills, Customer Service, Leadership, Management and Social Media just to name a few. You can Refine By Type to only show books, course, videos or resources.

Many of the courses are less than an hour. When you see something you like, you can click on More Actions to Save the item or simply click Launch. This saves to your My Development Plan. Hover on the icon to see a description. For details, click on the title or Details.

A great resource in elevateU that you might not be aware of: Executive Book Summaries. You can find over 800 summaries of bestselling books on a wide range of leadership topics. If you search in elevateU by entering ExecSummaries in the search bar, you will find them all. You can then access the titles in various ways. You can read them online or click on "More Actions", then "Download", which will allow you to download as a PDF or an MP3, if you'd prefer to listen to the summary. Pretty great, huh? Here are a few examples of titles you will find:

- Good Leaders Ask Great Questions, by John Maxwell
- Give and Take: A Revolutionary Approach to Success by Adam Grant
- Deep Work: Rules for Focused Success in a Distracted World, by Cal Newport
- Make it Matter: How Managers Can Motivate by Creating Meaning by Scott Mautz