Training & Development

The Training & Development department is dedicated to supporting employee growth, engagement, and success across the university. We manage the Employee Learn Center, your go-to hub for professional learning and development resources. Our team also coordinates New Employee Orientation for full-time staff to ensure a smooth and welcoming new employee experience. Through a variety of employee development programs and required compliance training, we empower staff at all levels to build skills, stay informed, and reach their full potential.

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Training & Development Contact Information

The Training & Development department is located in the Human Resources Suite in the Administration Building.

?2105 Aggie Rd, Suite 216, Jonesboro, AR 72401

If you have any questions or need assistance, feel free to contact us at **training@AState.edu** or call **870-972-3454**. We're here to help!

Staff

Cathy Naylor
Employee Training & Development Coordinator
Naylor coordinates training and development programs, enhancing employee skills and professional growth. Administers New Employee Orientations. Responsible for Employee Learn Center administration.

? cnaylor@AState.edu | ? 870-680-8079

Training Programs

Training Programs

Required Compliance Training

Do I need to complete training?

Yes, all A-State employees are required to complete certain training courses for compliance purposes. This includes part-time employees, student workers, and graduate assistants.

What training is required?

Great question! There are several required training courses for all A-State employees. They are listed below.

- FERPA
- Protecting Youth: Abuse and Neglect Prevention
- Building Supportive Communities: Clery Act and Title IX
- Cybersecurity Awareness for Employees at Educational Institutions: Security Awareness Essentials
- Preventing Harassment and Discrimination: Gateway
- Drug Free Workplace
- Active Shooter

Where do I complete my required employee training?

You will need to log into your Pack Portal account and click on the Employee Learn Center. Click on the New Employee Training Seminar module under 'My Learning' to complete the required courses. Complete learning assessments for each course with a passing score to finalize required training.

Please note that you will not have access until your A-State email has been activated.

Having trouble logging into the Employee Learn Center?

Contact Cathy Naylor within our Training & Development department for any trouble logging in to the Employee Learn Center.

Questions about Employee Training?

We are here to help! Contact Cathy Naylor with any questions regarding your employee training or the Employee Learn Center.

Cathy Naylor: A-State Training & Development
870-972-3454
cnaylor@astate.edu

Training Programs

General Training

The Course Catalog and Find Learning pages of the Employee Learn Center can direct you to the many courses available to you.

Other general training options for the campus are listed below. Many campus service areas are available for departmental trainings upon request.

Training Topic	Access/Contact	Additional Information
Access and Institutional Engagement	Dr. Carlitta Moore	Introductory Video
Access and Accommodation Services	Dominique White	Introductory Video
Multicultural Affairs	Dr. Latika Johnson	Available for Departmental Trainings upon request
CPR Class	Spencer Bradley	Fees apply
Slow Moving Vehicle Safety	Learn Center	Required for all golf cart users

Questions? Contact Cathy Naylor 870-680-8079.

Training Programs

Recommended Training for Administrative Staff

Administrative Specialist / Analyst and Fiscal Support positions may need some combination of the following trainings:

(Click the contact name to let them know you plan to attend their scheduled training or to request a training session)

Topic	Schedule	Location	Access/Contact
Banner Budget	Fourth Thursday of the month 9:00-12:00	Admin Building, Conference Room A	Janet Moore
Banner Finance			Learn Center - Banner and SSB9 Catalogs
CourseDog (Room Scheduler)	by request		Christopher Brown
Banner Procurement (Guidelines, Requisitions, Receiving)	by request		Mike Smith / Learn Center
EPAF (Payroll, Electronic Personnel Action Form)	Second Thursday of the month 2:00 - 4:00	Admin Building, Conference Room A	Angela Gibson
P-Card Reconciliation (Concur)	by request		Mike Smith / Learn Center
Sponsored Program Accounting (Grants)	by request		Sponsored Programs
Taleo Admin Training (Hiring Process)	by request	Admin Building, Conference Room A	Kristin Carson
Travel (Concur)	by request		Billy Hogue / Learn Center

Training Programs

Recommended Training for Faculty and Adjuncts

Faculty and Adjunct positions may need some combination of the following trainings:

Training Topic	Access/Contact
Banner Finance (If managing/approving a budget)	Learn Center - Banner and SSB9 Catalogs
Banner Student	Registrar's Office
Travel (Concur)	Billy Hogue / Learn Center
Sponsored Program Accounting (Grants)	Sponsored Programs
New Faculty Orientation	Learn Center
Faculty Professional Development and Training Guides	CETL

Development Programs

The Training & Development Department offers several development programs for campus employees:

Leadership A-State

This leadership development program is designed to provide new, current, and aspiring supervisors with the knowledge and skills needed to effectively lead within the university. The projected outcome is for participants to have the opportunity to grow both personally and professionally and directly apply the skills learned in their everyday activities within their department.

Support Staff Connection

This initiative has been organized to provide support staff across divisions an opportunity to connect with peers, discuss things that are happening in their areas, ask questions, and build community. This is achieved through an email group and regularly scheduled training/networking events.

Training Guides

General Training Guides

- Qualtrics Training Guides
- Watermark CES
- Canvas Training Guides
- Banner Self Service - Faculty
- Banner Self Service - General

Finance Training Guides

- General Finance Processes and Procedures
- Finance Overview
- Banner 9 - Budget and Finance Inquiry
- Banner 9 - Entering Requisitions
- Banner 9 - Online Receiving
- Banner 9 - Entering Budget Transfers
- Self-Service - Finance
- Self-Service - Finance Approvals
- Concur

HR/Payroll Training Guides

- Hiring Manager Procedures and helpful links
- Hiring Manager Training Guides

Workflow Training Guides

- Offboarding Workflow Guide for Initiators
- Offboarding Workflow Guide for Supervisors