

## PROGRAM OFFERINGS

OPDT participants will increase their professional knowledge and skills, therefore, benefiting themselves and the University. We offer three (3) professional development programs:

- (1) The Administrative Support Professionals Leadership Program
  - This Program offers three levels of study from which the employee may choose.
- (2) The Leadership Institute for First Line Supervisors
- (3) The Leadership Institute for Mid-Level Managers

## SEMINARS

- Invest in Yourself
- Human Resources Policies & Procedures
- Introduction to Employment Law
- Indispensable Tools for Effective Supervising
- The Role of the First Line Supervisor
- The Importance of Taking Care of You
- Essential Management Tools for Mid Level Managers
- Speaking of Business: Handling Common
- Speaking Situations
- Microsoft Office Suite
- Empowerment Through Positive Attitude
- Managing Processes and Projects
- Workplace Violence
- Business Writing for Results
- Good Customer Service: More Than Please and Thank You
- Managing Conflict in the Workplace

Whether professional development or general interest, we hope YOU will take advantage of the opportunity to be a life long-learner. It is at SC State University that...  
"Ambition becomes ability."



**SCState**  
UNIVERSITY

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## OPDT

The OPDT is committed to empowering faculty/staff to enhance their skills and capabilities to reflect university values and goals through relevant training opportunities.

## PROFESSIONAL STAFF

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**Office of Professional Development & Training**

**803.536.7104 or 803.516.4778**

*Maximizing Your Potential... Where ambition becomes ability!*

South Carolina State University

# OPDT

The Office of Professional Development & Training



**SCState**  
UNIVERSITY



**Maximizing Your Potential...where ambition becomes ability!**

# Office of Professional Development & Training (OPDT)



All university employees (including temporary employees) regardless of experience or educational background are eligible to participate in university training and development programs.

## OPDT Programs

Our OPDT programs are designed to:

- **ENCOURAGE EMPLOYEES** to sharpen skills by providing instruction and practice in work-related areas such as supervision, business writing, computer use, budget management, etc.
- **IMPROVE INTERPERSONAL SKILLS** through human relations training and increase productivity by improving communications between supervisor and employees, team building and conflict management.
- **PROVIDE INFORMATION** about university policies and procedures.

These programs are specifically tailored to meet a variety of educational needs and provide exceptional learning experiences for our faculty and staff.

Persons who successfully complete the requirements of these programs will receive CEU credits, where applicable, and a certificate of program completion.

In addition to offering a wide range of non-credit and credit courses for faculty and staff, OPDT is available to assist departments and individual employees to address their specific training needs.

## IN WITH THE NEW Registration System

OPDT is pleased to offer you access to our new online ACEware Registration System. This web site is a user friendly site where administrators, managers, supervisors and employees can:

- enroll in courses
- view their registration history
- view course catalog offerings
- access managers' and supervisors' toolkits
- read about on-line opportunities to develop your skills.

Please go to our online ACEware Registration System at [www.scsu.edu/opdt](http://www.scsu.edu/opdt) and tell us what you think.



**SCState UNIVERSITY**  
**803.536.7104 or 803.516.4778**  
**training@scsu.edu**

**Mission**  
 Our mission is to provide both credit and non-credit quality seminars that meet the professional and personal development needs of faculty and staff and the immediate and future needs of the University for a knowledgeable and skilled workforce.

**Vision**  
 To assist SC State University to achieve its goal to be ranked as one of the top universities in the country.  
[www.scsu.edu/opdt](http://www.scsu.edu/opdt)