

MPP First Year Experience Program

Core Course Descriptions

Regulations and Resources

Designed to help participants understand how the Strategic Plan, Academic Senate, and other policies drive decisions that are made on campus. Participants will also learn about CSU policies and where to obtain information specific to human resource issues, academic technology, university computing (UCAT), and Common Management Systems (CMS).

Understanding the Collective Bargaining Environment

Will help participants who are new to our campus navigate a collective bargaining environment. Participants will learn about supervising employees who belong to a collective bargaining group, and about the groups represented on campus.

Overview of Safety & Risk

Designed to introduce participants to the safety and risk management programs at SJSU. Participants will learn about resources and processes that help to ensure compliance. Worker's compensation and health & safety are also covered.

Discrimination & Harassment

Will explain procedures for addressing discrimination and harassment complaints and introduce the nondiscrimination aspects of interviewing. Participants will also learn about the duty to accommodate disabilities and other workplace needs.

Enrollment is open to all MPPs who wish to attend. To take a core course, simply access the HR/MPP Toolkit, click on 'HR Training', and then 'MPP Core Courses'. Register and begin! Questions? Call 4-2141 or 4-2261.

MPP First Year Experience Program Core Course Descriptions (cont'd)

Performance Evaluations—Available for Units 1,6,8 and 4.

Will address principles of collaborative dialogue and feedback and explain why feedback is important to engagement and performance management. Participants will also receive an introduction to the Annual Performance Evaluation, one way to give feedback.

Procurement and Support Services (PASS)

Designed to show new managers how to purchase supplies and services, pay for items, and reconcile travel. While managers will not be trained on filling out any forms, this general overview will include important purchasing and travel points, as well as information about delivery services.

The Academic Environment

Will help managers understand how things may be organizationally different in a university environment than they may be in a corporation or other public services agency. Participants will also learn about how best and when to approach faculty for collaboration, the CFA contract, and other organizational culture differences that may impact work.

Enrollment is open to all MPPs who wish to attend. To take a core course, simply access the HR/MPP Toolkit, click on 'HR Training', and then 'MPP Core Courses'. Register and begin! Questions? Call 4-2141 or 4-2261.