What's New
Learn how to improve your organizational skills, manage your finances and more through personal development classes.

You can attend a class in person, complete a course online or watch a webinar at your desk.

Skillsoft Upgrade
Check out the newly upgraded Skillsoft site and you will see a new user-friendly, intuitive and mobile ready.

With thousands of free online courses, videos, books, summaries and reports, this e-learning management system is a wonderful and easy way to help you grow your professional or personal skills and is available 24/7.

If you don't already have access to Skillsoft, request a user license from your supervisor or HR Contact.

Sample Skillport for yourself!
(Username: Testuser
Password: usclearning)

How to Register
To register for any of the classes provided on campus, go to the Organizational and Professional Development training calendar and search for the class you want to attend. For more details, review the instructions for creating a new training account.

Organizational & Professional Development
April 2016 Edition

Retirewise Part I, II, III, & IV
11:30 a.m. – 1:00 p.m. on April 1, 8, 15, & 22
Instructor: Bryant Blakeslee & Michael Poly, MetLife

Green Zone Ally Training
10:00 a.m. – Noon on April 4
Instructor: Erin Knaul, Campus Wellness

University Orientation
9:00 a.m. – Noon on April 5 & 19
Instructor: Nicole Vaughn, Organizational & Professional Development

Conflict Resolution Skills
1:00 – 4:30 p.m. on April 6
Instructor: Nick Elzy, Organizational & Professional Development

Interviewing & Selecting Employees (Parts I & II)
9:00 a.m. – Noon on April 12 & 1:30 – 4:30 p.m. on April 19
Instructor: April Davis, Employment Office

Diagnosing Performance Problems
1:00 – 4:30 p.m. on April 12
Instructor: Nick Elzy, Organizational & Professional Development

Family & Medical Leave Act (FMLA)
9:00 a.m. – Noon on April 13
Instructor: Scherilyn Lewis, Benefits Office

Employee Recognition
1:30 – 4:30 p.m. on April 13
Instructor: Nathan Strong, Organizational & Professional Development

Coaching for Improved Performance
9:00 a.m. – 12:30 p.m. on April 14
Instructor: Nathan Strong, Organizational & Professional Development

Managing Employee Performance Using EPMS
1:30 – 4:30 p.m. on April 14
Instructor: Jamar Mitchell, Employee Relations

Flexible Leadership: Basics & Beyond
9:00 a.m. – 12:30 p.m. on April 20
Instructor: Nicole Vaughn, Organizational & Professional Development

Applying for Retirement
9:00 a.m. – Noon on April 21
Instructor: June Lewis, Benefits Office

Motivation in the Workplace
9:00 a.m. – Noon on April 21
Instructor: Nathan Strong, Organizational & Professional Development

Purchasing Retirement Services
12:00 – 1:30 p.m. on April 28
Instructor: June Lewis, Benefits Office

Administrative Professionals Conference
9:00 a.m. – 1:00 p.m. on April 29
Instructors: Lisa Mills and Betty Parker

*Courses which are full are not listed in the Organizational and Professional Development flyer*
The Office of Organizational & Professional Development would like to acknowledge the following USC Managers who have completed the LEAD (Learn, Educate and Develop) Supervisory Essentials program:

- Tiffany Johnston & Ann Helms (University Technology Services)
- Elizabeth Caulder (Environmental Health Services)
- Linda CIaccia (Facilities Planning & Construction)
- Collin Crick (College of Hospitality, Retail, Sport Management)
- Melissa Gentry & Shanna Sheppard (Student Life)
- Catrena Greene (Law School)
- Thomas Halas & Erin Mullen (Career Center)
- Claire Jerry (McKissick Museums)
- Candice Lively (Children’s Law Center)
- Monique Lyle (Institute for Public Service & Policy Research)
- Williams Meares (Printing Services)
- Merritt Mitnaul (Office of General Counsel)
- Sol Morales (Resident Life- Horseshoe Area)
- Glenn Murray (Audit & Advisory Services)
- Shaena Rouse (Health Services)
- Nathan Saunders (South Caroliniana Library)
- Tracy Skipper (U101 & National Resource Center)
- James Sligh (Maintenance & Building Modification)
- Jo Parrott (USC Beaufort)
- Johnny Benton (Housing Maintenance Services)

We would also like to recognize this month’s LEAD 2 graduates:

- Daniel Brown (College of Pharmacy)
- David Cannon, Jeff Farnham, Elizabeth Mathis, & Robert Swab (University Technology Services)
- Elisabeth Cross (Graduate School)
- Shelley Dempsey (Evening & Non-Degree Program)
- Pamela Jurus & Shanna Sheppard (Student Life)
- Becky Padgett (Thomas Cooper Library)
- Augusta Schneider (Student Discipline)
- James Sherry (Renovations)

The LEAD series of courses is a two-track management development program that is designed to assist university employees in enhancing their knowledge, skills and abilities to lead people and get results. It also serves as a vehicle to prepare employees for career advancement.

Congratulations to all LEAD graduates! We appreciate your dedication to your professional development and your contributions to improving the USC working environment for all employees.

If you would like to monitor your own progress toward your LEAD certificate, log in and view your training records and use the Certificate of Completion Checklist to help keep track.