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[Human Resources
Administration](#)317-274-7617
980 Indiana Avenue,
Suite 1156
Indianapolis, IN 46202[Contact Us](#)[Privacy Notice](#)**Training Services @ IUPUI****What is Training?**

Training is a systematic process for providing employees an opportunity to gain knowledge, learn and practice skills, and develop the appropriate attitudes and abilities to work more effectively on the job. HRA's most common method for training is an in-class learning event led by an experienced facilitator, though other methods (on-line, web-based and on-the-job trainings) are being developed and offered.

Benefits to Employees and Management

HRA's Training and Organization Development workshops are designed specifically for employees on our campus â€” dealing with the common situations they face. Workshops offered provide relevant and timely material to assist employees to become more confident and satisfied in their roles. HRA strives to provide topics to meet the personal, professional and career interests of our employees.

Is Training Important to Your Organization?

Consider the areas of training listed below to see if these training opportunities will address crucial learning needs of your employees.

Campus-wide Workshops

- Do you desire quality training programs available to your employees on a regular basis at little or no cost?

Training tailored to department needs

- Do your employees need specific types of training designed for their needs and interests?

Fundamentals of Supervision (FOS) Series

- Do you need an intensive, experiential training series for supervisors that emphasizes practical application?

Administrative Support Professionals Series

- Do your support staff need to develop competencies essential for success in their

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Nathan Staff Council
Scholarship by July 1st

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About Training and Organization Development

- [Assistant Vice Chancellor's Statement](#)
- [Manager's Statement](#)

To find out how HRA Training and Organization Development can assist you, contact:

- [Dan Griffith](#)

Email hratrng@iupui.edu with inquiries regarding training programs or call 274-4438.

Performance Management Guide

Performance Management is a critical component of employee/employer interaction. This guide offers the tools and directions needed to make that experience productive and rewarding for both sides. Access the guide [here](#).

roles and to develop a network of colleagues throughout the campus?

Legal Compliance Series

- How do we stay current and in compliance with state and federal laws effecting employment?

Diversity Awareness and Managing Diversity

- Do our staff have the competencies necessary for success for working in and managing a diverse workplace?

7 Habits of Highly Effective People ®

- Do we handle everyday challenges and difficulties in a proactive and constructive manner?

Crucial Conversations: Tools for Talking When Stakes are High ®

- Are we skillful at communicating in situations characterized by opposing opinions, strong emotions and high stakes?

Leadership in Dynamic Organizations

- Is there a way to meet and talk with IUPUI administrative leaders about current leadership issues and challenges facing our campus?

Train the Trainer

- How do we design and deliver job-specific or topic-specific training to our employees?

Achieving Effectiveness through Negotiation Series

- Do we have an effective, practical, and efficient approach to negotiation?

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