

## PROGRAM STRUCTURE

- *Each session is 1 to 2 hours in length*
- *Each session is offered at least every other academic year*
- *Sessions will not conflict with each other*
- *Sessions change from year to year to provide important information updates*



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*The Stout  
Edge*

Employee Development Growth &  
Enrichment



*Available to all UW-Stout employees*

## Get An Edge

Dear Colleague:

UW-Stout values employees and understands the importance of keeping current to meet the needs of the university and our many customers. We are pleased to support our administrative training program, The Stout EDGE, available to anyone on staff free of charge. The Stout EDGE allows employees to get a well-rounded vision of the university while providing important day-to-day information.

Throughout the academic year, the Stout EDGE will offer sessions relating to four series: Fiscal Services, Enrollment Services, Administrative Services, and University Services. You may enroll in just one series or all four, depending on your interests. The program is suited to a wide variety of staff to provide an overall picture of how the University operates, as well as enhancing a sense of community and shared values.

We urge you to participate in this program. We know you will find it enjoyable and informative.

Charles Sorensen,  
Chancellor

Julie Furst-Bowe,  
Provost

Diane Moen,  
Vice Chancellor

### Goals:

- To gain an understanding of the nature of the environment in which we work
- To learn the elements of change which affect higher education.
- To teach how and why we perform certain processes.



### Benefits:

Provide employees with the current training to perform administrative tasks, improve accuracy, and instill a sense of loyalty and contribution to UW-Stout and it's mission.

### Series:

- Fiscal Services
- Enrollment Services
- Administrative Services
- University Services

### Fiscal Services:

- Travel
- Accounts Payable
- Accounts Receivable
- General Ledger
- Budget/Internal Audit

### Enrollment Services

- Undergraduate Admissions
- Registration & Records
- Financial Aid

### Administrative Services

- Vendor & Purchasing Contracts
- Materials Management
- Duplicating
- Human Resources
- Safety & Risk Management
- Physical Plant

### University Services

- Research Services—Understanding Grants and Contracts
- University Advancement
- Learning & Information Technology