Faculty/Staff Pre-Departure Preparation

All ASU Faculty-Directed, Global Intensive Experience, and Domestic Global Learning program leaders are required to complete the following prior to leading any Global Education Office (GEO) program.

- Required Orientation for New Faculty Directors (only required once)
- Emergency Preparedness and Response Seminar (every other year)
- One (1) additional GEO CORE workshop or training opportunity (required every year)
- One (1) COVID-19 Preparation Workshop just prior to program departure
- ASU's online Preventing Harassment and Discrimination and Title IX Duty to Report training programs (required for all ASU employees)

Please find below a description of the required Orientation for New Faculty Directors and Emergency Preparedness and Response Seminar, as well as the additional Global Education Office workshops and other training opportunities for the 2022-2023 academic year. An updated list of all workshops, including dates, times and locations, is available here.

Emergency Preparedness and Response Seminar

ASU requires that all program leaders participate in an Emergency Preparedness and Response Seminar every two years. For example, program leaders who completed the required Emergency Preparedness and Response Seminar during the 2021-2022 academic year will not be required to attend again until the 2023-2024 academic year; all others will be required to attend.*

The ASU Global Education Office (GEO) offers two versions of the Emergency Preparedness and Response Seminar: one for those who haven't attended in the past (EPR 101); another for those who have attended in the past but are required to attend again (EPR 201). Seminar presentations are facilitated by the Associate Director of International Health, Safety and Security and cover preparation prior to departure, resources available, and actions to take when responding to emergencies.

The 2-hour EPR 101 seminar will include a number of case studies, as well as a panel discussion on liability and other legal issues (ranging from alcohol to Title IX to disciplinary violations). We want leaders to be prepared not only to avoid missteps, but also to embrace the relatively simple steps we can each take to limit our liability and respond effectively to issues that may arise during the program.

The 2-hour EPR 201 seminar will take advantage of the knowledge of the experienced program leaders in attendance, including more complex case studies and in-depth discussions of various issues that program leaders manage while traveling with ASU students.

*Leaders will not receive a travel advance until they attend a seminar and will be notified if they need to attend a seminar in 2022-2023.
Required Orientation for New Faculty Directors

This required orientation for new faculty directors (FDs) and support faculty/staff provides a broad overview of key aspects of the program planning cycle for the year to set FDs up for success. Topics include the many responsibilities of program leaders, details about the services provided by the Global Education Office (GEO), how the student application process works, an introduction to health and safety oversight, and a walkthrough of the timeline for planning a program.

View more details and register [here](#).

Global Education Office COVID-19 Preparation

This workshop will cover the plans, protocols, and procedures that the Global Education Office has instituted to mitigate risks associated with COVID-19. Learn more about ASU’s expectation for faculty and students and what resources you have at your disposal, both before your program start date and while on-site. Workshop facilitators will leave time for Q&A. All program leaders are required to attend.

View the COVID-19 Preparation Workshop details and register [here](#).

Crisis and Operational Response Education (CORE) Workshops

Crisis and Operational Response Education (CORE) workshops focus on key areas that are central to effective management of various issues that arise during programs. The primary goals of CORE workshops are to equip program leaders with information and resources that add value to their work, encourage collaboration among program leaders, and promote a sound health and safety culture within all GEO programs. The CORE curriculum is meant to be an interactive, engaging, and organized way of administering health and safety protocol and fostering a culture of best practice. Most CORE workshops are 1 – 1½ hours long.

Summary of 2022-2023 CORE workshops

- Mental Health Awareness and Global Education Programs
- Expect the Unexpected: Preparing for Common Program Mishaps
- Sexual Violence and Global Education Programs
- CPR Certification (with Basic First Aid)

View the fall and spring semester CORE workshop details and register [here](#).

Workshop Descriptions

*Mental Health Awareness and Global Education Programs*

This workshop, facilitated through a partnership with ASU Counseling Services, aims to give GEO program leaders basic information to help them identify and work with students who might experience a mental health crisis during the program. Key resources and strategies will be shared to help faculty directors and support faculty/staff feel better prepared to respond if a situation develops during the program.
Expect the Unexpected: Preparing for Common Program Mishaps
This workshop will deliver ASU’s basic expectations regarding incident response and incident management. This will be an interactive workshop, with discussions, case studies, and tabletop exercises to give each participant a framework from which to effectively respond to common mishaps that arise during a program.

Sexual Violence and Global Education Programs
This workshop, facilitated in partnership with ASU’s Sexual Violence Awareness, Prevention and Response program, will provide program leaders with skills to manage an incident involving sexual violence during the program. Participants will learn about initial steps to take if an incident is reported and will be equipped with the knowledge of ASU resources that will come to bear in such a case. Strategies will be shared to help faculty directors and support faculty/staff feel better prepared to respond if a situation develops during the program.

CPR Certification (with Basic First Aid)
This 4½-hour course will prepare you to recognize and care for a variety of first aid, breathing, and cardiac emergencies involving adults/students. In this session, you will have the opportunity to practice and demonstrate skill competency required for certification. Upon successful completion of this course you will receive a certificate from the American Red Cross for Adult First Aid/CPR/AED (valid for two years). If you are interested, please view the schedule of available classes, and then notify GEO which class, date and time you are attending so that we can communicate with the instructors and arrange payment in advance.