

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 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 2023-2024 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 attended the required *Emergency Preparedness and Response Seminar* during the 2022-2023 academic year will *not* be required to attend again until the 2024-2025 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 may not receive a travel advance until they attend a seminar and will be notified if they need to attend a seminar in 2023-2024.*

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](#).

Additional Workshops

The primary goals of GEO's additional 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. Most workshops are 1 – 1½ hours long.

Summary of additional 2023-2024 workshops

- Conflict Resolution: Navigating Student Interactions with Confidence
- CPR Certification (with Basic First Aid)
- Expect the Unexpected: Preparing for Common Program Mishaps
- Marketing and Recruitment Workshop
- Mental Health Awareness and Global Education Programs
- Sexual Violence and Global Education Programs

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

Workshop Descriptions

Conflict Resolution: Navigating Student Interactions with Confidence

This workshop, facilitated in partnership with ASU's [Employee Assistance Office](#), will equip program leaders with skills to manage conflicts with and between students. Topics will include tips for facilitating difficult conversations, strategies for de-escalating interpersonal conflicts, and recommendations for working successfully with challenging group dynamics.

CPR Certification (with Basic First Aid)

GEO strongly encourages all Global Education program leaders to maintain a valid CPR/AED/First Aid Certification, from either the American Red Cross or the American Safety and Health Institute (ASHI). We are fortunate to have access to both certification courses on ASU's campuses, so GEO is pleased to cover the cost of your American Red Cross certification through [Sun Devil Fitness](#), or your ASHI Certification through [ASU Emergency Medical Services](#). Both are quality programs, so choose the one that fits best in your calendar.

- For certification through the **American Red Cross**, please [view the schedule of available classes](#) and then [notify GEO](#) which date and time you are attending so that we can communicate with the instructors, get you registered, and arrange payment in

advance. Unless prompted otherwise by GEO, be sure to look for the Adult and Pediatric CPR/AED and First Aid (Lay Responder) training.

- If none of the sessions offered by [Sun Devil Fitness](#) work with your schedule, please [email ASU EMS](#) to request a class (*for certification through the **American Safety and Health Institute***).

Please be sure to [notify GEO](#) in advance of your certification course so that we can ensure you will not have to pay out-of-pocket for the training; you may also notify your instructor on the day of the course that you are a Global Education program leader and they will bill us for the cost of the certification.

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.

Marketing and Recruitment Workshop

This workshop will offer methods program leaders can implement to maximize recruitment initiatives and lead to successful enrollments in their programs. In addition to learning how to elevate their marketing and recruitment strategies, participants will have the opportunity to engage with a panel of experienced program leaders who have demonstrated success in their recruitment efforts year over year.

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.

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.