

Governors State University S.E.E.D.S. Program FAQ's



What does S.E.E.D.S. represent?

Securing Excellence through Employee Development and Support

How do employees apply for SEEDS assistance?

Employees must complete and submit a SEEDS Program Tuition Application to the Department of Human Resources.

Where can employees find the application and information regarding S.E.E.D.S.?

Information is currently available on the GSU Portal under HR / Employee Forms / Professional Development at <https://mygsu.govst.edu>

What type of courses can employees take?

Employees can take courses through Continuing Education

What type of courses does HR suggest for various career paths?

(Sample Recommended Courses)

Position	Related SXL Course
Clinical Mental Health Counselor	LCSW Test Prep
Accountant I / Accounting Technician I or II	Accounts Payable Specialist Certification Course
Office Manager	Certified Administrative Professional Course Executive Assistant
Program Coordinator	Supervisor Training Project Management Professional Test Prep
Administrative Aide	Supervisor Training Certified Administrative Professional Course
Program Assistant	Certified Administrative Professional Course Executive Assistant Course Certified Associate in Project Management
Executive Secretary / Administrative Assistant	Executive Assistant Course Certified Administrative Professional Course

How much funding is reserved annually to cover the SEEDS program?

The starting annual reserved amount for the SEEDS program is currently \$100,000. This amount is subject to change based on the level of employee interest in the program. The amount will be reviewed annually.

What is the maximum amount per employee that the SEEDS program will cover?

Employees are only allowed up to a maximum amount of \$2,500 per year (with a limit of two courses).

How many courses can an employee take?

Employees are allowed to take two courses (total cost must be under \$2,500)

Are there plans for other Professional Development Initiatives for employees?

Yes, HR is actively preparing more training and professional development opportunities for employees. Communication will be coming out once these initiatives are finalized and approved.