

Learning & Development Program Human Resources Training Schedule Fall 2016

The Office of Human Resources is pleased to provide a service to the campus community by coordinating and marketing the offering of in-house learning sessions by several University departments. Each participating department is responsible for program design and content. While the sessions are divided into topic areas (supervisory, general, brown bag, etc.), as a UD employee, you are invited to attend any session of your choice.

Please register at go.udayton.edu/hrtraining

*Denotes new offering.

New Staff Orientation (General)

Monday, August 1 / 8:30 AM – 12 PM / KU 222

Kelly Schellhouse, Learning & Development Manager

UD's orientation process is designed to familiarize you with important aspects of our campus and culture, and to help you connect with our values and mission.

Video Conferencing with Lifesize Cloud* (Brown Bag)

Tuesday, August 30 / 12 PM – 1 PM / LTC 44 (Forum)

Beth Hart, UDiT

Learn how to save on meeting travel costs and increase time management with a UD supported "Skype like" video conferencing tool called Lifesize Cloud. Lifesize Cloud is free to use for UD employees and allows you to create virtual meeting rooms with up to 40 internal and external guests as well as share content right from your desk.

Effective Communication: Understanding Nonverbal* (General)

Wednesday, August 31 / 9:30 AM – 11:30 AM / KU 222

Kelly Schellhouse, Learning & Development Manager

This session will discuss the importance of body language, the impact of congruent and incongruent communication, the emphasis on vocal tone and words, and the role of emotion in communication. Participants will demonstrate and identify the most common barriers for communication, self-awareness strategies for better communication in the workplace, and how body language affects how others see us and can change how we see ourselves.

Safe Computing: Cybermindfulness at Home & at Work* (General)

Wednesday, September 7 / 10 AM – 11 AM / KU 222

Elizabeth Timmons, UDiT

Kim Conde, UDiT

A poorly protected computer or unsuspecting user may be compromised within minutes of accessing the internet. During this session, Kim Conde and Elizabeth Timmons will discuss some of the threats and provide simple ways users can protect their computers and data, both at work and at home.

You've Got Questions, We've Got Answers* (Supervisory)

Thursday, September 8 / 10 AM – 11 AM / KU 310

Office of Human Resources

Want to know about recent changes or updates regarding forms, policies or procedures from human resources? Are you unsure of what to do with forms when you hire new staff? Do you have questions about all those forms and policies required from human resources? This session will discuss any new updates and changes that affect you and provide tips to help you be a successful supervisor as well as an opportunity to ask questions to the human resources staff regarding employment, learning and development, compensation, staffing, and employee and labor relations issues.

Excel: Working with Data and Charts* (General)

Wednesday, September 14 / 10 AM – 11:15 AM / LTC 44 (Forum)

Mike McClure, IT Training Department Manager, UDiT

Discover how to transform Excel spreadsheet data into presentable formats. Topics include: Sorting and filtering data; Conditional formatting basics; Using the Format as Table feature; Recommended Pivot Table basics; Using the Recommended Charts Feature; and Modifying Chart Layout and Design.

Tuition Assistance for Dependents (Brown Bag)

Thursday, September 15 / 12 PM – 1 PM / KU 222

Beth Schwartz, Director of Employee Benefits and Wellness

This one-hour session will cover the ins and outs of the dependent tuition remission program, including: review of dependent undergraduate tuition assistance benefits, the application process at UD, how the student's high school academic record is reviewed by admission, discussion of UD's admission standards, and financial aid and scholarship opportunities.

New Staff Orientation (General)

Monday, September 19 / 8:30 AM – 12 PM / KU 222

Kelly Schellhouse, Learning & Development Manager

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Effective Communication: Active Listening Skills* (General)

Wednesday, September 21 / 9:30 AM – 11:30 AM / KU 222

Kelly Schellhouse, Learning & Development Manager

This session will uncover how listening is more than just hearing. Participants will experience and practice the principles of active listening as well as learn about the barriers to effective listening. Also, participants will have time to create an action plan and reflect on how they will use their active listening skills in the workplace.

Corrective Feedback and Employee Discipline* (Supervisory)

Thursday, September 22 / 10 AM – 12 PM / KU 310

Lee Jackson, Director of Employee Development and Labor Relations

Jennifer Duwel, Director of Employee Relations, Talent, and Risk

One of the most important roles for any supervisor is to provide honest and unbiased feedback to direct reports. This session will help supervisors by providing steps to take when providing feedback so that the employee is more open to receive it. We will also discuss how best to apply discipline if necessary.

Exploring Your Intercultural Conflict Style* (General)

Tuesday, September 27 / 9:30 AM – 11 AM / KU 331

Sangita Gosalia, Associate Director, Campus Engagement, Center for International Programs

In this workshop format, participants will complete the intercultural conflict style inventory and take part in interactive and reflective activities that will help explore preferred ways of communication when working across differences in challenging situations.

Campus Sustainability at UD: What We Are Doing & What You Can Do (Brown Bag)

Wednesday, September 28 / 12 PM – 1 PM / KU 222

Kurt Hatcher, Environmental Sustainability Manager, Facilities Management

This session will review the many different sustainability initiatives in place across campus. Participants will be asked to discuss what initiatives they might like to see, and how they feel staff and faculty could be more involved in creating a sustainable campus. No knowledge of sustainability is required. If you want to know more about the steps UD is taking to be more environmentally friendly, this session is for you.

Safe Computing: Cybermindfulness at Home & at Work* (Brown Bag)

Wednesday, October 5 / 12 PM – 1 PM / KU 222

Elizabeth Timmons, UDiT

Kim Conde, UDiT

A poorly protected computer or unsuspecting user may be compromised within minutes of accessing the internet. During this session, Kim Conde and Elizabeth Timmons will discuss some of the threats and provide simple ways users can protect their computers and data, both at work and at home.

Overcoming Death by PowerPoint: PPT Design Best Practice* (General)

Thursday, October 6 / 2 PM – 3:15 PM / LTC 44 (Forum)

Mike McClure, IT Training Department Manager, UDiT

Whether you are a seasoned presenter or new to PowerPoint, this session covers presentation and design techniques to "wow" your audience and overcome the "Death by PowerPoint" phenomenon. Learn common pitfalls to avoid and best practices for creating effective presentations. Topics include: Design basics (fonts, color, contrast); Slide elements (How much is too much?); Creating effective bullet charts; Incorporating images, audio, and video; Appropriate usage of animation and transitional effects; and Best practices for delivering a presentation.

Family Spirit: What in Pope Francis' document, 'Amoris Laetitia' (The Joy of Love), can enrich our University community?* (General)

Wednesday, October 12 / 10 AM – 12 PM / KU 331

Fr. Jim Fitz, S.M., Vice President for Mission and Rector

Joan McGuinness Wagner, Director of Marianist Strategies

In *The Joy of Love*, Pope Francis covers a wide range of topics related to marriage and family life, with a particular emphasis on the family's vocation and mission of love. It speaks about the family's strengths and gifts, and also the contemporary challenges faced by families throughout the world. Join us as we explore ways in which elements of the *Amoris Laetitia* can enrich our campus community and its mission.

Understanding the Hiring Process & People Admin* (Supervisory)

Thursday, October 13 / 2 PM – 3 PM / KU 310

Amy Tanaka, Manager of Employment Services

You've crafted the perfect job description, now what? This session will cover tools and tips to navigate the Hiring process. From submitting a job description in People Admin to rating applicants and creating a hiring proposal, we'll cover how-to's and best practices to keep the process flowing and expediting your new hire!

Chinese Language & Culture I (Brown Bag)

Tuesday, October 18 / 12 PM – 1:15 PM / KU 222

Tim Kao, Associate Director, International Student & Scholar Services, Center for International Programs

This session will provide a basic introduction to the Chinese language. Participants will learn how the language evolved, how to pronounce words (particularly students' names) more authentically, and how Chinese language and culture intersect. Students from China will be invited to facilitate small group discussions and pronunciation exercises.

Chinese Language & Culture II (Brown Bag)

Tuesday, October 25 / 12 PM – 1:15 PM / KU 222

Tim Kao, Associate Director, International Student & Scholar Services, Center for International Programs

Part II delves deeper into culture and language of China with an introduction to the Chinese writing system and additional small group discussions.

Performance Management Do's and Don'ts* (Supervisory)

Thursday, October 27 / 10 AM – 12 PM / KU 312

Lee Jackson, Director of Employee Development and Labor Relations

Jennifer Duwel, Director of Employee Relations, Talent, and Risk

Communicating through the performance management process can be challenging for some supervisors. In this session, we will provide a list of do's and don'ts that will make the process much easier with more effective results. Attendees will get to practice and enhance their skills in providing helpful performance reviews.

Arabic Language & Culture I* (Brown Bag)

Tuesday, November 1 / 12 PM – 1:15 PM / KU 331

Abdelkareem Khasawneh, Assistant Director Graduate & International Admissions

This session will provide a basic introduction to the Arab language and culture and how to pronounce words (particularly students' names). Information on culture and life in the Arabic-speaking countries and how Westerner/American educators can communicate better with Arab students will be discussed. Students from Arab countries might be invited to facilitate small group discussion.

Benefits in Retirement (Brown Bag)

Wednesday, November 2 / 12 PM – 1 PM / KU 222

Beth Schwartz, Director of Employee Benefits and Wellness

Are you interested in learning more about the University of Dayton's retiree benefits? This session will answer your retirement questions, including: how do I qualify to be a retiree, what benefits do University of Dayton retirees have, and what are the current health insurance premium costs in retirement.

Safe Computing: 2-factor Authentication at UD* (General)

Thursday, November 3 / 10:30 AM – 11:15 AM / KU 222

Elizabeth Timmons, UDiT

Kim Conde, UDiT

This fall, UD will implement two-factor authentication (or "2FA"), a system that provides your password with an extra layer of protection. At this session, you'll learn more about 2FA: what it is, how it works and how to get enrolled.

Advanced Techniques in Prezi* (General)

Tuesday, November 8 / 10 AM – 11:15 AM / LTC 44 (Forum)

Mike McClure, IT Training Department Manager, UDiT

This class is intended for current Prezi users who have mastered the basics of Prezi layout and design. Topics include: Best practices for transition effects (proximity, rotation and zoom); Inserting symbols, shapes and YouTube videos; Adding animation (Fade-in Effect); Inserting PowerPoint slides; Applying themes; Using the Theme Wizard; and Creating a "Portable Prezi." *Prerequisite: Prezi Basics Class*

Recognizing Employees through Communication* (Supervisory)

Thursday, November 10 / 1 PM – 2:30 PM / KU 222

Lee Jackson, Director of Employee Development and Labor Relations

Jennifer Duwel, Director of Employee Relations, Talent, and Risk

How does a supervisor recognize employees when budgets are limited and work is plentiful? This session introduces a theory on recognition that doesn't cost and that is extremely effective. Communicating to employees that they are valued, if done right, can produce exciting results.

New Staff Orientation (General)

Monday, November 14 / 8:30 AM – 12 PM / KU 310

Kelly Schellhouse, Learning & Development Manager

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Emergency Preparedness for University Employees* (General)

Wednesday, November 16 / 10 AM – 11:30 AM / KU 331

Major Randall Groesbeck, Department of Public Safety

Lieutenant Joseph Cairo, Department of Public Safety

How well are you prepared to handle an emergency? Do you have a personal safety plan? Are you prepared to evacuate your workplace or to properly take shelter in event of an emergency? How likely is such an emergency to occur at the University of Dayton? During this session we will discuss the types of emergencies most likely to occur, how to develop a personal safety plan, and the steps to take in event of an emergency.

Mary and the University of Dayton: What Difference Does She Make? (General)

Thursday, November 17 / 10 AM – 12 PM / KU 331

Fr. Jim Fitz, S.M., Vice President for Mission and Rector

Joan McGuinness Wagner, Director of Marianist Strategies

National Geographic gave Mary media attention when it published a feature article on her. “Mary barely speaks in the New Testament, but her image and legacy are found and celebrated around the world”...curious minds ask why? As a Catholic and Marianist institution the University of Dayton holds Mary as a model and an inspiration. Together we will engage in conversation and learning about this humble woman who changed the world.

Writing Position Descriptions (Supervisory)

Tuesday, November 22 / 2 PM – 3 PM / KU 222

Amy Tanaka, Manager of Employment Services

Tony Linz, Compensation Manager

Positions descriptions are important tools for supervisors. This session will review the purpose of position descriptions, provide guidance for completing various components of the electronic form in People Admin and offer tips for writing effective position descriptions.