

EMPLOYEE LEARNING & DEVELOPMENT

Training Schedule

•••• Spring 2016 ••••



For more learning and development information, visit the Faculty/ Staff Development tab on Porches (porches.udayton.edu).



LEARNING AND DEVELOPMENT PROGRAMS

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

Register for classes at go.udayton.edu/hrtraining.



SAFE COMPUTING: YES, YOU ARE A TARGET (GENERAL)

Thursday, Jan. 28, 2016 / 10 – 11 a.m. / KU 310

Dean Halter, IT Risk Management Officer

A poorly protected computer or unsuspecting user may be compromised within minutes of accessing the Internet. During this session, Dean Halter will discuss some of the threats and go over simple ways users can protect their computers and data, both at work and at home.

NEW STAFF ORIENTATION (GENERAL)

Monday, Feb. 1, 2016 / 8:30 – 11:15 a.m. / KU 310

Office of Human Resources

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.

CREATING TRAINING VIDEOS WITH CAMTASIA AND SNAGIT (GENERAL)

Tuesday, Feb. 2, 2016 / 10 – 11 a.m. / LTC Room 44

Michael McClure, IT Training Department Manager, UDit

Interested in creating training videos for your students, a class project or your office colleagues? During this one-hour session you will see how this can be accomplished through two TechSmith applications: Camtasia Studio and Snagit.

CAMPUS SUSTAINABILITY AT UD: WHAT WE ARE DOING AND WHAT YOU CAN DO (BROWN BAG)

Wednesday, Feb. 3, 2016 / Noon – 1 p.m. / KU 222

Kurt Hatcher, Environmental Sustainability Manager, Facilities Management

Kurt Hatcher 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.



NEW PROGRAMS

TITLE IX: INSIDE THE EQUITY AND COMPLAINT PROCESS – FOR FACULTY AND STAFF (GENERAL)

Thursday, Feb. 4, 2016 / 10 – 11 a.m. / KU 222

David Sipusic, J.D., Title IX/Section 504 Coordinator and Equity Compliance Officer
Kim Bakota, J.D., Title IX/Civil Rights Investigator

Participants will receive a substantive review of UD's Title IX policy and process as established under the U.S. Department of Education's guidelines. This review provides important insight to all employees interested in learning more about Title IX at UD.

BENEFITS IN RETIREMENT (BROWN BAG)

Tuesday, Feb. 9, 2016 / Noon – 1 p.m. / KU 222

Elizabeth Schwartz, Director of Employee Benefits and Wellness

Are you interested in learning more about the University of Dayton's retiree benefits? Beth Schwartz will answer your retirement questions, including:

- How do I qualify to be a retiree?
- What benefits do University of Dayton retirees have?
- What are the current health insurance premium costs in retirement?



MEETING AND EVENT PLANNING ON CAMPUS (ADMINISTRATIVE SUPPORT)

Thursday, Feb. 11, 2016 / 11 a.m. – 1 p.m. / KU West Ballroom

Amy Lee, Assistant Director, Center for Student Involvement, Kennedy Union; Gary O'Brien, Catering Manager; Nancy Heidtman, Administrative Operations Assistant

This session will explore various areas on campus that are available for meetings and events. From a small, two-person breakfast to a formal sit-down dinner for 450, we will consider all aspects of planning and preparation. This session will cover some of the most common places on campus available for your event and some not so common areas! We will discuss basic room setup, information about audio-visual aids, room capacities and setting up an event planning checklist.

Catering Services will showcase their new spring menu, and we will have the opportunity to taste-test a variety of menu items. The catering staff will give you event menu planning pointers, such as what to do when you have special dietary needs, what kind of timeline you should have in place for selecting a menu, how to determine quantities for receptions and how to handle last-minute changes in guaranteed guest counts.





SAFE COMPUTING: UNDERSTANDING YOUR PHONE (BROWN BAG)

Monday, Feb. 15, 2016 / Noon – 1 p.m. / KU 310

Dean Halter, IT Risk Management Officer

Is my personal information at risk on my phone or tablet? Are those app permissions really necessary? Dean Halter will explain what to look out for when choosing apps, how to manage permissions for apps and what the different security concerns are for Androids and iPhones.

UD ACCOUNTING 101 (SUPERVISORY)

Tuesday, Feb. 16, 2016 / 10 – 11:30 a.m. / KU 222

Angie Buechele, Controller

Supervisors are often mystified by UD's accounting and budgeting systems. This session will help you understand the essentials of the budget cycle and the logic behind the various University accounts, and will also address frequently asked questions and problems.

POPE FRANCIS' CHALLENGES AND AFFIRMATIONS FOR CATHOLIC AND MARIANIST UNIVERSITIES (GENERAL)

Thursday, Feb. 18, 2016 / 10 a.m. – Noon / KU 310

Fr. Jim Fitz, S.M., Vice President for Mission and Rector
Joan McGuinness Wagner, Director of Marianist Strategies

Pope Francis states, "A Church with closed doors betrays herself and her mission, and, instead of being a bridge, becomes a roadblock." This pope continues his prophetic message to the world, speaking about education, the Church, economics and the environment. As members of an institution of higher education, we will explore Pope Francis' challenges and affirmations and the possible implications for UD as a Catholic and Marianist institution.

INTRODUCTION TO PREZI (GENERAL)

Wednesday, March 9, 2016 / 1 – 2 p.m. / LTC Room 44

Michael McClure, IT Training Department Manager, UDit

Discover how to take a presentation to the next level with Prezi, a cloud-based presentation software and storytelling tool for presenting ideas on a virtual canvas. During this hands-on session, you will create, edit and show a Prezi presentation. Participants will be instructed on how to create a free educational account prior to class.

TUITION ASSISTANCE FOR DEPENDENTS (BROWN BAG)

Thursday, March 10, 2016 / Noon – 1 p.m. / KU 310

Robert Durkle, Associate Vice President, Enrollment Management
Elizabeth 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.
- Financial aid and scholarship opportunities.



CULTURE WORKSHOP (GENERAL)

Tuesday, March 15, 2016 / 10 – 11:30 a.m. / KU 211

Lee Jackson, Director, Employee Development and Labor Relations

Our culture defines who we are as an organization, a department or a team. Take a look at the culture in which you work. How is it good and what needs to change?

CATHOLICISM 201: MORE QUESTIONS ABOUT THE CATHOLIC FAITH AND TRADITIONS (GENERAL)

Wednesday, March 16, 2016 / 10 a.m. – Noon / KU 310

Fr. Jim Fitz, S.M., Vice President for Mission and Rector
Joan McGuinness Wagner, Director of Marianist Strategies

What is the difference between the Jesuits and the Marianists? Why are some Marianists called "Brother" and others called "Father"? Why don't Catholics eat meat on Fridays in Lent? Join us for a fun and informative session where we answer your questions. To attend the workshop, we ask you to submit a question to jwagner1@udayton.edu by March 7.



SAFE COMPUTING: THE CLOUD AND THE INTERNET OF THINGS (GENERAL)

Tuesday, March 22, 2016 / 10 – 11 a.m. / KU 310

Dean Halter, IT Risk Management Officer

Do you know when you're computing in the cloud? Can your toaster talk to your TV through your home network? Is your data really secure? Spend an hour with Dean Halter and find out what people are talking about when they reference the cloud or the Internet of Things.

RETAINING AND RECOGNIZING STUDENT EMPLOYEES (BROWN BAG)

Wednesday, March 23, 2016 / Noon – 1 p.m. / KU 222

Stefanie Rich, Assistant Director, Student Employment & Community Partnerships

Identify ways to keep students engaged in their on-campus positions. Recognizing students for their accomplishments at work is a great way to build self-esteem in your students and make them feel valued for their contributions.

CHINESE LANGUAGE AND CULTURE I (BROWN BAG)

Tuesday, March 29, 2016 / Noon – 1:15 p.m. / KU 222

Timothy 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 AND CULTURE II (BROWN BAG)

Tuesday, April 5, 2016 / Noon – 1:15 p.m. / KU 222

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

Part II delves deeper into the culture and language of China with additional pronunciation exercises and small group discussions.

EXCEL: FORMULAS, FUNCTIONS, FLASH FILL

Thursday, April 7, 2016 / 2–3 p.m. / LTC Room 44

Michael McClure, IT Training Department Manager, UDiT

During this hands-on session, you will learn the following concepts of Microsoft Excel 2013:

- Understanding data and formula types.
- Calculations and functions.
- Flash fill.
- Cell references.
- Using help and other resources.

NEW STAFF ORIENTATION (GENERAL)

Monday, April 11, 2016 / 8:30 – 11:15 a.m. / KU 222

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ENHANCING YOUR PROFESSIONAL PRESENTATIONS (GENERAL)

Wednesday, April 13, 2016 / 8:30 a.m. – Noon / KU 310

Nicole Adams, Department of English

New to giving professional presentations? Looking for ways to give your presentations new life? This session will focus on strategies for creating value-added presentations, including determining your role as a presenter (expert, interpreter or catalyst); designing content to meet audience expectations; and effectively managing Q&A sessions.

WORKPLACE SAFETY AND CRIME PREVENTION (GENERAL)

Thursday, April 14, 2016 / 10 – 11:30 a.m. / KU 222

*Major Randall Groesbeck, Department of Public Safety
Lieutenant Joseph Cairo, Department of Public Safety*

Safety and security are everyone's responsibility. This program will highlight some of the most common safety and security oversights, steps each of us can take to improve personal safety, and how to prevent criminal and inappropriate activity in the workplace and elsewhere.

