

Employee Learning & Development Program Human Resources Training Schedule Fall 2017

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 professional development sessions are divided into topical areas (Supervisory, General, IT, and New to UD), as a UD employee, you are invited to attend any session of your choice.

Please register online for all sessions at go.udayton.edu/hrtraining.

Interviewing Strategies (Supervisory)

Tuesday, August 29 / 10:00 AM - 11:00 AM / KU 310

Amy Tanaka, Manager of Employment Services

Find your best candidate by preparing ahead for the interview process. We'll utilize jobs descriptions to craft behavioral based questions and discuss key aspects of the best interviews.

Flying One Month & Beyond (New to UD)

Wednesday, August 30 / 9:00 AM - 11:15 AM / KU 222

Kelly Schellhouse, Learning & Development Manager

Are you fairly new to UD? Have you been here about a month and are craving to learn more? This session is designed for staff and faculty that would like to know more about our campus and culture, and to connect with our values and mission. It will cover our Marianist history, information technology, diversity and inclusion, public safety, and anti-discrimination/anti-harassment information.

Emotional Intelligence: What is your EQ? (General)

Thursday, August 31 / 9:30 AM - 11:30 AM / KU 222

Abel Hernandez

Emotional intelligence is the ability to identify and manage your own emotions and the emotions of others. Leadership roles require individuals to have a high emotional and social intelligence in order to be effective leaders. This session will explore your emotional intelligence and provide ways to manage people better.

Tuition Assistance for Dependents (General - Brown Bag)

Tuesday, September 5 / 12:00 PM - 1:00 PM / KU 331

Beth Schwartz, Director of Employee Benefits and Wellness

Robert Durkle, Associate Vice President, Dean of Admission & Financial Aid

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.

HR Basics That Every Supervisor Should Know (Supervisory)

Tuesday, September 12 / 9:30 AM - 11:30 AM / KU 207

Jennifer Duwell, Director of Employee Relations, Talent and Risk

Lee Jackson, Director of Employee Development and Labor Relations

Learn the HR basics for supervisors to successfully manage employees. Lee Jackson and Jen Duwel will provide important information on HR related challenges that impact supervisors, provide helpful information on relevant policies and procedures and share tips on managing employees for better performance.

FMLA (Family & Medical Leave Act) (Supervisory)

Wednesday, September 13 / 10:00 AM - 11:00 AM / KU 222

Beth Schwartz, Director of Employee Benefits and Wellness

Learn what qualifies as a leave under FMLA, and the role that supervisors and administrators play in keeping the University compliant with federal regulations.

Taking & Recording Meeting Minutes for Administrative Professionals (General)

Thursday, September 14 / 10:00 AM - 11:15 AM / KU 211

Judy Owen, Data and Assessment Coordinator, Common Academic Program

This session will provide practical tips for summarizing and reporting the proceedings of meetings, including reviews of sample minutes to illustrate various formats. Participants will also be encouraged to share their own challenges with recording minutes, as well as their own best practices.

Google Mail and Calendar (IT)

Tuesday, September 19 / 10:00 AM - 11:15 AM / LTC 44 Forum

Mike McClure, IT Training Department Manager, UDiT

During this session, you will learn UD Google Email and Calendar best practices. Topics will include: Working with attachments, Formatting messages, Filters, Gmail labs, Canned responses, Creating events and meeting invitations, Checking participants availability, Adding "other" calendars, Calendar labs, Notifications, and Emailing yourself a daily agenda.

Communicating for Leadership Success (Supervisory)

Wednesday, September 20 / 8:30 AM - 12:30 PM / KU 310

Kelly Schellhouse, Learning & Development Manager

This Development Dimensions International (DDI) session provides individuals with a powerful set of interaction skills that enables them to communicate more effectively with colleagues and customers and, in the process, build trust, strengthen partnerships, and achieve desired results. Participants will learn the key principles and interaction guidelines to help them succeed as a manager in the organization.

Maximizing Employee Engagement through Recognition (Supervisory)

Thursday, September 21 / 2:00 PM - 3:00 PM / KU 222

Jennifer Duwell, Director of Employee Relations, Talent and Risk

Lee Jackson, Director of Employee Development and Labor Relations

Recognizing employees is an important part of engaging, motivating and retaining employees in the workforce. In this session we will discuss different ways to recognize employees as well as how to recognize and why is it so important to employee engagement. *"People work for money but go the extra mile for recognition, praise and rewards."* --Dale Carnegie

Exploring Your Intercultural Conflict Style (General)

Tuesday, September 26 / 10:00 AM - 11:30 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.

Video Conferencing with Lifesize Cloud (IT)

Wednesday, September 27 / 2:00 PM - 3:00 PM / LTC 44 Forum

Beth Hart, UDiT

Justin Swann, 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.

Engaging in Dialogue Using a Social Justice Lens (General)

Friday, September 29 / 9:30 AM - 11:30 AM / KU 331

Merida Allen, Associate Director of Multicultural Affairs

Dr. Patty Alvarez, Assistant Dean of Students and Director of Multicultural Affairs

Dr. Jason Combs, Faculty, Department of Communication

Stephanie Sweet, Faculty, Department of Communication

Participants will gain tools to more effectively engage in and/or facilitate dialogue. These tools can be used when engaging in dialogue on a daily basis, and can be particularly helpful when discussing challenging topics. This session will assist attendees in understanding the difference between dialogue and intergroup dialogue. Individuals will gain a deeper understanding of skills, including the role of multi-partiality, needed to engage in dialogue using a social justice lens.

Chinese Language & Culture I (General - Brown Bag)

Tuesday, October 3 / 12:00 PM - 1:15 PM / KU 331

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.

Benefits in Retirement (General - Brown Bag)

Wednesday, October 4 / 12:00 PM - 1:00 PM / KU 310

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.

Catholicism 101: Everything You Wanted to Know But Were Afraid to Ask (General)

Thursday, October 5 / 10:00 AM - 12:00 PM / KU 310

Allison Leigh, Director of Marianist Strategies

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

This workshop will provide an opportunity to learn more about our Catholic traditions and beliefs based on questions from the participants. Whether you are a cradle Catholic or someone curious about this "Catholic" thing, join us for a morning when you might learn everything you ever wanted to know about Catholicism but have been afraid to ask. Participants will be asked to submit questions prior to the workshop to focus the content of the workshop.

Chinese Language & Culture II (General - Brown Bag)

Tuesday, October 10 / 12:00 PM - 1:15 PM / KU 331

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.

Introduction to Prezi (IT)

Thursday, October 12 / 2:00 PM - 3:15 PM / LTC 44 Forum

Mike 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 learn the basic concepts for creating, editing and showing a Prezi presentation. Participants will be instructed on how to create a free educational account prior to class.

Where Do I Begin? Building Your Intercultural Awareness (General)

Tuesday, October 24 / 2:30 PM - 3:30 PM / KU 310

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

Chanel Wright, Program Coordinator for Campus Engagement, Center for International Programs

Do you have a curiosity to build your intercultural awareness, but aren't sure where to begin? Come learn and explore some insights on how to develop your own knowledge, skills and attitudes for intercultural engagement in this workshop. Participants will gain a broader understanding of cultural values and begin developing strategies for further development and engagement with international students.

Flying One Month & Beyond (New to UD)

Wednesday, October 25 / 9:00 AM - 11:15 AM / KU 310

Kelly Schellhouse, Learning & Development Manager

Are you fairly new to UD? Have you been here about a month and are craving to learn more? This session is designed for staff and faculty that would like to know more about our campus and culture, and to connect with our values and mission. It will cover our Marianist history, information technology, diversity and inclusion, public safety, and anti-discrimination/anti-harassment information.

Coaching for Performance (Supervisory)

Thursday, October 26 / 9:30 AM - 11:00 AM / KU 312

Jennifer Duwell, Director of Employee Relations, Talent and Risk

Kelly Schellhouse, Learning & Development Manager

Coaching is an ongoing approach to managing people. It creates a genuinely motivating climate for performance, improves the match between an employee's actual and expected performance, and increases the probability of an employee's success by providing timely feedback, recognition, clarity and support. This session will introduce participants to the concept of coaching and provide two critical skills to be a successful coach.

ADA Compliance: What You Need to Know (Supervisory)

Tuesday, October 31 / 2:00 PM - 3:00 PM / KU 222

Lee Jackson, Director of Employee Development and Labor Relations

Patricia Bernal-Olson, Associate University Counsel/Affirmative Action Officer

It's very important in our world today that supervisors have an understanding of employment law and its impact on the workplace. This session will cover the American's with Disabilities Act and amendments which is designed to protect employees with disabilities. You'll receive information that will enable you to respond appropriately when approached about a disability.

Health Care in Retirement (General)

Wednesday, November 1 / 12:00 PM - 1:00 PM / KU 331

Wednesday, November 1 / 5:00 PM - 6:00 PM / KU 331

Kevin Lowden, RetireMED iQ

If you or a family member is considering retirement, join us for an educational meeting where a representative from RetireMED iQ will discuss the basics of Medicare and the Affordable Care Act, and what it all means to you.

University for the Common Good: How Catholic Social Teaching Helps Us Understand that Dream (General)

Thursday, November 2 / 10:00 AM - 12:00 PM / KU 222

Allison Leigh, Director of Marianist Strategies

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

In his inaugural address, Eric Spina challenged us to be "the University for the Common Good". In this workshop, Fr. Jim Fitz, S.M. and Allison Leigh will present ways that Catholic Social Teaching and the Catholic and Marianist mission help us understand that vision more deeply. There will be opportunities to reflect and discuss together how we might achieve this ideal in our own areas of work.

Advanced Techniques in Prezi (IT)

Tuesday, November 7 / 10:00 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 will 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: Introduction to Prezi*

Meeting and Event Planning for Administrative Professionals (General)

Thursday, November 9 / 11:00 AM - 1:00 PM / KU West Ballroom (2nd Floor)

Amy Lee, Assistant Director, Center for Student Involvement, Kennedy Union

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 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.

Administering Progressive Discipline at Work (Supervisory)

Tuesday, November 14 / 1:30 PM - 3:00 PM / KU 331

Jennifer Duwell, Director of Employee Relations, Talent and Risk

Lee Jackson, Director of Employee Development and Labor Relations

As much as we would prefer not to have to deal with employee discipline, most supervisors understand that it is an important part of their role. Many struggle with this sensitive topic. This session will help you understand how to administer discipline in a caring and professional way so that the employee is most likely to succeed.

Diversity Discussion (General)

Wednesday, November 15 / 9:30 AM - 10:30 AM / KU 222

Kelly Schellhouse, Learning & Development Manager

We live in a diverse world. Some differences are visible, like skin color, gender, height or weight, physical challenges and age. Others may not be visually apparent, but still affect how individuals feel or are treated. This session will use a diversity thumball for a serious discussion. Come, be open-minded and discuss diversity.

Earning Your Degree at UD (General - Brown Bag)

Friday, November 17 / 12:00 PM - 1:00 PM / KU 331

Julie Mitchell, Executive Director, Special Programs and Continuing Education

Interested in returning to school but don't know where to start? Whether you are interested in beginning a degree program, building upon or expanding your education, or just want to learn for the joy of it, take that first step by participating in our brown bag session.