

Learning & Development Program

Human Resources Training Schedule Spring 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 sessions are divided into topic areas (supervisory, general, IT, 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.

Flying One Month & Beyond (General)

Wednesday, January 18 / 9 AM – 11 AM / KU 222

Kelly Schellhouse, Learning & Development Manager

This session is designed for new 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.

Employee Relations Q&A* (Supervisory)

Thursday, January 26 / 1:30 PM – 2:30 PM / KU 222

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

Lee Jackson, Director of Employee Development and Labor Relations

Are you a supervisor who has questions about managing, rewarding or disciplining employees or are you an employee who has questions about your supervisor, performance or promotional opportunities? In this session, we hope to provide tips to help you be a successful supervisor/employee as well as an opportunity to ask questions of the human resources staff regarding employee and labor relations issues.

Working with Generations* (General)

Tuesday, January 31 / 10 AM – 11:30 AM / KU 222

Kelly Schellhouse, Learning & Development Manager

This session will explore the mixed, multi-generational environment in the workplace today as well as discover the stereotypes, workforce behaviors, and motivations of each generation. You are invited to come and openly discuss your generation and demonstrate how we can learn from you and how you can learn from others.

Benefits in Retirement (General Brown Bag)

Wednesday, February 1 / 12 PM – 1 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.

Interviewing Strategies* (Supervisory)

Wednesday, February 8 / 10 AM – 11 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.

Google Forms: Beyond the Basics* (IT)

Tuesday, February 14 / 10 AM – 11:15 AM / LTC 44 Forum

Mike McClure, IT Training Department Manager, UDiT

This class is intended for individuals who are familiar with the basics of Google Forms. During this session, you will explore additional functions and settings within Google Forms, including: Data validation, Embedding YouTube videos, Using and customizing the "Not Accepting Responses" setting, Adding images to Form Questions, and Transforming a Google Form into a quiz.

Meeting and Event Planning for Administrative Professionals (General)

Wednesday, February 15 / 11 AM – 1 PM / West Ballroom

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.

Commitment to Community: The Implications for Faculty and Staff* (General)

Friday, February 17 / 10 AM – 12 PM / KU 310

Allison Leigh, Director of Marianist Strategies
Fr. Jim Fitz, S.M., Vice President for Mission and Rector

The Commitment to Community document offers guiding principles, rooted in our Catholic and Marianist tradition, to help students, faculty and staff engage in healthy relationships that foster both learning and growth. This interactive workshop will focus on how to use the Commitment to Community as a tool both inside the classroom and in a co-curricular environment. Engage in meaningful conversation and leave with new understanding of how our Catholic and Marianist mission guides learning and living at the University of Dayton.

Video Conferencing with Lifesize Cloud (IT)

Tuesday, February 21 / 1 PM – 2 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.

HR Basics That Every Supervisor Should Know* (Supervisory)

Thursday, February 23 / 1:30 PM – 3:30 PM / KU 312

Jennifer Duwel, 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.

Teaching and Learning in an Inclusive University Classroom* (General)

Tuesday, February 28 / 12 PM – 3 PM / KU 310

Lawrence Burnley, Vice President for Diversity and Inclusion

This session will examine the impact of persistent marginalization and exclusion of historical and contemporary voices and experiences of underrepresented populations from core curricula across disciplines at public and private educational institutions in the U.S. The presenter will introduce principles for inclusive core curricula that compliment a Marianist-driven educational mission. To accomplish this, the presenter will: Encourage/Challenge/Invite participants to think critically about what and who they are required to read (or who they require others to read) across multiple disciplines; Introduce effective pedagogical methods and strategies for achieving a more inclusive curriculum and classroom environment that fosters reconciliation within and beyond the Church; and Invite participants to deconstruct dominant/popular notions of “academic excellence” and to reimagine/reconstruct the concept of “excellence” as being inclusive.

Tuition Assistance for Dependents (General Brown Bag)

Wednesday, March 1 / 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.

Managing Performance: When a Staff Employee is Not Meeting Expectations* (Supervisory)

Tuesday, March 7 / 10 AM – 11 AM / KU 331

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.

Arabic Language & Culture I (General Brown Bag)

Thursday, March 9 / 12 PM – 1:15 PM / KU 222

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.

Demystifying Marianist Leadership* (General)

Wednesday, March 15/ 10 AM – 12 PM / KU 310

Allison Leigh, Director of Marianist Strategies

Ryan Allen, Associate Director of E-Learning Systems and Support

If you have ever wondered how to describe what makes Catholic and Marianist Leadership unique, this workshop is for you. Ryan Allen and Allison Leigh present their process in making sense of how to understand, and explain Marianist leadership and share a model that can help guide both practice and reflection. This humorous and interactive workshop will provide practical, everyday ways Marianist Leadership can be applied in every division on campus.

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

Tuesday, March 21 / 10 AM – 12 PM / KU 222

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.

Flying One Month & Beyond (General)

Wednesday, March 22 / 9 AM – 11 AM / KU 222

Kelly Schellhouse, Learning & Development Manager

This session is designed for new 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.

Excel: Formulas, Functions and Flash Fill (IT)

Thursday, March 23 / 2 PM – 3:15 PM / LTC 28 Meeting Space

Mike McClure, IT Training Department Manager, UDiT

Learn the basics of Microsoft Excel formulas and functions and how they are incorporated into spreadsheets. Topics include: Understanding data and formula types, Calculations and functions, Using Flash Fill, Relative and absolute cell addresses, and Using help and other resources.

The Hiring Process (Supervisory)

Tuesday, March 28 / 2 PM – 3:30 PM / KU 222

Amy Tanaka, Manager of Employment Services

Charity Whitfield, Employment Specialist

Hiring a new employee can be daunting. Learn about the process and tools available to set you up for a successful search from start to finish.

Self-Service Marketing Options (General)

Thursday, April 6 / 10 AM – 11 AM / KU 310

Kim Lally, Director of Marketing and Creative Services

Did you know there are tools available to help you create high-quality, branded materials on your own? Come learn about the self-service marketing options that give you access to our photo library and allow you to develop (and print) postcards, handouts and posters from the comfort of your office.

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

Tuesday, April 11 / 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.

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

Wednesday, April 12 / 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.

Excel: Working with Data and Charts (IT)

Wednesday, April 19 / 10 AM – 11:15 AM / LTC 28 Meeting Space

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.

Emergency Preparedness for University Employees (General)

Tuesday, April 25 / 10 AM – 11:30 AM / KU 331

Lieutenant Joseph Cairo, Department of Public Safety

Mike Sipes, 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.

Writing Position Descriptions (Supervisory)

Thursday, April 27 / 2 PM – 3 PM / KU 310

Amy Tanaka, Manager of Employment Services

Tony Linz, Compensation Manager

Position 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.

Flying One Month & Beyond (General)

Wednesday, May 24 / 9 AM – 11 AM / KU 222

Kelly Schellhouse, Learning & Development Manager

This session is designed for new 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.