

Spring 2018 Employee Learning & Development Programs

Coaching for Performance (Supervisory)

Friday, January 12, 2018 / 8:30 AM-12:00 PM / 1700 River Campus

J. Matthew Becker, M.Ed., MCC, Authentic Excellence LLC

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.

Hiring With Equity (AM Session) - General

Thursday, Jan 18 / 9:00-10:30 AM / KU 310

Presented by the Office of Diversity & Inclusion

Tiffany Taylor Smith, Executive Director for Inclusive Excellence; Amy Tanaka, Manager of Employment Services; Patricia Bernal-Olson, Associate University Counsel/Affirmative Action Officer; Dalindyebo Shabalala, Assistant Professor School of Law

What are your recruiting, interviewing and hiring strategies to ensure diversity, equity and inclusion? This workshop is designed to offer techniques and best practices for identifying and mitigating individual conscious/unconscious biases in the interviewing process. We will also discuss candidate recruiting, rating, effective communication and value of a diverse inclusive campus community. Participants will also engage in sharing strategies to build diverse recruiting pipelines and interviewing techniques.

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Racist Messages on Campus: Respond, Recover & Rebuild from Vandalism, Symbols, & Slurs (General)

Presented by the Office of Diversity & Inclusion

Tuesday, Jan 23 / 2:00-4:00 PM / Science Center 114

Tiffany Taylor Smith, Executive Director for Inclusive Education

In just 90 minutes, you and your staff will gain a framework for examining campus bigotry; effective tools for educating students and staff on how they can be engaged on topics of social justice; and how to respond in today's age of transparency, both quickly and aggressively.

Flying One Month & Beyond (New to UD)

Wednesday, Jan 24 / 9:00-11:00 AM / KU 222

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.

Benefits in Retirement (General)

Wednesday, Jan 31 / 12:00-1:00 PM (Brown Bag Session) / KU 310

Beth Schwartz, Director of Benefits

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.

Getting the Most Out of Hoonuit (IT)

Wednesday, Feb 14 / 10:00-11:15 AM / LTC 20

Mike McClure, IT Training Department Manager, UDit

Hoonuit is the University of Dayton's 24/7, online software and technology training resource. With over 250 of the most commonly used software applications including Microsoft Office, Adobe Creative Suite, Google Docs and SPSS, Hoonuit breaks down each application into manageable tasks and explains each task with step-by-step visual instructions in one to three minute tutorial. During this training session you will learn Hoonuit fundamentals. Discuss and practice effective searching strategies. Create a favorites list. Explore additional capabilities such as creating a training program for co-workers and/or students.

Meeting and Event Planning for Administrative Professionals (General)

Wednesday, Feb 14 / 11:30 AM-1:00 PM / KU Torch Lounge

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. Specifically, we will be focusing on spring & graduation type receptions. 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.

Lent in the Catholic Tradition: Unlocking the Mystery and Understanding the Season (General)

Wednesday, Feb 21 / 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

If you have ever wondered about the reasons for meatless Fridays or 40 day sacrifices during Lent, this workshop will explain that and much more. Learn about the meaning of Lent, the origin of some of the

spiritual practices, and have an opportunity to reflect on how this season can be a time for growing in your own faith through quiet contemplation and conversation in small groups.

HR Basics That Every Supervisor Should Know (Supervisory)

Thursday, Feb 22 / 1:30-3:30 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.

Incorporating Models of Inclusion on Campus (AM Session) - General

Thursday, Feb 22 / 9:00-10:30 AM / LTC 044

Presented by the Office of Diversity & Inclusion

Dr. Larry Burnley, VP for Diversity & Inclusion

An “inclusive classroom” is defined as classrooms in which instructors and students work together to create and sustain an inclusive environment in which all persons function as learners and teachers, feels safe, valued and supported. This workshop will explore essential elements of an inclusive classroom for the creation, delivery, and management, and facilitate the skills on planning class, managing conflict and responding real and/or perceived microaggressions.

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Corrective Action for Employees (Supervisory)

Tuesday, Mar 6 / 10:00-11:00 AM / KU 207

Jennifer Duwel, Director of Employee Relations, Talent, and Risk; Lee Jackson, Director of Employee Development and Labor Relations

Most workplace performance problems are handled by informal discussion and counseling between the supervisor and the employee, but when an employee is still not meeting expectations, more formal action may necessary. During this session, we will explore when it is the right time to start the corrective action process. What form of action is most appropriate and what tools and support are available to the employee and supervisor in addressing performance goals.

Tuition Assistance for Dependents (General)

Tuesday, Mar 13 / 12:00-1:00 PM / KU 310 (**Brown Bag Session**)

Beth Schwartz, Director of Employee Benefits and Wellness; Rob Durkle, Associate Vice President, Dean of Admission & Financial Aid

This is a Lunch & Learn opportunity - please bring your lunch. 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.

Adele's Example: The Witness of Faith of One of Our Marianist Founders (General)

Wednesday, Mar 14 / 10:00 AM-12:00 PM / KU 331

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

In June 2018, Adele de Batz de Trenquellion will be beatified by the Roman Catholic Church -- a broader recognition that she lived a life worthy of emulating. In this workshop you will learn more about Adele's life and what beatification means. There will also be opportunities for dialogue and personal reflection about what Adele's life and values mean for us today.

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

Tuesday, Mar 20 / 10:00 AM-12:00 PM / KU 207

Jennifer Duwel, Director of Employee Relations, Talent, and Risk; Lee Jackson, Director of Employee Development and Labor Relations

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.

Exploring and Discussing Whiteness at a Predominately White Institution (AM Session) - General

Tuesday, Mar 20 / 9:00-10:30 AM / KU 222

Presented by the Office of Diversity & Inclusion

Leslie Picca, Professor & Chair for Sociology & Anthropology; Tiffany Taylor Smith, Executive Director for Inclusive Education

"How much do you know about the University of Dayton's racial history, and why does it matter? This session will explore a brief racial history of the University and examine how whiteness influences policies (related to enrollment, hiring, promotion, and retention), our visual images, and the climate for students, staff, faculty, and visitors. This session will provide necessary skills in how to engage in conversations about race, particularly as it relates to dominate whiteness

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Google Calendar (IT)

Wednesday, Mar 21 / 2:00-3:00 PM / LTC 20

Mike McClure, IT Training Department Manager, UDiT

Google Calendar is more than just a place to keep track of appointments. During this session you will learn how to: Create events and meeting invitations; Checking participant's availability; Displaying (subscribing to) someone's calendar; Adding other calendars (academic calendar, UD holidays, other calendars); Labs; Notifications (calendar settings); emailing yourself a daily agenda; Appointment slots.

The Hiring Process (Supervisory)

Tuesday, Mar 27 / 2:00-3:30 PM / KU 222

Amy Tanaka, Manager of Employment Services; Kailee Peters, 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.

Social Security Essentials (General)

Brown Bag Session

Tuesday, Mar 27 / 12:00-1:30 PM / KU 207

Teresa Busher, Social Security Public Affairs Specialist, Social Security Administration

Please bring your lunch and come listen to this informative class: No matter what your age or how far you are from retirement, you need to know about Social Security. Join us as we learn about Social Security benefits and retirement planning tools, eligibility issues, Medicare enrollment and more!

Self-Service Marketing Options 2.0 (General)

Friday, Apr 6 / 10:00-11:00 AM / KU 222

Kim Lally, Director of Marketing and Creative Services; Gina Gray, Art Director University Marketing

The self-service marketing site has moved to a new platform, which offers greater flexibility for your projects, and new templates are also available. In this session, we will explore the options available, so you are equipped to create high-quality, branded postcards, handouts, brochures and posters from the comfort of your office.

Social Security Essentials (General)

Brown Bag Session

Tuesday, Apr 10 / 12:00-1:30 PM / KU 222

Teresa Busher, Social Security Public Affairs Specialist, Social Security Administration

Please bring your lunch and come listen to this informative class: No matter what your age or how far you are from retirement, you need to know about Social Security. Join us as we learn about Social Security benefits and retirement planning tools, eligibility issues, Medicare enrollment and more!

Video Conferencing with Lifesize Cloud (IT)

Wednesday, Apr 11 / 1:00-2:00 PM / LTC 44

Beth Hart and 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.

I Didn't Mean It That Way!: Navigating Tough Cross-Cultural Conversations (AM Session) - General

Thursday, Apr 12 / 9:00-10:30 AM / KU 331

Presented by the Office of Diversity & Inclusion

Merida Allen, Associate Director for the Office of Multicultural Affairs; Dr. Jason Combs, Lecturer for Communications

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 multipartiality, needed to engage in dialogue using a social justice lens.

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Working with Generations (General)

Tuesday, Apr 17 / 10:00-11:30 AM / KU 222

Facilitator - TBD

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.

Google Forms: Beyond the Basics (IT)

Thursday, Apr 19 / 1:00-2:15 PM / LTC 20

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 the following topics: Data Validation; Embedding YouTube Videos; Customizing the "Not Accepting Responses" Setting; Adding Images to Form Questions; Adding Sections; Using the File Upload Option; Transforming a Google Form into a Quiz.

Emergency Preparedness for University Employees (General)

Tuesday, Apr 24 / 10:00-11:30 AM / KU 222

Facilitator - Public Safety Office Representative(s)

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.

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