The Office of Human Resources, through the Faculty and Staff Development Program (FSDP), offers a variety of workshops to enhance the professional and personal development of University of Pittsburgh faculty and staff. These workshops are divided into the following development areas. Please read through the learning opportunities in each category to identify which programs will help you to maximize your professional growth.

**PROFESSIONAL DEVELOPMENT**

**Workplace Knowledge and Skills**
An Introduction to Social Media: Networking on the Web
Annual Conflict of Interest Filing Process
Being an Effective Communicator
Conflict of Interest Management
Cross-Cultural Awareness & Understanding
Navigating the University Library System
Problem Solving for the Workplace
Public Speaking in a Nutshell
Strategies for Excellence in Written Professional Communication
Transforming Your Research into Commercially Viable Innovations at the University of Pittsburgh
Veterans on Campus
Writing with Style—University Style, That Is!

**Human Resources Administration**
Behavioral-Based Interviewing
Documentation and Employee Performance—For Supervisors (online)
Family and Medical Leave Act
Managing Staff Absenteeism—For Supervisors (online)
Pitt Source New-User Training
Preventing Employment Discrimination (online)
PRISM TRKS—Employee Timecard (online)
PRISM TRKS—Supervisor Timecard Approval (online)
Recruiting 101: Understanding the Staff Hiring Process at Pitt
Sexual Harassment Prevention (online)
Time and Attendance Record Keeping

**International Services Development Track**
Cross-Cultural Awareness and Understanding
Introduction to the Office of International Services and Basic Concepts in U.S. Immigration Law
Immigration Services: Employment Based Visas (J-1, H-1B, O-1, TN, E-3)
Immigration Services: U.S. Lawful Permanent Resident Status

**Diversity Education**
Accommodating Employees with Disabilities
Cross-Cultural Awareness and Understanding
Different Like You!
Is That Really Harassment?
Please Respect My Generation
Title IX: Understanding Compliance at the University of Pittsburgh

**Veterans on Campus**
Workplace Bullying

**Career Development**
Developing Your Career at the University of Pittsburgh
Interviewing Skills
Resume Writing and Cover Letters
Starting or Completing an Undergraduate Degree or Certificate
Continuing Education

**Personal Finance**
Financial Freedom: Strategies for Reducing Debt and Saving More
Inside Money: Managing Income and Debt
Online Tools: Connect to Financial Clarity

**University Business and Financial Services**
Advanced SPAR—Cost Sharing
Basics of Effort Reporting
Basics of Federal Contract Administration
Campus Security and the Clery Act
Electronic Certification of Effort
Everything You Wanted to Know About Capital Assets But Were Afraid to Ask
Export Controls Fundamentals
Financial Information Overview (online)
Introduction to Research Administration
P Card Administration
PantherExpress System
Preventing Discrimination and Sexual Violence: Title IX, VAWA, and the Clery Act Training (Online)
PRISM Financial Applications
Protecting Children (online)
Purchasing Fundamentals Training (online)
Research Contract Administration
SPAR Introduction
Student Privacy and FERPA
The Student Employment Process
Traveling on University Business
University Archives and Records Management
Workers’ Compensation for Supervisors

**Environmental Health and Safety**
Chemical Hygiene Plan: Lab Safety Training
OSHA Blood-borne Pathogens
Radiation Safety and Radioactive Materials
Shipping Infectious Substances or Biological Materials

**Managing Employee Performance—For Supervisors**
Myers Briggs: Understanding Your Personality in the Workplace
Strategies for Resolving Conflict
The Respectful Workplace

**Certificate in Organizational Leadership and Ethics (COLE)**
Mentoring and Leading Others
Leadership and Effective Talent Development
Building Social Capital by Managing Relationships, Conflict, and Incivility in the Workplace

**New Supervisor Track**
Documentation and Employee Performance—For Supervisors (online)
Family and Medical Leave Act
Managing Staff Absenteeism—For Supervisors (online)
Pitt Source New-User Training
PRISM TRKS—Supervisor Timecard Approval (online)
Recruiting 101: Understanding the Staff Hiring Process at Pitt
Time and Attendance Record Keeping

**Organization Development**
Building Culture
Customer Service Training
Group Dynamics Using Myers Briggs Type Indicator (MBTI)
Performance Management/Performance Appraisals

**TECHNOLOGY**

**Instructor-Lead Technology Workshops**
lynda.com
Microsoft Excel 2010 Fundamentals
Microsoft Outlook 2013 Fundamentals
Microsoft PowerPoint 2010 Fundamentals
Microsoft Word 2010 Fundamentals
My Pitt Video

**Online Technology Courses**
Lynda.pitt.edu—Tech Training and Other Professional Development Topics at www.lynda.pitt.edu

**ONLINE LEARNING**

**Lynda.pitt.edu—Tech Training and Other Professional Development Topics at www.lynda.pitt.edu**
Workplace Knowledge and Skills

**AN INTRODUCTION TO SOCIAL MEDIA: NETWORKING ON THE WEB**

**Presenter:** Office of University Communications  
**Date:** Wednesday, May 20, 2015  
**Time:** 9–11 a.m.  
**Location:** 342 Craig Hall  
**Who Should Attend:** Faculty and staff who want to know what it means to “tweet,” “facebook,” and get “LinkedIn”  

The ability to navigate social media is priceless in this increasingly digital society. Participants of this workshop will take away an introductory knowledge of today’s upwardly popular online social networking tools, such as Facebook, Twitter, YouTube, and LinkedIn. The workshop features a discussion on social media best practices and possible pitfalls. Participants will find this course helpful as they begin their exploration of social media.

**ANNUAL CONFLICT OF INTEREST FILING PROCESS**

**Presenters:** Khrys Myrddin, Associate Director  
Benjamin West, senior compliance coordinator  
Lisa Schoon, Compliance Coordinator  
Conflict of Interest Office  
**Date:** Wednesday, March 25, 2015  
**Time:** 9–11 a.m.  
**Location:** 342 Craig Hall  
**Who Should Attend:** Those who administer the COI filing process, and anyone responsible for developing, implementing, and ensuring compliance with COI management plans – for example, executive/department administrators, or assistants to deans and department chairs.

Presenters from the COI Office will provide an overview of COI disclosure requirements, the Superform filing system, the Pitt/UPMC joint COI questionnaire, department-level responsibilities for review and management of potential conflicts (including the use of the Management Reporting form), and University-level COI management. The presentation will also cover “PHS COI Reviews,” including department-level and COI Committee responsibilities surrounding the review of outside interests with regard to investigators’ PHS-funded research activities.

**BEING AN EFFECTIVE COMMUNICATOR**

**Presenters:** Maureen Lazar, consultant  
Organization Development  
**Date:** Wednesday, May 27, 2015  
**Time:** 9–11 a.m.  
**Location:** 342 Craig Hall  
**Who Should Attend:** Front-line staff who would like to enhance their communication skills  

Supervisors report that the number one, most critical job skill for employee success is interpersonal communication. This course introduces the Effective Communication Model through interactive experiences. Participants will learn new techniques for enhancing their communication skills in their workplace.

**CONFLICT OF INTEREST MANAGEMENT**

**Presenters:** David Wehrle, Director  
Khrys Myrddin, Associate Director  
Benjamin West, senior compliance coordinator  
Lisa Schoon, Compliance Coordinator  
Conflict of Interest Office  
**Date:** Thursday, April 2, 2015  
**Time:** 9–11 a.m.  
**Location:** 342 Craig Hall  

Who Should Attend: Those responsible for developing, implementing, and ensuring employees’ compliance with conflict of interest (COI) management plans – for example, executive/department administrators, department chairs, division chiefs, deans, center directors, or their assistants.

This workshop provides in-depth coverage of the techniques used to manage potential COIs between employees’ University responsibilities and their outside financial interests and entrepreneurial activities. Discussion will include department-level responsibilities for the review and management of potential conflicts with research and purchasing activities, as well as University-level COI management. The presentation will specifically cover the process used to identify and manage any Financial Conflicts of Interest with research funded by the Public Health Service.

**CROSS-CULTURAL AWARENESS AND UNDERSTANDING**

**Presenter:** Office of International Services  
**Date:** Tuesday, May 19, 2015  
**Time:** 9 a.m.–noon  
**Location:** 342 Craig Hall  
**Who Should Attend:** All faculty and staff  

Working and providing services in a diverse environment requires a knowledge and understanding of cultural differences, values, and behaviors. This fun, yet informative session will help participants to gain understanding to enhance the quality of their interactions with international and diverse students, faculty, and staff at the University and elsewhere. Topics include the cultural adjustment process and core cultural variables that shape the way people look at their world; for example, concepts of time, communication style, and status and hierarchy. Session will include interactive exercises.

**NAVIGATING THE UNIVERSITY LIBRARY SYSTEM**

**Presenter:** Leslie Eibl, liaison librarian  
University Library System  
**Date:** Wednesday, May 6, 2015  
**Time:** 9–11 a.m.  
**Location:** Hillman Library, Lower Level  
**Who Should Attend:** All faculty and staff

Through a hands-on session in Hillman Library, participants will learn how to search for and retrieve articles, ebooks, downloadable ebooks, digital collections, and other library resources. Whether your purpose is to perform research of your own, or to help a student navigate the online resources of the library, this workshop will help you understand how to access millions of digital documents and images. A brief tour of Hillman Library, including special collections, is also included. Join us to learn about what the University Library System has to offer you.

**PROBLEM SOLVING SKILLS FOR THE WORKPLACE**

**Presenter:** Mark Burdsall, senior consultant  
Organization Development  
**Date:** Tuesday, March 31, 2015  
**Time:** 9 a.m.–noon  
**Location:** 342 Craig Hall  
**Who Should Attend:** All Faculty and staff

This workshop will provide participants with an overview of how to identify, approach and, solve problems creatively and effectively in the workplace. The facilitator will use interactive skill-building exercises to guide participants through the stages of the problem-solving process using specific examples of problems. Participants will learn the process from defining the problem through making an appropriate recommendation to solve the problem. The objective of this workshop is to allow participants to feel prepared to find their own solutions to problems they uncover in their work environment.
PUBLIC SPEAKING IN A NUTSHELL
Presenter: Michael Bannon, director
Communication Lab
Date: Wednesday, April 15, 2015
Time: 9 a.m.–noon
Location: 342 Craig Hall
Who Should Attend: Faculty and staff who speak in public, discussion groups, press conferences, or other forms as part of their professional positions

This workshop is designed to teach participants how to improve their public speaking skills and gain confidence in their ability to make presentations in front of large and small audiences. Facilitated by the Communication Lab, this session will introduce you to the skills necessary to better organize ideas, relate to audiences with greater ease, deliver more effective presentations, and deal with speaking anxiety. Participants will leave this session with a list of resources for ongoing development of public speaking and communication skills.

WRITING WITH STYLE–OFFICIAL UNIVERSITY STYLE, THAT IS!
Presenters: Sarah Jordan Rosenson, proofreader
Department of Communications Services
Date: Tuesday, June 2, 2015
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: Faculty and staff who are responsible for writing promotional materials and/or Web sites for their departments

Is it PhD or Ph.D.? Is it 4 p.m. or 4 PM? This workshop will answer those questions and many more by serving as an introduction to the University of Pittsburgh writing style. A consistent writing style, like a consistent graphic image, helps to present our University to its many audiences in a professional manner. The Department of University Marketing Communications has developed the University of Pittsburgh Writing Style Manual, a handy guide that describes the University's writing style in detail. Workshop participants will receive an overview of the manual, which provides guidelines for print materials and Web sites produced by and for the University of Pittsburgh.

*Please note that there is a materials fee for the workshops listed above with an “*”. This fee will cover the cost of materials for each participant. Participation in these workshops requires the completion of the attached registration form including appropriate authorization for attendance and financial responsibility. Forms can only be submitted via fax or campus mail. Online registration cannot be used for these workshops. Also note that fees will not be refunded with a cancellation less than two weeks prior to the workshop.

Human Resources Administration

The workshops listed below are designed to help participants understand key employment principles and policies at the University of Pittsburgh. Participation in the workshops marked with a * require that you supervise the work of other staff.

BEHAVIORAL-BASED INTERVIEWING
Presenters: Mark Burdsall, senior consultant
Organization Development
Michelle Fullem, director
Recruiting and Client Services
Date: Thursday, May 7, 2015
Time: 9 a.m.–12:30 p.m.
Location: 342 Craig Hall
Who Should Attend: Individuals who directly manage or supervise the work of other staff

The foundation of a successful workforce relies on selecting, hiring, and retaining the best candidates. This session will provide participants with an introduction to a structured, behavior-based interview process. A variety of tools and practical techniques will be applied to promote an effective and legally defensible interview. Emphasis will be placed on enhancing the interviewing skills necessary for a hiring manager to arrive at accurate selection decisions.

DOCUMENTATION AND EMPLOYEE PERFORMANCE–FOR SUPERVISORS (ONLINE)

This 20-minute presentation provides basic guidance for University supervisors with respect to the importance of maintaining documentation of employee performance and workplace behavior issues. Applying general principles and practices in the context of two hypothetical employee situations, supervisors will learn: (1) the reasons to create and maintain detailed documentation, (2) what kinds of issues and matters to document, (3) what kinds of documents to create, and (4) how and where to maintain such documentation. This course can be completed online at your convenience. Please register via the FSDP registration process at www.hr.pitt.edu/fdp or contact the Employee Relations department at 412-624-4645 for further information.

VETERANS ON CAMPUS
Presenter: Ryan Ahl, director of veterans services
Office of Veterans Services
Date: Friday, May 22, 2015
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

This workshop is designed to educate faculty and staff about the veteran and military-affiliated student body and the services available to them on campus. The workshop will also cover common transition issues for veterans in higher education, nationwide trends, and military culture. Participants will learn about tools and resources available for building a veteran-friendly classroom environment.
FAMILY AND MEDICAL LEAVE ACT
Presenter: Jane Volk, director
Cheryl Ruffin, employee relations specialist
Employee and Labor Relations, Office of Human Resources
Amelia Conte, benefits representative
Benefits, Office of Human Resources
Date: Wednesday, April 8, 2015
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: Supervisors and department administrators
The federal government mandates unpaid leave for certain family and medical reasons for eligible employees. This workshop will describe the provisions of the law and how it interfaces with the University’s leave programs. You will learn about administrative procedures that are the responsibility of departments and those of the Office of Human Resources. A question-and-answer session will follow the presentation.

MANAGING STAFF ABSENTEEISM–FOR SUPERVISORS (ONLINE)
This presentation, intended for University supervisors, explains University policies and procedures that apply to situations involving staff absenteeism and recommends practical steps that supervisors can take to effectively manage cases of excessive absenteeism. This course can be completed online at your convenience. Please register via the FSDP registration process at www.hr.pitt.edu/fsdp or contact the Employee Relations department at 412-624-4645 for further information.

PittSource NEW-USER TRAINING
Presenter: Michelle Fulllem, director
Kaitlyn Konkle, recruiter
Recruiting and Client Services, Office of Human Resources
Date: Thursday, April 9, 2015
Time: 9–11:30 a.m.
Location: 342 Craig Hall
Who Should Attend: Department administrators and hiring managers who are responsible for any part of the staff recruitment process within their assigned department. Having direct responsibility for some part of the departmental hiring process is a prerequisite for participation.

This workshop is designed for department administrators and hiring managers who are new to using PittSource or who have limited experience with this hiring tool. Workshop facilitators will provide a review of how to navigate and best-utilize the University's online applicant tracking system—PittSource. The session will cover such topics as:

• How to navigate through PittSource (modules, user groups, inbox, watchlist)
• How to create and approve job description and selection requests
• How to review applicant documents and change applicant status
• How to customize your search screens and export these results

...and much more! Visit the PittSource online training site at www.bc.pitt.edu/prism/prismtrks/compT raining.html.

PRISM TRKS—EMPLOYEE TIMECARD (ONLINE)
Online employee training will provide step by step instructions for staff members using the University's automated time and attendance system, PRISM TRKS. Training will provide “how to” instructions on:

• Creating and submitting timecards
• Viewing accrual balances
• Creating weekly templates
• Revising submitted time cards

...and much more! Visit the PRISM TRKS online training site at www.bc.pitt.edu/prism/prismtrks/compTraining.html.

PRISM TRKS—Supervisor Timecard Approval (ONLINE)*
Online supervisor training will provide step by step instructions for supervisors using the University’s automated time and attendance system, PRISM TRKS. Training will provide “how to” instructions on:

• Approving submitted staff timecards
• Modifying submitted time cards on behalf of your employee
• Viewing standards reports such as the Missing Time Card and Time Off Balances Reports
• Assigning alternative or assigned approvers

...and much more! Visit the PRISM TRKS online training site at www.bc.pitt.edu/prism/prismtrks/compTraining.html

RECRUITING 101: UNDERSTANDING THE STAFF HIRING PROCESS AT PITT
Presenter: Amy Miller, senior recruiter
Sarah Morgan, senior recruiter
Recruiting and Client Services, Office of Human Resources
Date: Thursday, June 11, 2015
Time: 9–11:30 a.m.
Location: 342 Craig Hall
Who Should Attend: Department administrators and hiring managers who are responsible for any part of the recruitment process within their assigned department. Having direct responsibility for some part of the departmental hiring process is a prerequisite for participation.

The foundation of a successful workforce relies on selecting, hiring, and retaining the best candidates. This session will educate participants on the overall recruitment process as it pertains to a University department and their assigned representative from the Recruiting and Client Services department. Emphasis will be placed on tasks such as posting open staff positions, interviewing candidates, selecting a finalist, and the onboarding process. Participants will leave this session with a solid understanding of the life of the staff recruitment process.

SEXUAL HARASSMENT PREVENTION (ONLINE)
To promote a professional academic and working environment, as well as to ensure compliance with the University’s policies on sexual harassment, faculty and staff are required to complete sexual harassment prevention training. The training course is available to all faculty and staff online. You may complete this course by going to training.newmedialearning.com/psh/pitt. In addition, you can call Organization Development at 412-624-8044 to discuss whether a facilitated workshop within your department may be appropriate.
CROSS-CULTURAL AWARENESS AND UNDERSTANDING

Who Should Attend: All faculty and staff

This workshop is designed to give participants an overview of the University’s policies and procedures concerning time, attendance, compensatory time, and exempt/nonexempt issues with regard to employee pay. Time will be allotted to answer difficult questions regarding individual employee circumstances and to provide an overview of the University’s automated Time and Attendance system, PRISM TRKS. Attendees should leave this session with a clear understanding of University policies and procedures for processing employee pay in a variety of circumstances.

International Services Development Track

The International Services Development Track (ISDT) is designed for departmental administrators, faculty, and research supervisors who work with the Office of International Services (OIS) to recruit, select, and retain international faculty, students, and staff. These workshops will provide general information, basic legal and regulatory concepts, and Pitt-specific policies and procedures related to E3, F, H, J, O, and TN visa statuses and employment-based lawful permanent residence. The focus is on making immigration-related issues understandable, providing the basics to make informed administrative decisions, and creating a foundation for partnering efficiently and effectively with OIS.

The track consists of a Foundations workshop and four Professional Practice workshops, all listed below. The Foundations workshop must be taken prior to taking the Professional Practice workshops, with the exception of Beyond Regulations: Cross-cultural Awareness and Understanding, which can be taken at any time. Upon completion of the Foundations workshop, the Professional Practice workshops can be taken in any order and over a period of years.

FOUNDATIONS WORKSHOP

• Introduction to the Office of International Services and Basic Concepts in U.S. Immigration Law

PROFESSIONAL PRACTICE WORKSHOPS

• Immigration Services: Student Visas (F and J)
• Immigration Services: Employment-Based Visas (J-1, H-1b, O-1, TN, and E3)
• Immigration Services: U.S. Lawful Permanent Resident Status
• Cross-cultural Awareness and Understanding

CROSS-CULTURAL AWARENESS AND UNDERSTANDING

Who Should Attend: All faculty and staff

Working and providing services in a diverse environment requires a knowledge and understanding of cultural differences, values, and behaviors. This fun, yet informative session will help participants to gain understanding to enhance the quality of their interactions with international and diverse students, faculty, and staff at the University and elsewhere. Topics include the cultural adjustment process and core cultural variables that shape the way people look at their world; for example, concepts of time, communication style, and status and hierarchy. Session will include interactive exercises.

INTRODUCTION TO THE OFFICE OF INTERNATIONAL SERVICES AND BASIC CONCEPTS IN U.S. IMMIGRATION LAW

Who Should Attend: Faculty and staff who work with the Office of International Services (OIS) concerning international faculty, students, and staff

This workshop is the initial and foundational overview needed for all other workshops within the International Services Development Track. Its objective is not to train faculty and staff to advise internationals on their immigration status. Rather, the workshop’s objective is to familiarize faculty, staff, and department administrators with the Office of International Services, its resources, and the basic policies and procedures governing immigration-related issues at the University. Major topics include introductions to OIS, basic immigration concepts and terminology, visa statuses, employment-based permanent residence (the “green card”), and responsibilities for the “team” (department, OIS, and the foreign national.)

IMMIGRATION SERVICES: EMPLOYMENT-BASED VISAS (J-1, H-1b, O-1, TN, E-3)

Who Should Attend: Faculty and staff who work with the OIS concerning international employees

This workshop will provide a comprehensive overview of the employment visa classifications available to non-student internationals, whether as visitors, interns, or employees and their dependents. Visa types discussed include: J-1, H-1b, O-1, TN, and E-3. Through the use of case studies and diagnostic tools, participants will come away with a better understanding of the purpose, qualifications, relative advantages, and limitations for each visa type as well as the general regulations and processes that govern them.

IMMIGRATION SERVICES: U.S. LAWFUL PERMANENT RESIDENT STATUS

Who Should Attend: Faculty and staff who work with OIS concerning internationals seeking U.S. lawful permanent resident (LPR) status based on employment at Pitt

This workshop will provide a comprehensive overview of the employment-based LPR application process, including internal policies and related criteria for University sponsorship.

The focus will be on first-preference petitions (Outstanding Professor or Researcher,) but will include brief references to second and third preference petitions as well – highlighting the differences both in process and cost. The presenter will utilize the OIS EB-1 LPR request packet to walk participants through a detailed, step-by-step training process.
Diversity Education

The following workshops create an opportunity for faculty and staff to further their understanding and respect for the importance of diversity in a successful academic environment.

ACCOMMODATING EMPLOYEES WITH DISABILITIES

It is imperative that supervisors understand the process of providing reasonable accommodations to staff with disabilities and/or serious medical conditions. This session reviews the Americans with Disabilities Act, as well as the Amendment Act of 2008, and its regulations. The University’s recommended process for providing reasonable accommodations in the workplace is also reviewed. This workshop is available for presentation to individual departments by contacting the Office of Disability Resources and Services at (412) 648-7890.

CROSS-CULTURAL AWARENESS AND UNDERSTANDING

Presenter: Office of International Services Staff
Date: Tuesday, May 19, 2015
Time: 9 a.m.–noon
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

Working and providing services in a diverse environment requires a knowledge and understanding of cultural differences, values, and behaviors. This fun, yet informative session will help participants gain understanding to enhance the quality of their interactions with international and diverse students, faculty, and staff at the University and elsewhere. Topics include the cultural adjustment process and core cultural variables that shape the way people look at their world; for example, concepts of time, communication style, and status and hierarchy. Session will include interactive exercises.

DIFFERENT LIKE YOU!

Presenters: Warren McCoy, diversity specialist
Kristy Rzepecki, diversity specialist
Office of Affirmative Action, Diversity, and Inclusion
Date: Friday, May 1, 2015
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

Workforce diversity in the 21st century focuses less on what group a person is identified with and more on the unique diversity of each person as an individual. This workshop is an overview intended to help participants increase their awareness of diversity issues and to gain a better understanding of acceptance and appreciation of the differences between us. Participants will learn to identify and examine one’s own stereotypes and prejudices and how these may guide behaviors and responses. Learn how recognizing barriers to accepting diversity can help to remove them and create an environment for academic and workplace success. Participants will identify at least one way to promote respect and dignity for others.

IS THAT REALLY HARASSMENT?

The workshop explores the negative consequences of harassment covering such topics as age, race, sexual orientation, political affiliation, pregnancy, ethnicity, sexual harassment, and much more. Participants will learn the definition of harassing behavior and the various types of harassment in the workplace through the use of personalized stories, legal and policy definitions, group activities, and discussion. Participants will also learn specific University policies and what to do if they are harassed. This workshop is available for presentation to individual departments by contacting the Office of Affirmative Action, Diversity and Inclusion at 412-648-7860.

PLEASE RESPECT MY GENERATION

Presenters: Warren McCoy, diversity specialist
Kristy Rzepecki, diversity specialist
Office of Affirmative Action, Diversity and Inclusion
Date: Tuesday, June 16, 2015
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

For the first time, we have as many as five different generations working together in a single workplace. This workshop presents methods for bridging the gap between generations and shows participants how to avoid conflict and increase productivity in their generationally diverse workplaces. Workshop participants will learn about generational differences, generational similarities, how generational traits impact the workplace, and how good communication skills can develop a more respectful workplace.

TITLE IX: UNDERSTANDING COMPLIANCE AT THE UNIVERSITY OF PITTSBURGH

Presenters: Kristy Rzepecki, diversity specialist
Office of Affirmative Action, Diversity, and Inclusion
Date: Tuesday, May 12, 2015
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

This workshop is designed to promote a common and consistent understanding and application of the University of Pittsburgh policies, standards, and processes with regard to Title IX. The workshop facilitator will address required timelines all potential responders must adhere to upon becoming aware of sexual harassment, sexual misconduct, discrimination, and harassment. Participants will leave this workshop with an enhanced awareness of the various forms of harassment, sexual misconduct and domestic violence.

VETERANS ON CAMPUS

Presenters: Ryan Ahl, director of veterans services
Office of Veterans Services
Date: Friday, May 22, 2015
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

This workshop is designed to educate faculty and staff about the veteran and military-affiliated student body and the services available to them on campus. The workshop will also cover common transition issues for veterans in higher education, nationwide trends, and military culture. Participants will learn about tools and resources available for building a veteran-friendly classroom environment.

WORKPLACE BULLYING

Presenter: Paula K. Davis, assistant vice chancellor for diversity
Office of Health Sciences Diversity
Carol Mohamed, director
Office of Affirmative Action, Diversity, and Inclusion
Date: Wednesday, April 1, 2015
Time: 12:30–2 p.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

The workplace is a common site of interpersonal conflict. Some conflict is a natural outgrowth of interpersonal differences; other conflict is a result of repeated behavior meant to intimidate, degrade or offend others. Workplace bullying creates feelings of defenselessness and robs individuals of their right to respect and dignity at work. This workshop will define bullying behavior, its causes and effects, and resources available to those who have experienced it.

Note: Supervisor approval is not required for this workshop if time is not taken away from regular work hours.
Have you been thinking about starting or completing an undergraduate degree or certificate program? Degree and certificate programs, Saturday and summer programs, external study programs, and day and night classes are all available with your tuition reimbursement benefit through the College of General Studies (CGS). CGS pre-professional programs also can prepare you for programs at other schools and colleges at Pitt. In this workshop you will learn about the variety of ways the needs of nontraditional students can be met at the University. Topics include choosing the right undergraduate program and navigating the admission process, and how your staff tuition benefits can be used.

Note: Supervisor approval is not required for this workshop if time is not taken away from regular work hours (i.e. lunch hour)

CONTINUING EDUCATION
Degree and certificate programs are available to faculty and staff with tuition reimbursement benefits through the College of General Studies (CGS) and other schools at the University. For more information, visit www.cgs.pitt.edu.

Personal Finance
FINANCIAL FREEDOM: STRATEGIES FOR REDUCING DEBT AND SAVING MORE

Presenters: Vanguard staff
Date: Friday, April 24, 2015
Time: 9–11 a.m.
Location: 342 Craig Hall

Looking for ways to bring your financial life under control? If so, mark your calendar. You’re invited to attend a meeting where a Vanguard representative will discuss how to pay down credit cards, set up an emergency fund, establish the “I hate to budget” budget, and save for a comfortable retirement. If you have a smartphone or tablet, bring it along for a more interactive experience.

INSIDE MONEY: MANAGING INCOME AND DEBT

Presenter: Chris Yoest, financial advisor
TIAA-CREF
Date: Thursday, June 18, 2015
Time: 9–10:30 a.m.
Location: 342 Craig Hall

It’s your budget—take control. Everyone talks about a budget, but how many of us actually make one? Most people have some debt, but how many understand its effects on their lives and their futures? Let us show you the real impact of budgeting and debt—and how to help make your money work. The workshop facilitator will explain the big picture of budgeting:

• Learn the importance of cash flow—and how to use it
• Change how you look at saving and spending
• Identify good and bad debt, and ways to help manage it

ONLINE TOOLS: CONNECT TO FINANCIAL CLARITY

Presenter: Chris Yoest, financial advisor
TIAA-CREF
Date: Thursday, May 28, 2015
Time: 9–10:30 a.m.
Location: 342 Craig Hall

Strengthen your retirement knowledge online. Looking for a better understanding of your financial future? TIAA-CREF’s online tools are a great way for you to get the knowledge and confidence to discuss your needs with a Financial Consultant. The workshop facilitator will guide you through our suite of online tools to help you learn how to:

• Find out your investment style and get a portfolio suggestion
• Track your retirement path, project the results, and get an actionable plan to help it work even better
• Discover how to create a simpler picture of all your finances and use it to make improvements

Career Development
DEVELOPING YOUR CAREER AT THE UNIVERSITY OF PITTSBURGH

Presenter: Sherry Miller Brown, director
McCarl Center for Nontraditional Student Success
Date: Thursday, April 23, 2015
Time: 9–11:30 a.m.
Location: McCarl Center Conference Room, 1400 Posvar Hall

Who Should Attend: All staff interested in exploring career possibilities

This session is designed for any staff members who want to be sure that they are utilizing all of the resources available at the University to develop meaningful career opportunities. In this workshop participants will be introduced to a four-step career planning process that incorporates many of the cultural, educational, and/or career development opportunities available through the University of Pittsburgh. Modeled after the Pitt Pathway—a career planning process developed for students at the University of Pittsburgh—this plan encourages employees to take personal responsibility for their careers while employed at the University. In this workshop we will discuss ways to get personal career counseling, how to develop personal academic portfolios, and how to gain experience through the University system.
University Business and Financial Services

ADVANCED SPAR - COST SHARING
Who Should Attend: Employees whose SPAR responsibilities include areas with sponsored research activity
This workshop provides in-depth discussions of the theory and mechanics of cost sharing on sponsored research projects and related SPAR entry. Participants will learn about cost sharing terms and codes, mandatory cost sharing and, voluntary cost sharing including hands-on examples of cost sharing scenarios. Facilitators will review the resources available on the Financial Compliance for Research website. For dates and registration information, please visit the Financial Compliance for Research website at http://www.cfo.pitt.edu/fcr/workshops/register.php. Note: Basics of Effort Reporting and SPAR Introduction are pre-requisites of this workshop.

BASICS OF EFFORT REPORTING
Who Should Attend: Faculty and staff whose responsibilities include administration of federally sponsored research projects
This workshop is designed to help participants develop an understanding of effort reporting requirements for federally sponsored research as mandated by the Federal Office of Management and Budget (OMB) and supported by the University's Effort Reporting policy. Facilitators will explain the federal requirements included in OMB Circular A-21 and the key points to the University's effort reporting policy. Sample effort situations will be presented and effort frequently-asked-questions will be answered. To register for this workshop, please go to the Financial Compliance for Research website www.cfo.pitt.edu/fcr/workshops/register.php.

BASICS OF FEDERAL CONTRACT ADMINISTRATION
Presenter: Heide Eash, assistant director for federal contracts Office of Research Date: Thursday, April 9, 2015 Time: 9–11 a.m. Location: B21 University Club
Who Should Attend: Faculty and staff who support federal research funding activities, and staff charged with research administration support and related activities
This workshop will offer a basic overview of the federal contract process including an overview of the difference between federal grants and contracts with a focus on applying for, financial stewardship requirements, an overview of compliance issues unique to federal contracts, and an overview of the closeout process. Participants will learn the difference between federal grants and contracts with a focus on applying for, and managing, federal research contracts and key areas of risk.

CAMPUS SECURITY AND THE CLERY ACT
Presenter: Kathleen Schreiber, commander University of Pittsburgh Police Department Date: Tuesday, April 7, 2015 Time: 9–11 a.m. Location: 342 Craig Hall
Who Should Attend: University officials who have been designated as Campus Security Authorities as well as faculty and staff who have significant responsibility for student and campus activities
The Jeanne Clery Act requires post-secondary institutions to collect crime information from a variety of persons within the institution who are identified as Campus Security Authorities. University staff and faculty who have significant interaction with student groups and/or who are responsible for campus activities are defined as Campus Security Authorities. This workshop will provide an overview of the Clery Act requirements, with particular emphasis on the role and responsibilities of Campus Security Authorities. Covered topics include the definition of a Campus Security Authority, what crimes must be reported, the geographical boundaries involving crime reports, and how to prepare and submit a crime report to the police department. In addition, safety policies involving timely warnings and emergency notification will be discussed. Participants will receive the new 2014 Annual Safety and Fire Report for reference.

ELECTRONIC CERTIFICATION OF EFFORT (ecrt): EFFORT COORDINATOR RESPONSIBILITIES
Who Should Attend: New department administrators or other staff whose responsibilities include managing effort certification by research faculty
This workshop will help participants understand the responsibilities of an Effort Coordinator and to navigate the Effort Certification and Reporting Tool (ecrt). Facilitators will provide an overview of effort reporting requirements, schedules, ecrt application, principal investigator responsibilities, and other topics. Hands-on exercises will be used to learn application navigation and certification processes. Facilitators will review the resources available on the Financial Compliance for Research website. For dates and registration information, please visit the Financial Compliance for Research website at www.cfo.pitt.edu/fcr/workshops/register.php. Note: Basics of Effort Reporting is a pre-requisite to this workshop.

EVERYTHING YOU WANTED TO KNOW ABOUT CAPITAL ASSETS BUT WERE AFRAID TO ASK
Presenter: Kevin Starke Payment Processing and Compliance Date: Thursday, May 14, 2015 Time: 10–11 a.m. Location: 2nd Floor Conference Room, 116 Atwood Street
Who Should Attend: Staff who have responsibility for ordering and maintaining capital equipment
This workshop will review University policies and procedures involving capital assets (individual pieces of equipment costing at least $5000) and will cover asset inventories, record maintenance, asset retirements, principal investigator transfers, plus other topics.

EXPORT CONTROLS FUNDAMENTALS
Presenters: Allen DiPalma, director Sandy Laverne, export controls analyst Biologicals Expert Office of Export Controls Services Kelly Stefano Cole, associate director Regional Biocontainment Laboratory and associate professor, Department of Immunology Date: Wednesday, April 15, 2015 Time: 9–11 a.m. Location: B21 University Club
Who Should Attend: All faculty and staff involved with shipping, visitors, foreign nationals, foreign travel, foreign collaborations, biologicals, or research
This workshop will offer a description of the United States export control regulations and how they apply to various areas of the University. Topics such as shipping, visitors, foreign nationals, foreign travel, foreign collaborations, biologicals, and fundamental research will be discussed. Practical tips and best practice procedures will be enumerated for these topics along with other helpful references. Participants will walk away with a broad understanding of United States export controls regulations and how to apply these regulations in the workplace.

New
FINANCIAL INFORMATION OVERVIEW – NON-RESEARCH (Online)

Who should participate: Recently hired staff responsible for initiating, monitoring, and/or reporting financial information (excludes research accounts).

In this online course, participants will receive a brief overview of the PRISM financial system. Topics will include: account number structure and subcode usage, reading and understanding level reports for operating and discretionary accounts, identifying charges and resolving inquiries on level reports, and monthly closing schedule information. Reference materials will include lists of valid subcode and reference values, sample level reports, information on batch-naming conventions, a Responsibility Center approver list, key contact lists, and other valuable information for anyone new to Pitt’s financial organization. This online course can be accessed at any time, and can be completed as the employee’s time permits. To register for this course, please contact Cathy Lewis, clewis@cfo.pitt.edu.

INTRODUCTION TO RESEARCH ADMINISTRATION

Presenters: Christine Crawford, associate director for grants policy Office of Research
Date: Tuesday, April 28, 2015
Time: 9–11 a.m.
Location: B21 University Club
Who Should Attend: Faculty and staff who support grant preparation, and unit administrators or managers that are responsible for P Card account reconciliation

This workshop will offer a basic overview of pre-award grants administration policy and procedure for the University. Content will include definitions, proposal transmittal, major agency requirements, stewardship, compliance, and electronic research administration developments.

P CARD ADMINISTRATION

Presenters: Rachel Walsh, payment card specialist Payment Processing Department
Date: Tuesday, May 5, 2015
Time: 9–11 a.m.
Location: 2nd Floor Conference Room, 116 Atwood Street
Who Should Attend: Faculty and staff who hold University P Cards, department administrators or managers that are responsible for P Card account reconciliation

This session is designed to familiarize participants with the University P Card policies and procedures including allowable and unallowable purchases. Workshop facilitators will also provide participants with instruction on what is expected of both the P Card holder and their department administrator with regard to reconciliation of P Card statements and P Card audits.

PANTHER EXPRESS SYSTEM

For information on PantherExpress System training, please visit cfo.pitt.edu/pexpress/pbuytraining.php

PREVENTING DISCRIMINATION AND SEXUAL VIOLENCE: TITLE IX, VAWA, AND THE CLERY ACT TRAINING (Online)

This course defines key Federal statutes and regulations related to gender discrimination, sexual misconduct and sexual violence in an academic environment; incorporating Pennsylvania state specific definitions on domestic violence, dating violence, stalking, and sexual assault. It provides information to individual members of the campus community regarding their rights to safety, dignity and respect; while promoting bystander intervention, explaining reporting obligations and other compliance responsibilities. This course is available through the My.pitt.edu portal community by clicking here. If you have any questions or concerns, please contact the Office of Affirmative Action, Diversity and Inclusion.

PRISM FINANCIAL APPLICATIONS

For information on PRISM financial applications training, please visit www.cfo.pitt.edu/prism/

PROTECTING CHILDREN

The University strives to provide a safe academic and work environment for all members of its community and guests. This is especially important with respect to the safety and welfare of children. Those with a significant likelihood of regular contact with children should receive training through United Educators’ online course entitled, “Sexual Misconduct: How Teachers and Other Educators Can Protect Our Children” (higher ed module.) To participate in this course, login to my.pitt.edu, and click on the “Protecting Children from Abuse On-line Course.”

PURCHASING FUNDAMENTALS TRAINING (Online)

Who should participate: Faculty and staff who are responsible for purchasing goods and/or services for their departments

This online course covers the basic buy-to-pay process which includes identifying a need to purchase products or services, communicating with potential suppliers, placing an order and/or writing a contract, handling discrepancies and paying vendors. Participants will gain an understanding of the various University purchasing methods and initiatives such as utilizing requisitions, purchase orders, the PantherExpress System, and the Channeled Spending Program. This course also addresses University purchasing policies and approval authorities as well as the responsibility of the department purchaser to follow University policies and procedures. Participants will learn how to lower the total cost of ownership for all University purchases and how to utilize the support services offered by the PantherExpress departments. This online course can be accessed at any time, and can be completed at the employee’s convenience. To register for this course, please contact Cathy Lewis, clewis@cfo.pitt.edu for login information.

Note: Completion of Purchasing Fundamentals Training satisfies the prerequisite to attend PRISM Purchasing and PantherExpress System training. Note: PantherExpress System Shoppers are exempt from this prerequisite.

RESEARCH CONTRACT ADMINISTRATION

Presenter: Kelly Downing, assistant director for clinical and corporate contracts Office of Research
Date: Wednesday, May 20, 2015
Time: 9–11 a.m.
Location: B21 University Club
Who Should Attend: Department administrators who are new to University research

In this workshop, participants will learn the types of contracts that are appropriate to the purview of the clinical and corporate contracts section of the Office of Research. They also will learn the correct process for routing a contract to the Office of Research for maximum efficiency and the requirements for submission review. Facilitators also will present information on research compliance issues that relate to contracts, compliance monitoring, and what must be achieved to meet University standards in research contracts.

SPAR INTRODUCTION

Who Should Attend: New users of the Salaried Personnel Activity Report (SPAR) system. Users whose responsibility includes sponsored projects should also attend the Advanced SPAR-Cost Sharing Workshop.

This workshop is an introduction to the online SPAR including instruction on basic navigation and simple modifications. Topics covered will include system roles and responsibilities, basic system navigation, straight forward SPAR modifications, available queries and system availability. Facilitators will review the resources available on the Financial Compliance for Research website. For dates and registration information, please visit the Financial Compliance for Research website at www.cfo.pitt.edu/fcr/workshops/register.php. Note: Basics of Effort Reporting and SPAR Introduction are pre-requisites of this workshop.
STUDENT PRIVACY AND FERPA

Presenters: Pamela Connelly, associate general counsel
Office of General Counsel
Patricia Mathay, university registrar
Date: Wednesday, April 22, 2015
Time: 9–10 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff who handle, review, store, or disclose student records and all others interested in professional development in this area

The Family Educational Rights and Privacy Act (FERPA) was recently amended. FERPA is the law that the University and its employees must follow with regard to student records. This workshop will give participants an overview of student privacy laws, regulations, and University policies pertaining to the confidentiality of student records. Because failure to follow FERPA can result in federal censure, loss of federal funding from the U.S. Department of Education, and adverse reflection on one’s employment at the University, it is important information for all faculty and staff who handle student records. This session will help participants avoid the pitfalls of noncompliance and become the student records “go-to person” in their department. Upon completion of this session, attendees will know how and when FERPA applies at Pitt, what exceptions to disclosure of records exist, where to go for further information, and how University policy is applied to student records.

THE STUDENT EMPLOYMENT PROCESS

Presenters: Bill Charleroy, student employment administrator
Student Employment & Placement Assistance
Date: Wednesday, June 17, 2015
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff who are responsible for the employment and management of student employees

Student employees are an integral part of the workforce at the University of Pittsburgh. This workshop will examine the role of student employees at the University. Participants will learn the process for hiring a student employee and guidelines for managing student employees effectively.

TRAVELING ON UNIVERSITY BUSINESS

Presenters: Vincent Johns, travel manager
Office of Travel Management
Rebecca Marcej, manager
Payment Processing
Date: Friday, May 29, 2015
Time: 9 a.m.–noon
Location: 342 Craig Hall
Who Should Attend: All faculty and staff who are responsible for making travel arrangements for University business

Intricacies of the Prism expense reporting system will be demonstrated and University travel policy will be explained. This workshop is recommended for both travel planners and travelers.

UNIVERSITY ARCHIVES AND RECORDS MANAGEMENT

Presenters: Zach Brodt, records manager
Archives Service Center
Date: Friday, May 8, 2015
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: Faculty and staff responsible for administering, storing, reviewing and disposing of University records

This workshop will provide an overview of records services available to University departments through the University records management and archives programs. Participants will receive an overview of campus-wide retention policies and regulations for records management. It also will cover services available through BRM, the University’s contractor for off-site records storage and shredding. In addition, the presenters will discuss use of the University archives for the storage of historical records including faculty papers, administrative records, and student organization records.

WORKERS’ COMPENSATION FOR SUPERVISORS

Presenters: Yvonne Keafer, director
Risk Management and Insurance
Betsy Richard, claims manager and risk analyst
Rick Schultz, manager of safety programs, general safety, and accident investigation
Environmental Health and Safety

This workshop will provide an introduction to supervisors’ responsibilities in the workers’ compensation process, as well as an overview of Pennsylvania workers’ compensation law. Also discussed will be the overall impact of workers’ compensation claims to the University. To schedule an appointment for yourself or a workshop for your department, please contact the Office of Risk Management at 412-624-1198.

Environmental Health and Safety

If you work with laboratory chemicals, potentially infectious materials, or radioactive materials, the following courses may be required. Check with your supervisor, principal investigator, or division/department chair, or contact Environmental Health and Safety for training dates and locations at 412-624-9505 or www.ehs.pitt.edu.

CHEMICAL HYGIENE PLAN: LAB SAFETY TRAINING

Who Should Attend: University employees working with chemicals in laboratory or research settings

This training is required every three years for all Pitt faculty, staff, and student employees (full- or part-time) working with any chemical in a laboratory or research facility.

OSHA BLOODBORNE PATHOGENS

Who Should Attend: University employees with exposure to any potentially infectious material during an assigned duty

This training is required annually for all Pitt faculty, staff, and student employees (full- or part-time) working with or exposed to human patients or research subjects, human blood, human body fluids, human cells, or all other types of potentially infectious materials or agents.

RADIATION SAFETY AND RADIOACTIVE MATERIALS

This training is required for all Pitt faculty, staff, and student employees (full or part-time) involved in the preparation, packaging, or shipment of radioactive substances, biological materials, human/animal specimens, genetically modified micro-organisms, or any shipment involving the application or use of dry ice.

SHIPPING INFECTIOUS SUBSTANCES OR BIOLOGICAL MATERIALS

Who Should Attend: University employees preparing or shipping infectious substances, specimens, or biological materials or any shipment that uses dry ice

This training is required every two years for Pitt faculty, staff, and student employees (full or part-time) involved in the preparation, packaging, or shipment of infectious substances, biological materials, human/animal specimens, genetically modified micro-organisms, or any shipment involving the application or use of dry ice.
Leadership Essentials

The Leadership Essentials workshops are designed for supervisors and managers who want to maximize their leadership potential and effectiveness. The workshops combine knowledge and skill building to help participants learn the essentials of effective leadership and skills for building and maintaining a high-performing team, as well as key employment principles and policies and the role they play in managing day-to-day human resources issues for their departments.

Leadership programs are also available for individual departments. Please contact Organization Development at 412-624-8044 to discuss further.

CREATING A CIVIL WORKPLACE CULTURE

Presenter: Debra Messer, account manager
LifeSolutions EAP
Date: Thursday, April 30, 2015
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: Individuals who directly manage or supervise the work of other staff

Not only is a civil workplace beneficial to individual employees, it has a profound impact on the overall well-being and success of the organization as a whole. The responsibility to cultivate and maintain workplace civility falls on the shoulders of managers and supervisors. In this workshop, leaders will learn how to define a civil workplace culture and identify the characteristics of an uncivil culture. Participants will also explore the role of leadership in creating and maintaining a civil workplace culture and how they can role model civility.

FEEDBACK: AN ESSENTIAL LEADERSHIP SKILL

Presenter: Maureen Lazar, consultant
Organization Development
Date: Thursday, April 16, 2015
Time: 9–11:30 a.m.
Location: 342 Craig Hall
Who Should Attend: Individuals who directly manage or supervise the work of other staff

Providing feedback to employees can be challenging, but is crucial to creating an environment of success in any organization. This workshop introduces multiple tools to assist supervisors in offering and documenting feedback that will reinforce and change behaviors of individuals. Participants will have the opportunity to practice using feedback tools and strategies.

MAKING MEETINGS WORK*

Presenter: Mark Burdsall, senior consultant
Organization Development
Date: Tuesday, June 9, 2015
Time: 9 a.m.–12:30 p.m.
Location: 342 Craig Hall
Materials Fee: $58
Who Should Attend: Individuals who directly manage or supervise the work of other staff

Meetings can be a source of frustration or they can be a productive use of everyone’s time and talent. It often depends on the meeting leader’s ability to make the right decisions – including knowing when a meeting is – and is not – needed. This workshop is designed to give employees the skills they need to lead meetings that run efficiently, generate good decisions, and result in clear action. Participants will learn steps for preparing effectively for meetings, conducting successful meetings and intervention techniques to resolve problems to keep meetings on track. Participants will discuss the characteristics of an effective meeting and also practice skills to overcome obstacles to meeting success.

MANAGING EMPLOYEE PERFORMANCE – FOR SUPERVISORS

Presenters: Maureen Lazar, consultant
Organization Development
Date: Thursday, April 23, 2015
Time: 9 a.m.–noon
Location: 342 Craig Hall
Who Should Attend: Individuals who directly manage or supervise the work of other staff

This is a newly designed workshop to assist supervisors in managing employee performance throughout the year. The importance of clarifying performance expectations and goals, providing ongoing feedback, and conducting performance reviews will be addressed. Participants will become familiar with the performance management cycle, and various tips and techniques for maximizing employees’ performance potential will be shared throughout the workshop.

MYERS BRIGGS: UNDERSTANDING YOUR PERSONALITY IN THE WORKPLACE*

Presenters: Mark Burdsall, senior consultant
Maureen Lazar, consultant
Organization Development
Date: Thursday, May 14, 2015
Time: 9 a.m.–12:30 p.m.
Location: 342 Craig Hall
Materials Fee: $35
Who Should Attend: Individuals who directly manage or supervise the work of other staff

Have you wondered how two people can view the outcome of a meeting so differently? Or, how some people like the details of a project, while others focus on the big picture? This workshop will help you better understand how you prefer to function in the workplace through the use of the Myers Briggs Type Indicator (MBTI). The MBTI is a personality instrument that helps provide reasoning for individual difference in work style, problem solving, conflict, response to stress, and communication needs. Through multiple activities, you will recognize how personality types function most productively and effectively.

STRATEGIES FOR RESOLVING CONFLICT*

Presenter: Maureen Lazar, consultant
Organization Development
Date: Thursday, May 21, 2015
Time: 9 a.m.–noon
Location: 342 Craig Hall
Materials Fee: $20
Who Should Attend: Individuals who directly manage or supervise the work of other staff

Conflict in the workplace is inevitable. You, as a supervisor, determine how to handle conflicts that arise within your organization. What are the implications of this decision? At what point do you intervene in a conflict? In this workshop, participants will identify their preferred way to address conflict, learn alternative methods, and learn to analyze a conflict to identify appropriate strategies for resolution that can ultimately lead to positive change in the workplace.
THE RESPECTFUL WORKPLACE

Presenters: Jane Volk, director
Cheryl Ruffin, employee relations specialist
Employee and Labor Relations, Office of Human Resources

Date: Wednesday, May 6, 2015
Time: 9 a.m.–noon
Location: 342 Craig Hall

Who Should Attend: Individuals who directly manage or supervise the work of other staff

Everyone knows the importance of preventing discrimination and harassment in the workplace. The University of Pittsburgh policies and sound management practices dictate preventing all forms of disrespectful behavior that are harmful to others, have an adverse effect on morale, and undermine productivity. Participants will leave this workshop with a heightened sensitivity and awareness for identifying behaviors that are disrespectful and/or illegal. They will learn how to prevent such behaviors, how to respond when they arise, and how to foster an environment based on mutual respect.

*Maintaining a responsible workplace, responsible use of power and authority, leadership. Participants will learn competencies that include skills for building and maintaining a responsible workplace, responsible use of power and authority, enhancing productive work team performance and developing talent through the use of tools such as mentoring.

Certificate In Organizational Leadership And Ethics (COLE)

The Certificate in Organization Leadership and Ethics (COLE) is a series of six workshops that are designed for supervisors and administrators who want to maximize their ability to have impact as ethical leaders within their unit/department or overall workplace. This workshop series combines knowledge, interactive discussion and skill-building exercises to help participants learn the essentials of ethical leadership. Participants will learn competencies that include skills for building and maintaining a responsible workplace, responsible use of power and authority, enhancing productive work team performance and developing talent through the use of tools such as mentoring.

COLE workshops can be taken in any sequence over a five-year period. Faculty and staff can take one or more of these workshops based on interest. To receive a certificate, individuals must complete all six workshops over a maximum 5-year period. COLE consists of the following six workshops offered on a rotating basis each fall and spring:

- Mentoring and Leading Others
- The Ethical Use of Power
- Solving Problems and Ethical Dilemmas
- Principles and Practices of Servant Leadership
- Leadership and Effective Talent Development
- Building Social Capital by Managing Relationships, Conflict and Incivility in the Workplace (formerly Managing Incivility and the Bystander Effect in the Workplace)

Who Should Attend: Faculty and staff who are supervisors or administrators or those who have made the transition from technical or administrative positions into managerial career paths where effectively managing people is part of competency development and overall effectiveness.

The Certificate in Organizational Leadership and Ethics program is co-sponsored by the David Berg Center for Ethics and Leadership in conjunction with the Office of Human Resources at the University of Pittsburgh.

MENTORING AND LEADING OTHERS*

Presenter: Audrey Murrell, Associate Dean and Associate Professor of Business Administration, College of Business Administration

Date: Wednesday, April 22, 2015
Time: 9 a.m.–noon
Location: 532 Alumni Hall
Materials Fee: $30

Description: This workshop combines knowledge, interactive discussion and skill-building exercises to help participants understand the types and functions of mentoring, the outcomes and benefits of effective mentoring relationships, how to structure effective formal mentoring programs, and ethics and negative mentoring experiences.

LEADERSHIP AND EFFECTIVE TALENT DEVELOPMENT*

Presenter: Ron Magnuson, clinical assistant professor
Joseph M. Katz Graduate School of Business and College of Business Administration

Date: Wednesday, May 13, 2015
Time: 9 a.m.–noon
Location: 532 Alumni Hall
Materials Fee: $30

This workshop combines knowledge, interactive discussion and skill-building exercises to help participants understand the “art” and the “science” of developing talent, the ethical use of rewards, recognition and incentives in the workplace, and how to lead people through change, transition and chaos.

BUILDING SOCIAL CAPITAL BY MANAGING RELATIONSHIPS, CONFLICT, AND INCIVILITY IN THE WORKPLACE (Formerly MANAGING INCIVILITY AND THE BYSTANDER EFFECT IN THE WORKPLACE)*

Presenter: Ray Jones, clinical associate professor of business administration
Joseph M. Katz Graduate School of Business and College of Business Administration

Date: Wednesday, June 17, 2015
Time: 1–4 p.m.
Location: 532 Alumni Hall
Materials Fee: $30

This workshop combines knowledge, interactive discussion and skill-building exercises to help participants understand the challenge for managers to take a constructive approach toward acts of incivility and conflict in the workplace. We will examine how acts of incivility can “spiral” into more serious incidents and we will consider how and why some individuals choose not to acknowledge, or respond in the face of, such behavior.

*Please note that there is a materials fee for the COLE workshops. This fee will cover the cost of materials for each participant. Participation in these workshops requires the completion of the attached registration form including appropriate authorization for attendance and financial responsibility. Forms can only be submitted via fax or campus mail. Online registration cannot be used for COLE workshops. Also note that fees will not be refunded with a cancellation less than two weeks prior to the workshop.
LEADERSHIP DEVELOPMENT

New Supervisor Track
The New Supervisor Track is designed for individuals who are new to directly managing or supervising the work of other staff. The workshops combine technical knowledge and skill-building to help participants learn the responsibilities and characteristics of an effective supervisor. Participants will learn leadership skills as well as key employment policies and the role they play in managing day-to-day human resources issues for their departments. Note: All individuals who directly manage or supervise the work of other staff are welcomed to attend.

DOCUMENTATION AND EMPLOYEE PERFORMANCE—FOR SUPERVISORS (ONLINE)
This 20-minute presentation provides basic guidance for University supervisors with respect to the importance of maintaining documentation of employee performance and workplace behavior issues. Applying general principles and practices in the context of two hypothetical employee situations, supervisors will learn: (1) the reasons to create and maintain detailed documentation, (2) what kinds of issues and matters to document, (3) what kinds of documents to create, and (4) how and where to maintain such documentation. This course can be completed online at your convenience. Please register via the FSHP registration process at www.hr.pitt.edu/fsdp or contact the Employee Relations department at 412-624-4645 for further information.

FAMILY AND MEDICAL LEAVE ACT
Presenter: Jane Volk, director
Cheryl Ruffin, employee relations specialist
Employee and Labor Relations, Office of Human Resources
Amelia Conte, benefits representative
Benefits, Office of Human Resources
Date: Wednesday, April 8, 2015
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: Supervisors and department administrators
The federal government mandates unpaid leave for certain family and medical reasons for eligible employees. This workshop will describe the provisions of the law and how it interfaces with the University's leave programs. You will learn about administrative procedures that are the responsibility of departments and those of the Office of Human Resources. A question-and-answer session will follow the presentation.

MANAGING STAFF ABSENTEEISM—FOR SUPERVISORS (ONLINE)
This presentation, intended for University supervisors, explains University policies and procedures that apply to situations involving staff absenteeism and recommends practical steps that supervisors can take to effectively manage cases of excessive absenteeism. This course can be completed online at your convenience. Please register via the FSHP registration process at www.hr.pitt.edu/fsdp or contact the Employee Relations department at 412-624-4645 for further information.

PITTSOURCE NEW-USER TRAINING
Presenter: Michelle Fullem, director
Karyn Konkle, recruiter
Recruiting and Client Services, Office of Human Resources
Date: Thursday, April 9, 2015
Time: 9–11:30 a.m.
Location: 342 Craig Hall
Who Should Attend: Department administrators and hiring managers who are responsible for any part of the departmental hiring process as it pertains to a University department and their assigned representative. Having direct responsibility for some part of the departmental hiring process is a prerequisite for participation.

This workshop is designed for department administrators and hiring managers who are new to using PittSource or who have limited experience with this hiring tool. Workshop facilitators will provide a review of how to navigate and best-utilize the University's online applicant tracking system—PittSource. The session will cover such topics as:
• How to navigate through PittSource (modules, user groups, inbox, watchlist)
• How to create and approve job description and selection requests

• How to review applicant documents and change applicant status
• How to customize your search screens and export these results
...and much more! Participants will leave this session with a solid understanding of PittSource.

PRISM TRKS—SUPervisor Timecard Approval (ONLINE)
Online supervisor training will provide step by step instructions for supervisors using the University's automated time and attendance system, PRISM TRKS. Training will provide “how to” instructions on:
• Approving submitted staff timecards
• Modifying submitted time cards on behalf of your employee
• Viewing standards reports such as the Missing Time Card and Time Off Balances Reports
• Assigning alternative or assigned approvers
…and much more! Visit the PRISM TRKS online training site at www.bc.pitt.edu/prism/prismtrks/compTraining.html.

RECRUITING 101: UNDERSTANDING THE STAFF HIRING PROCESS AT PITT
Presenter: Amy Miller, senior recruiter
Sarah Morgan, senior recruiter
Recruiting and Client Services, Office of Human Resources
Date: Thursday, June 11, 2015
Time: 9–11:30 a.m.
Location: 342 Craig Hall
Who Should Attend: Department administrators and hiring managers who are responsible for any part of the recruitment process within their assigned department. Having direct responsibility for some part of the departmental hiring process is a prerequisite for participation.

The foundation of a successful workforce relies on selecting, hiring, and retaining the best candidates. This session will educate participants on the overall recruitment process and recruit to a University department and their assigned representative from the Recruiting & Client Services department. Emphasis will be placed on tasks such as posting open staff positions, interviewing candidates, selecting a finalist, and the onboarding process. Participants will leave this session with a solid understanding of the life of the staff recruitment process.

TIME AND ATTENDANCE RECORD KEEPING
Presenters: Compensation Staff
Office of Human Resources
Date: Wednesday, May 13, 2015
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: Department managers, administrators, and supervisors
This workshop is designed to give participants an overview of the University’s policies and procedures concerning time, attendance, compensatory time, and exempt/nonexempt issues with regard to employee pay. Time will be allotted to answer difficult questions regarding individual employee circumstances and to provide an overview of the University’s automated Time and Attendance system, PRISM TRKS. Attendees should leave this session with a clear understanding of University policies and procedures for processing employee pay in a variety of circumstances.

Organizational Development
Organization Development consultants can deliver workshops based on the following topics at the request of individual departments:
• Building Culture
• Customer Service Training
• Group Dynamics Using Myers Briggs Type Indicator (MBTI)
• Performance Management/Performance Appraisals

Please contact Organization Development at 412-624-8044 for more information.
**Instructor-Led Technology Workshops**

**LYNDA.COM**
Presenter: Vernon Franklin, Technical Trainer
Computing Services and Systems Development (CSSD)
Date: Thursday, April 30, 2015
Time: 9–10 a.m.
Location: 302 Bellefield Hall

This introductory-level workshop will teach participants how this new online learning tool can be used to enhance the technology and professional skills of faculty, staff, and students.

**MICROSOFT EXCEL 2010 FUNDAMENTALS**
Presenter: Vernon Franklin, technical trainer
Computing Services and Systems Development (CSSD)
Date 1: Tuesday, April 21, 2015—9 a.m.–noon
Date 2: Thursday, May 21, 2015—9 a.m.–noon
Location: 302 Bellefield Hall

Microsoft Excel 2010 is a powerful electronic spreadsheet program designed to visualize data in a spreadsheet, perform calculations, and analyze information. This is a hands-on workshop to help University faculty and staff become more proficient with the Excel application in organizing data and to perform a wide variety of tasks. Topics will include building spreadsheets, worksheet fundamentals, working with basic formulas, and creating charts.

**MICROSOFT OUTLOOK 2013 FUNDAMENTALS**
Presenters: Vernon Franklin, Technical Trainer
Computing Services and Systems Development (CSSD)
Date: Tuesday, April 7, 2015
Time: 9 a.m.–noon
Location: 302 Bellefield Hall

Microsoft Outlook 2013 is a powerful communications tool to which all University faculty and staff have access. This is a hands-on workshop to cover the basics of what Outlook can do as well as to provide tips and tricks to help participants take full advantage of this tool. Topics will include window options, e-mail formatting, keeping e-mail organized, managing contact information, scheduling individual appointments and group meetings, and tracking personal and group tasks. Discussion will also cover e-mail etiquette along with help to those who are upgrading to Outlook 2013 from previous versions.

**MICROSOFT POWERPOINT 2010 FUNDAMENTALS**
Presenter: Vernon Franklin, technical trainer
Computing Services and Systems Development (CSSD)
Date: Tuesday, May 26, 2015
Time: 9 a.m.–noon
Location: 302 Bellefield Hall

Microsoft PowerPoint 2010 is a presentation application that enables an individual from any technical level to create a dynamic and professional-looking presentation. This is a hands-on workshop to help University faculty and staff learn the fundamental features of PowerPoint. Participants learn how to develop a slide presentation that will engage and inform an audience. Topics include:

- Learn about the new Ribbon interface in PowerPoint 2012
- Learn how to create slides, use themes and, apply color schemes
- Learn how to format text, colors and, bullets
- Create maximum impact slides by inserting and editing pictures
- Learn how to include transition and animation effects
- Organization and manage slides using view options

**MICROSOFT WORD 2010 FUNDAMENTALS**
Presenters: Vernon Franklin, Technical Trainer
Computing Services and Systems Development (CSSD)
Date: Tuesday, May 12, 2015
Time: 9 a.m.–noon
Location: 302 Bellefield Hall

Microsoft Word 2010 is a powerful word processing application. This is a hands-on workshop to help University faculty and staff become more proficient with Microsoft Word in creating and editing documents. Topics covered include:

- Working with the Ribbon
- Accessing available templates
- Document formatting
- Grammar checking
- Inserting and formatting graphic images
- Working with page layouts
- Using track changes
- Creating and formatting tables
- Printing a document

**MY PITTS VIDEO powered by Panopto**
Presenters: Vernon Franklin, technical trainer
Computing Services and Systems Development (CSSD)
Date: Thursday, May 7, 2015
9–11 a.m.
Location: 302 Bellefield Hall

This workshop is an introductory overview for staff who are interested in learning how to use the new My Pitt Video service. This is a video capture service that enables faculty and staff to record lectures, meetings, and department training sessions. Participants will learn My Pitt Video’s recording features along with how to upload and share your video captures.

**Tech Training Online**

Learn Web design, photography, video, programming, animation and more. Made available by Computing Services and Systems Development (CSSD), lynda.pitt.edu is available 24/7 and offers free unlimited access to an online library of technology courses and other professional topics. Visit www.lynda.pitt.edu.
OTHER RESOURCES

HEALTH AND FITNESS PROGRAM
The Department of Health and Physical Activity provides opportunities for faculty and staff to participate in health and fitness classes and to have access to a fitness center with qualified staff to assist with personal fitness goals. For more information on class schedules and fitness facilities please visit www.physicalactivity.pitt.edu/healthandfitness.aspx.

CENTER FOR INSTRUCTIONAL DEVELOPMENT AND DISTANCE EDUCATION (CIDDE)
CIDDE supports faculty, instructors, and teaching assistants throughout the university with individual consultations, in-person workshops, and online workshops. For more information, visit www.cidde.pitt.edu/

THE WRITING CENTER
The Writing Center provides assistance to University of Pittsburgh students and staff with writing. For more information visit, www.writingcenter.pitt.edu/

ORAL COMMUNICATIONS LAB
The Oral Communications Lab provides assistance to University of Pittsburgh students, staff, and faculty with organizing speaking presentations, analyzing the needs of an audience, and practicing delivery skills. For more information, visit www.comm.pitt.edu/oral-communication-lab

UNIVERSITY LIBRARY SYSTEM
The University Library System provides workshops on navigating the resources of the library and research-related resources. For more information, visit www.library.pitt.edu/instruction-services

ONLINE LEARNING
Computing Services and Systems Development (CSSD) makes online learning available to all students, faculty, and staff through a partnership with lynda.com. Visit www.lynda.pitt.edu to access thousands of online training courses that include software applications and other topics to enhance your business knowledge and skills.

Registration Procedures
To register for the workshops in this brochure, go to www.hr.pitt.edu/fsdp and click on the workshop band that interests you. From there, you will see a link for registration. Once your information is received, you and your supervisor (for staff only) will be notified by e-mail that your request has been received and what the status of your registration is: enrolled or wait-listed.

If you are registering for a workshop that includes a materials fee, you must complete the attached registration form and submit it via fax or campus mail (due to signatures required for authorization).

If you do not have access to a computer, please complete the registration form below and fax it to 412-624-4781, or mail to Faculty and Staff Development Program, 500 Craig Hall. (For staff only: A supervisor’s signature is needed to authorize attendance.) For further information please call 412-624-8044.
Registration Form
FACULTY AND STAFF DEVELOPMENT PROGRAM

Name (please print) ____________________________________________  Department ____________________________

Circle one:  Faculty  Staff

Campus Address ____________________________________________________________________________________________

Campus Phone ____________________________  pitt.edu E-mail Address ____________________________

Do you direct, manage, or supervise the work of other staff?
Circle one:  Yes  No

If yes, how many staff do you directly supervise? __________

Workshop Title  Date  Fee*

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* Fees are only applicable to select workshops.

Staff Supervisor’s Name (please print) ________________________________________________

Staff Supervisor’s Signature ____________________________________________

Staff Supervisor’s E-mail ______________________________________

WORKSHOP AUTHORIZATION

If any of the workshops listed above have a fee attached, please complete the following information:

Payment Information

Interdepartmental Account # ____________________________  Amount to be Charged (from above) ____________________________

Supervisor’s Approval (print) ____________________________________________

Supervisor’s Approval (signature) ____________________________________________

Withdrawals

Please notify Organization Development at least two weeks before the scheduled workshop at 412-624-8044 if you must withdraw. There will be no refunds made after that deadline.

Cancellation

If a workshop fails to meet its required enrollment of eight students two weeks before its scheduled date, it will be canceled and registrants will be notified. There will be no charge.

I accept the terms and conditions listed above.

______________________________________________________________________________

(signature of Leadership Development registrant)