

Faculty and Staff Development Program

Workshops for March–June 2016

Register online for FSDP workshops at hr.pitt.edu/fsdp

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
Being an Effective Communicator
Cross-Cultural Awareness and Understanding
Grammar, Punctuation, and Proofreading: Ensuring Professional Presentation
Managing Up
Navigating the University Library System
Problem Solving Skills for the Workplace
Public Speaking in a Nutshell
Strategies for Excellence in Written Professional Communication
Writing with Style—University Style, That Is!
Working through Conflict

Human Resources

Family and Medical Leave Act (FMLA)—for Supervisors
Fostering Diversity and Inclusion in the Workplace—A Supervisor's Role
Managing Staff Performance: Addressing the Need for Improvement
Managing Staff Performance: Maximizing Your Staff's Potential
Preventing Employment Discrimination (online)
PRISM TRKS—Employee Timecard (online)
PRISM TRKS—Supervisor Timecard Approval (online)
Sexual Harassment Prevention (online)
Talent Acquisition: Understanding the Staff Hiring Process at Pitt—for Supervisors

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, H1-B, O-1, TN, E-3)

Diversity and Inclusion

Accommodating Employees with Disabilities
Allies Network Training
Cross-Cultural Awareness & Understanding Different Like You!
Is That Really Harassment?
Please Respect My Generation
Title IX: Understanding Compliance at the University of Pittsburgh
Workplace Bullying

Career Development

Developing Your Career at the University of Pittsburgh
Resume Writing and Cover Letters
Starting or Completing an Undergraduate Degree or Certificate at the University of Pittsburgh
New Using Social Media for Career Development
Continuing Education

Personal Finance

Financial Freedom: Strategies for Reducing Debt and Saving More
Paying Yourself: Income Options in Retirement for those Nearing Retirement **New**

University Business and Financial Services

Advanced SPAR—Cost Sharing
Basics of Effort Reporting
Basics of Federal Contract Administration
Campus Security and the Clery Act
Conflict of Interest Management
Electronic Certification of Effort
Everything You Wanted to Know About Capital Assets But Were Afraid to Ask
Export Controls Fundamentals
Financial Information Overview (online)
Office of Research Orientation **New**
Outside Consulting: Understanding the University's Policies and Procedures **New**
P Card Administration
PantherExpress System
PRISM Financial Applications
Protecting Children (online)
Purchasing Fundamentals Training (online)
SPAR Introduction
Student Privacy and FERPA
The Student Employment Process
Transforming Your Research into Commercially Viable Innovations at the University of Pittsburgh
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

LEADERSHIP DEVELOPMENT

Leadership Essentials

Behavioral-Based Interviewing
Influential Leadership

Managing Staff Performance: Maximizing Your Staff's Potential
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

Human Resources Administration Certificate Program

Family and Medical Leave Act (FMLA)—for Supervisors
Fostering Diversity and Inclusion in the Workplace—A Supervisor's Role **New**
Managing Staff Performance: Addressing the Need for Improvement **New**
Managing Staff Performance: Maximizing Your Staff's Potential
Talent Acquisition: Understanding the Staff Hiring Process at Pitt—for Supervisors

Organization Development

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

TECHNOLOGY

Instructor-Lead Technology Workshops

Excel 2013 Quick Start: Charts and Pivot Tables
Microsoft Excel 2013 Fundamentals
Office 2013 Quick Start: Word, Excel, PowerPoint
Microsoft Outlook 2013 Fundamentals
Microsoft PowerPoint 2013 Fundamentals
Microsoft Word 2013 Fundamentals
My Pitt Video
Word 2013 Quick Start: Mail Merge, Graphics Illustration
Using lynda.com for Professional Development

Online Technology Courses

Lynda.pitt.edu—Tech Training and Other Professional Development Topics at lynda.pitt.edu

ONLINE LEARNING

Lynda.pitt.edu—Tech Training and Other Professional Development Topics at lynda.pitt.edu.

Workplace Knowledge and Skills

AN INTRODUCTION TO SOCIAL MEDIA: NETWORKING ON THE WEB

Presenters: Joe Miksch, interim director, university news
Office of University Communications
Tyler Perrino, social media coordinator
Alumni Relations

Date: Wednesday, April 27, 2016

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.

BEING AN EFFECTIVE COMMUNICATOR

Presenter: Maureen Lazar, consultant
Organization Development

Date: Tuesday, April 5, 2016

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.

CROSS-CULTURAL AWARENESS AND UNDERSTANDING

Presenters: Office of International Services

Date: Wednesday, June 8, 2016

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.

GRAMMAR, PUNCTUATION, AND PROOFREADING: ENSURING PROFESSIONAL PRESENTATION

Presenter: Beth Bateman Newborg, outreach director
The Writing Center

Date: Thursday, April 28, 2016

Time: 9–11 a.m.

Location: 342 Craig Hall

Who Should Attend: Staff and faculty who do considerable writing—such as correspondence, memos, proposals, and/or reports—in their professional positions

This workshop will address common questions about proper grammar and punctuation, with emphasis on how such mechanics are essential to effective business communications. Strategies for identifying and resolving grammar and punctuation

errors will be discussed and practiced, as will effective proofreading skills. Participants will have an opportunity to have their grammar and punctuation questions answered and will leave the workshop with handouts and a list of resources for ongoing support of excellence in the mechanics of business writing.

MANAGING UP

Presenter: Maureen Lazar, Consultant
Organization Development

Date: Tuesday, March 29, 2016

Time: 9–11 a.m.

Location: 342 Craig Hall

Who Should Attend: All faculty and staff

The ability to partner with supervisors to develop mutual goals can help individual employees, their supervisor, and their organizations become productive and successful. An employee’s relationship with their supervisor is the most important relationship in the workplace. “Managing up” is a skill that helps an employee influence their supervisor to create positive change in the workplace and affect organizational goals and outcomes. This interactive workshop will provide tips and tools to support a constructive relationship with supervisors even when that effort may be challenging. Participants will leave the session with an action plan for “managing up.”

NAVIGATING THE UNIVERSITY LIBRARY SYSTEM

Presenter: Leslie Eibl, liaison librarian
University Library System

Date: Wednesday, May 11, 2016

Time: 9–11 a.m.

Location: Hillman Library Ground Floor, Amy Knapp Room G-74

Who Should Attend: All faculty and staff

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. Participants are encouraged to bring a mobile device for hands-on participation. 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: Thursday, June 2, 2016

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.

PROFESSIONAL DEVELOPMENT

PUBLIC SPEAKING IN A NUTSHELL

Presenter: Michael Bannon, director
Communication Lab
Date: Thursday, April 21, 2016
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.

STRATEGIES FOR EXCELLENCE IN WRITTEN PROFESSIONAL COMMUNICATION

Presenter: Beth Bateman Newborg, outreach director
The Writing Center
Date: Wednesday, June 22, 2016
Time: 9–11:30 a.m.

Location: 342 Craig Hall

Who Should Attend: Staff and faculty who do considerable writing—such as correspondence, memos, proposals, and/or reports—in their professional positions

Do you want to make sure the recipients of your professional correspondence understand—and efficiently act on—requests or instructions within an email, letter, or memo? This workshop is designed to provide faculty and staff with strategies for writing effective emails, letters, and memos. The session will cover email etiquette, how best to address correspondence to various audiences, and how to most effectively include information and instructions within correspondence. Participants will leave this session with a list of useful references and other handouts to use towards best outcomes when corresponding with faculty, students, supervisors, applicants, customers, and colleagues.

WRITING WITH STYLE—OFFICIAL UNIVERSITY STYLE, THAT IS!

Presenter: Sarah Jordan Rosenson, proofreader
Department of Communications Services
Date: Wednesday, June 1, 2016
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 Communications Services 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.

WORKING THROUGH CONFLICT*

Presenter: Maureen Lazar, consultant
Organization Development
Date: Tuesday, June 7, 2016
Time: 9–11 a.m.

Location: 342 Craig Hall

Materials Fee: \$20.00

Who Should Attend: All faculty and staff

Every organization has conflict. Many people try to avoid situations involving conflict at all costs. However, conflict can be healthy in organizations! The key

is to determine how best to address conflict. In this workshop participants will identify their preferred way to handle conflict and recognize alternatives that can ultimately lead to positive change in the workplace.

**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

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.

FAMILY AND MEDICAL LEAVE ACT (FMLA)—for Supervisors*

Presenter: Jane Volk, director
Employee and Labor Relations
Amelia Kephart, benefits analyst
Benefits, Office of Human Resources
Date: Wednesday, May 4, 2016
Time: 9–11 a.m.

Location: 211 David Lawrence Hall

Note: This workshop is available via video conference to Pitt's branch campuses. Specific room details sent via email prior to workshop date.

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

The federal government mandates unpaid leave for certain family and medical reasons for eligible employees. This workshop will educate supervisors on the provisions of the law and how it interfaces with the University's leave programs. Participants will also learn about administrative procedures that are the responsibility of each department and those of the Office of Human Resources. A question-and-answer session will follow the presentation.

FOSTERING DIVERSITY AND INCLUSION IN THE WORKPLACE—A Supervisor's Role*

New

Presenter: Cheryl Ruffin, manager of affirmative action
Office of Diversity and Inclusion
Warren McCoy, diversity specialist
Office of Diversity and Inclusion
Date: Thursday, June 16, 2016
Time: 9–11 a.m.

Location: 211 David Lawrence Hall

Note: This workshop is available via video conference to Pitt's branch campuses. Specific room details sent via email prior to workshop date.

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

The workshop is designed to help supervisors gain insight and learn the foundational concepts of diversity and how to foster an environment that makes employees feel valued and included. Participants will define and discuss terms such as diversity, micro-aggression, implicit bias and other relevant terms and through dialogue, videos and exercises, will examine the ways they impact the workplace. The participants will discuss the benefits of diversity and inclusion in the workplace and review the additional resources and training opportunities available at the University.

PROFESSIONAL DEVELOPMENT

MANAGING STAFF PERFORMANCE: ADDRESSING THE NEED FOR IMPROVEMENT*

New

Presenter: Jane Volk, director
Employee and Labor Relations
Date: Thursday, May 26, 2016
Time: 9–11 a.m.

Location: 211 David Lawrence Hall
Note: This workshop is available via video conference to Pitt's branch campuses. Specific room details sent via email prior to workshop date.

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

You've learned how to develop your staff's potential, but even after employing the best management practices, staff performance can fall short of expectations. This workshop, designed as a follow-up to Maximizing Your Staff's Potential, will introduce supervisors to tools available to address staff performance that does not meet the requirements of a job. Workshop facilitators will discuss how supervisors can partner with Pitt's Employee Relations department to administer tools such as Performance Improvement Plans and performance and conduct memos, among others. Participants will also learn how the effective use of performance appraisals, including "special appraisals," provides a productive way to address the need for improvement in staff performance.

MANAGING STAFF PERFORMANCE: MAXIMIZING YOUR STAFF'S POTENTIAL*

Presenter: Maureen Lazar, consultant
Organization Development
Date: Friday, April 15, 2016
Time: 9–noon

Location: 211 David Lawrence Hall
Note: This workshop is available via video conference to Pitt's branch campuses. Specific room details sent via email prior to workshop date.

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

One of the supervisor's most important responsibilities is to provide a framework that enables staff to develop their performance and achieve goals. This workshop provides supervisors with an overview of best practices and procedures for managing employee performance throughout the year. Topics include establishing performance expectations and goals, providing ongoing feedback, and conducting performance reviews. Participants will also learn about the performance management cycle, and become familiar with tips and techniques for maximizing staff performance potential.

PREVENTING EMPLOYMENT DISCRIMINATION (ONLINE)

It is the responsibility of everyone in the University community to maintain a campus environment that is free from discrimination and harassment. This online training program is available to all University of Pittsburgh faculty and staff to help you identify, avoid, and report wrongful behaviors. The program outlines basic legal considerations relating to employment discrimination and the University's policies and procedures that prohibit discrimination and harassment. To complete this course, go to training.newmedialearning.com/ped/pitt or contact Employee Relations at 412-624-4645 for further information.

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 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 bc.pitt.edu/prism/prismtrks/compTraining.html

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.

TALENT ACQUISITION: UNDERSTANDING THE STAFF HIRING PROCESS AT PITT - for Supervisors*

Presenter: Sarah Morgan, manager
Recruiting and Client Services
Office of Human Resources

Date: Friday, April 29, 2016

Time: 9–11:30 a.m.

Location: 211 David Lawrence Hall

Note: This workshop is available via video conference to Pitt's branch campuses. Specific room details sent via e-mail prior to workshop date.

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

This workshop is designed for supervisors who are responsible for any part of the staff recruitment process within their department. The foundation of a successful workforce relies on selecting, hiring, and retaining the best candidates. This session will provide participants with an overview of the recruitment process and a supervisor's role in partnering with their Recruiting & Client Services representative to reach their hiring objectives. Participants will leave this session with a good understanding of tasks such as posting open staff positions, interviewing candidates, selecting a finalist, and the onboarding process.

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

Presenters: Office of International Services Staff

Date: Wednesday, June 8, 2016

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.

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

Presenters: Office of International Services Staff

Date: Wednesday, April 6, 2016

Time: 9–11 a.m.

Location: 342 Craig Hall

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)

Presenter: Office of International Services Staff

Date: Tuesday, April 19, 2016

Time: 9–11 a.m.

Location: 342 Craig Hall

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.

Diversity and Inclusion

The following workshops create an opportunity for faculty and staff to further their understanding and respect for the importance of diversity and inclusion 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.

ALLIES NETWORK TRAINING

The Allies Network is designed to improve visibility and support to lesbian, gay, bisexual, transgender, queer, intersex, allied, and asexual (LGBTQIA) members of the University community. This training program, hosted by Cross Cultural and Leadership Development, Office of Student Affairs includes information that will help participants increase their knowledge of and sensitivity to LGBTQIA issues. This training is available for presentation to individual departments by contacting Sherdina Harper at sdh34@pitt.edu.

CROSS-CULTURAL AWARENESS AND UNDERSTANDING

Presenters: Office of International Services Staff

Date: Wednesday, June 8, 2016

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.

DIFFERENT LIKE YOU!

Presenter: Warren McCoy, diversity specialist
Office of Diversity and Inclusion

Date: Tuesday, May 24, 2016

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.

FOSTERING DIVERSITY AND INCLUSION IN THE WORKPLACE- A Supervisor's Role

Presenter: Cheryl Ruffin, manager of affirmative action
Office of Diversity and Inclusion
Warren McCoy, diversity specialist
Office of Diversity and Inclusion

Date: Thursday, June 16, 2016

Time: 9–11 a.m.

Location: 211 David Lawrence Hall

Note: This workshop is available via video conference to Pitt's branch campuses. Specific room details sent via email prior to workshop date.

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

The workshop is designed to help supervisors gain insight and learn the foundational concepts of diversity and how to foster an environment that makes employees feel valued and included. Participants will define and discuss terms such as diversity, micro-aggression, implicit bias and other relevant terms and through dialogue, videos and exercises, will examine the ways they impact the workplace. The participants will discuss the benefits of diversity and inclusion in the workplace and review the additional resources and training opportunities available at the University.

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

Presenter: Warren McCoy, diversity specialist
Office of Diversity and Inclusion

Date: Thursday, June 9, 2016

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

Presenter: Kristy Rzepecki, senior title ix and diversity specialist
Office of Diversity and Inclusion

Date: Thursday, March 31, 2016

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 timeliness 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.

WORKPLACE BULLYING

Presenter: Paula K. Davis, assistant vice chancellor for diversity
Office of Health Sciences Diversity
Cheryl Ruffin, manager of affirmative action
Office of Diversity and Inclusion

Date: Thursday, April 14, 2016

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 experiences it.

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

Career Development

DEVELOPING YOUR CAREER AT THE UNIVERSITY OF PITTSBURGH

Presenter: Sherry Miller Brown, faculty
University of Pittsburgh

Date: Tuesday, May 10, 2016

Time: 9–11:30 a.m.

Location: McCarl Center Conference Room, 1400 Posvar Hall

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.

RÉSUMÉ WRITING AND COVER LETTERS

Presenters: Mark Burdsall, senior consultant
Organization Development

Date: Tuesday, June 14, 2016

Time: noon–1:30 p.m.

Location: 342 Craig Hall

Who Should Attend: Staff who would like to update their résumés and learn how to compose an effective cover letter

A good resume is a powerful marketing tool for communicating strengths and accomplishments to a hiring manager. A cover letter helps relate an individual's experience and skills to those required in the open position. This workshop offers detailed and practical steps to developing an effective resume and cover letter. Useful handouts are provided to help participants build on training provided at the workshop.

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

STARTING OR COMPLETING AN UNDERGRADUATE DEGREE OR CERTIFICATE

Presenter: Kaitlin Jacob, director of recruitment and enrollment
College of General Studies

Kim Phillips, benefits representative

Office of Human Resources

Date: Tuesday, May 17, 2016

Time: 12:30–1:30 p.m.

Location: The McCarl Center Conference Room

College of General Studies, 1400 Posvar Hall (1st Floor)

Who Should Attend: All staff interested in an undergraduate degree, certificate programs and post-baccalaureate classes

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, navigating the admission process, and how your staff tuition benefits can be used.

USING SOCIAL MEDIA FOR CAREER DEVELOPMENT

Presenter: Kyshira Moffett, assistant director of career management
Katz Graduate School of Business

Date: Thursday, May 19, 2016

Time: 9–11 a.m.

Location: 342 Craig Hall

Who Should Attend: All staff interested in developing their career

Are you ready to incorporate social media into your career development plan? In this session we cover the basics of building brand credibility, building digital relationships and showcasing your skills online! Your brand is your gateway to success. A positive and impactful brand can lead to career and business opportunities beyond what you may have envisioned for yourself. The tools we will cover include: Twitter, Instagram, Periscope and more! Additionally, this session highlights the advantage of having a personal website and online portfolio.

Attendees are strongly encouraged to bring a laptop, tablet or smart phone with internet capabilities.

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 cgs.pitt.edu.

Personal Finance

FINANCIAL FREEDOM: STRATEGIES FOR REDUCING DEBT AND SAVING MORE

Presenter: Vince Garone, financial advisor
Vanguard Group

Date: Wednesday, June 15, 2016

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.

PAYING YOURSELF: INCOME OPTIONS IN RETIREMENT FOR THOSE NEARING RETIREMENT



Presenter(s): Chris Yoest, financial advisor
TIAA-CREF

Date: Tuesday, May 10, 2016

Time: 9–10:30 a.m.

Location: 342 Craig Hall

It's time to consider a little payback. You've made a lot of sacrifices in order to put away enough money to retire. When it's finally time, do you know how to get the money back? There are lots of considerations, rules and tax implications that make these decisions very important and more complex. Relax. We can help. TIAA's workshop leader will help simplify retirement income:

- Learn the basic rules that govern the most common retirement accounts
- Gain perspective on when to tap into different assets
- Discover the flexible income choices

For more information on schedules and registration for additional courses, please contact the Benefits Department at 412-624-8160 or visit its Web site at hr.pitt.edu/benefits

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 Web site at 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: This workshop is intended for 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 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 Web site: cfo.pitt.edu/fcr/workshops/register.php

PROFESSIONAL DEVELOPMENT

BASICS OF FEDERAL CONTRACT ADMINISTRATION

Presenter: Heide Eash, assistant director for federal contracts
Office of Research

Date: Tuesday, April 5, 2016

Time: 9–11 a.m.

Location: Office of Research Conference Room A
Lower Level, 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 orientation to locating, applying, and interpreting FAR clauses and the various steps of the federal contract award pathway. Content will include a glossary of acronyms and definitions, a submission process overview, an overview of key issues, 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: Wednesday, March 23, 2016

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.

CONFLICT OF INTEREST MANAGEMENT

Presenters: Khrys Myrddin, associate director
Lisa Schoon, senior compliance coordinator
Conflict of Interest Office

Date: Wednesday, March 30, 2016

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 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.

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 Web site at 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, March 24, 2016

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: Thursday, April 7, 2016

Time: 9–11 a.m.

Location: 342 Craig Hall

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.

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 also 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.**

PROFESSIONAL DEVELOPMENT

OFFICE OF RESEARCH ORIENTATION

New

Presenter: Kelly Downing, associate director of contract operations
Christine McClure, associate director for grant operations
Office of Research

Date: Wednesday, April 27, 2016

Time: 9–11 a.m.

Location: Office of Research Suite
Lower Level, B21 University Club

Who Should Attend: University of Pittsburgh research community members who are new to interacting with the Office of Research

This workshop will orient those new to the University's research community to the mission and services of the University's Office of Research. Participants will receive an overview of the office and web site as well as a review of the various teams within the Office of Research highlighting the teams that process grant and contract proposals. Office of Research information systems and services will also be discussed. Workshop facilitators will also provide an outline of individuals/departments around the University with a role in the research proposal and contract processing path.

OUTSIDE CONSULTING: UNDERSTANDING THE UNIVERSITY'S POLICIES AND PROCEDURES

New

Presenters: David Wehrle, director
Khrys Myrddin, associate director
Conflict of Interest Office

Date: Tuesday, April 26, 2016

Time: 9–11 a.m.

Location: 342 Craig Hall

Who Should Attend: Department administrators, department chairs/division chiefs, and faculty, staff, and students who are interested in engaging in outside consulting work.

Confused about University requirements surrounding faculty, staff, or students consulting with outside organizations? This workshop educates participants on what activities constitute acceptable consulting services, common terms in consulting contracts that do not comply with Pitt's policies, types of review required and by whom, and how potential conflicts of interest arising from outside consulting activities are managed.

P CARD ADMINISTRATION

Presenter: Rachel Walsh, payment card specialist
Payment Processing Department

Date: Wednesday, May 18, 2016

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

PRISM FINANCIAL APPLICATIONS

For information on PRISM financial applications training, please visit 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 who will have direct contact with children should be trained in the protection of children. A resource for receiving training for recognizing and reporting child abuse is through the following online program at reportabusepa.pitt.edu. The PA Department of Human Services in collaboration with the University's School of Social Work, Pennsylvania Child Welfare Resource Center has developed this free, publically available training program. More information from the Department of Human Services on training requirements and services is available at keepkidssafe.pa.gov/training/index.htm

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.

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 Web site at cfo.pitt.edu/fcr/workshops/register.php.

STUDENT PRIVACY AND FERPA

Presenters: Jennifer Seng, associate general counsel
Office of General Counsel

Patricia Mathay, university registrar

Date: Friday, June 10, 2016

Time: 9–10:30 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

Presenter: Bill Charleroy, student employment administrator
Student Employment and Placement Assistance

Date: Friday, May 6, 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.

TRANSFORMING YOUR RESEARCH INTO COMMERCIALLY VIABLE INNOVATIONS AT THE UNIVERSITY OF PITTSBURGH

Presenters: Alex Ducruet, director, licensing
Carolyn Weber, technology licensing associate
Mike Yeomans, director of marketing communications
Innovation Institute

Date: Wednesday, April 20, 2016

Time: 9–11 a.m.

Location: 342 Craig Hall

Who Should Attend: Faculty and staff who participate in research that produces intellectual property

This workshop provides an overview of the policies and processes for protecting and marketing intellectual property developed at the University, including patents and copyrights. It is designed to educate faculty and staff about innovation development and commercialization at Pitt and encourage engagement in the process by presenting the necessary resources available through the Office of Technology Management. Successful case studies from the University of Pittsburgh will be presented.

TRAVELING ON UNIVERSITY BUSINESS

Presenter: Vincent Johns, travel manager
Office of Travel Management

Date: Thursday, May 5, 2016

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, university archivist
Alex Toner, records manager
Archives Service Center

Date: Thursday, May 12, 2016

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 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) working with radioactive materials or equipment that produces ionizing radiation. Training is available for isotope research safety, analytical X-rays, and clinical use of radiation sources, as well as fluoroscopy certification for physicians.

Contact the Radiation Safety Office for training dates, location, and registration details at 412-624-2728 or radsafe.pitt.edu.

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.

BEHAVIORAL-BASED INTERVIEWING

Presenters: Mark Burdsall, senior consultant
Organization Development
Michelle Fullem, director
Recruiting and Client Services

Date: Tuesday, May 17, 2016

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.

ENGAGING YOUR EMPLOYEES

Presenter: Maureen Lazar, consultant
Organization Development

Date: Tuesday, May 3, 2016

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

Are your employees engaged in the workplace? In what ways can we keep them engaged in their work? This workshop helps leaders to recognize the difference between engaged and disengaged employees and introduces them to techniques for better engagement. Participants will learn the levels of engagement and how to achieve them through effective leadership. Through interactive experiences, participants will learn five engagement factors and the methods for daily practice in the workplace.

INFLUENTIAL LEADERSHIP*

Presenter: Maureen Lazar, consultant
Organization Development

Date: Tuesday, June 14, 2016

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

Influential leadership helps leaders make things happen – it gets their good ideas heard, accepted, and enacted. In this workshop, leaders will learn influencing strategies and how to package ideas to gain the commitment of even the most skeptical co-workers. Through use of video and real-life situations, participants practice using the skills learned by creating a strategy, packaging the idea, and ultimately gaining commitment.

MANAGING STAFF PERFORMANCE: MAXIMIZING YOUR STAFF'S POTENTIAL

Presenter: Maureen Lazar, consultant
Organization Development

Date: Friday, April 15, 2016

Time: 9 a.m.–noon

Location: 211 David Lawrence Hall

Note: This workshop is available via video conference to Pitt's branch campuses. Specific room details sent via e-mail prior to workshop date.

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

One of the supervisor's most important responsibilities is to provide a framework that enables staff to develop their performance and achieve goals. This workshop provides supervisors with an overview of best practices and procedures for managing employee performance throughout the year. Topics include establishing performance expectations and goals, providing ongoing feedback, and conducting performance reviews. Participants will also learn about the performance management cycle, and become familiar with tips and techniques for maximizing staff performance potential.

THE RESPECTFUL WORKPLACE

Presenter: Jane Volk, director
Employee and Labor Relations,
Office of Human Resources

Date: Wednesday, May 11, 2016

Time: 9–11 a.m.

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.

**Please note that there is a materials fee for these Leadership Development 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 these Leadership Development workshops. Also note that fees will not be refunded with a cancellation less than two weeks prior to the workshop.*

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 13, 2016

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 18, 2016

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 15, 2016

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.*

Human Resources Administration Certificate Program

The HR Administration Certificate Program is a series of eight workshops designed for University of Pittsburgh supervisors to acquire the knowledge necessary to effectively administer the policies, procedures and guidelines relative to human resources within their department. This program addresses the supervisor's role and responsibilities in key areas such as recruiting, compensation, employee relations and various aspects of compliance. All workshops required to earn a certificate in this program will be offered on a rotating basis each fall and spring through the Faculty and Staff Development Program. Participants may take these workshops in any order. Certificate requirements include completion of all courses and satisfactory completion of a Knowledge Mastery Check. Participants are expected to track their own progress and report completion of required courses to Organization Development. Information, registration and participation instructions are available at hr.pitt.edu.

The HR Administration Certificate Program consists of the following eight workshops:

- Talent Acquisition: Understanding the Staff Hiring Process at Pitt—for Supervisors
- Family and Medical Leave Act (FMLA) for Supervisors
- Managing Staff Performance: Maximizing Your Staff's Potential
- Managing Staff Performance: Addressing the Need for Improvement
- Fostering Diversity and Inclusion in the Workplace—A Supervisor's Role
- Compensation Administration for Supervisors
- Navigating PittSource for Supervisors
- Understanding Policies and Procedures for Staff Time Off—for Supervisors

LEADERSHIP DEVELOPMENT

FAMILY AND MEDICAL LEAVE ACT (FMLA) – for Supervisors

Presenters: Jane Volk, director
Employee and Labor Relations
Amelia Kephart, benefits analyst
Benefits, Office of Human Resources

Date: Wednesday, May 4, 2016

Time: 9–11:00 a.m.

Location: 211 David Lawrence Hall

Note: This workshop is available via video conference to Pitt's branch campuses. Specific room details sent via email prior to workshop date.

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

The federal government mandates unpaid leave for certain family and medical reasons for eligible employees. This workshop will educate supervisors on the provisions of the law and how it interfaces with the University's leave programs. Participants will also learn about administrative procedures that are the responsibility of each department and those of the Office of Human Resources. A question-and-answer session will follow the presentation.

FOSTERING DIVERSITY AND INCLUSION IN THE WORKPLACE— A Supervisor's Role

Presenters: Cheryl Ruffin, manager of affirmative action
Office of Diversity and Inclusion
Warren McCoy, diversity specialist
Office of Diversity and Inclusion

Date: Thursday, June 16, 2016

Time: 9–11:00 a.m.

Location: 211 David Lawrence Hall

Note: This workshop is available via video conference to Pitt's branch campuses. Specific room details sent via email prior to workshop date.

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

The workshop is designed to help supervisors gain insight and learn the foundational concepts of diversity and how to foster an environment that makes employees feel valued and included. Participants will define and discuss terms such as diversity, micro-aggression, implicit bias and other relevant terms and through dialogue, videos and exercises, will examine the ways they impact the workplace. The participants will discuss the benefits of diversity and inclusion in the workplace and review the additional resources and training opportunities available at the University.

MANAGING STAFF PERFORMANCE: ADDRESSING THE NEED FOR IMPROVEMENT

Presenter: Jane Volk, director
Employee and Labor Relations

Date: Thursday, May 26, 2016

Time: 9–11:00 a.m.

Location: 211 David Lawrence Hall

Note: This workshop is available via video conference to Pitt's branch campuses. Specific room details sent via email prior to workshop date.

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

You've learned how to develop your staff's potential, but even after employing the best management practices, staff performance can fall short of expectations. This workshop, designed as a follow-up to Maximizing Your Staff's Potential, will introduce supervisors to tools available to address staff performance that does not meet the requirements of a job. Workshop facilitators will discuss how supervisors can partner with Pitt's Employee Relations department to administer tools such as Performance Improvement Plans and performance and conduct memos, among others. Participants will also learn how the effective use of performance appraisals, including "special appraisals," provides a productive way to address the need for improvement in staff performance.

MANAGING STAFF PERFORMANCE: MAXIMIZING YOUR STAFF'S POTENTIAL

Presenter: Maureen Lazar, consultant
Organization Development

Date: Friday, April 15, 2016

Time: 9 a.m.–noon

Location: 211 David Lawrence Hall

Note: This workshop is available via video conference to Pitt's branch campuses. Specific room details sent via email prior to workshop date.

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

One of the supervisor's most important responsibilities is to provide a framework that enables staff to develop their performance and achieve goals. This workshop provides supervisors with an overview of best practices and procedures for managing employee performance throughout the year. Topics include establishing performance expectations and goals, providing ongoing feedback, and conducting performance reviews. Participants will also learn about the performance management cycle, and become familiar with tips and techniques for maximizing staff performance potential.

TALENT ACQUISITION: UNDERSTANDING THE STAFF HIRING PROCESS AT PITT—for Supervisors

Presenter: Sarah Morgan, manager
Recruiting and Client Services
Office of Human Resources

Date: Friday, April 29, 2016

Time: 9–11:30 a.m.

Location: 211 David Lawrence Hall

Note: This workshop is available via video conference to Pitt's branch campuses. Specific room details sent via email prior to workshop date.

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

This workshop is designed for supervisors who are responsible for any part of the staff recruitment process within their department. The foundation of a successful workforce relies on selecting, hiring, and retaining the best candidates. This session will provide participants with an overview of the recruitment process and a supervisor's role in partnering with their Recruiting & Client Services representative to reach their hiring objectives. Participants will leave this session with a good understanding of tasks such as posting open staff positions, interviewing candidates, selecting a finalist, and the onboarding process.

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

MICROSOFT EXCEL 2013 FUNDAMENTALS

Presenter: Vernon Franklin, technical trainer
Computing Services and Systems Development (CSSD)
Date 1: Thursday, April 14, 2016–10 a.m.–noon
Date 2: Tuesday, May 24, 2016–10 a.m.–noon
Location: 302 Bellefield Hall

Microsoft Excel 2013 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.

EXCEL 2013 QUICK START: CHARTS & PIVOT TABLES

Presenter: Vernon Franklin, technical trainer
Computing Services and Systems Development (CSSD)
Date: Thursday, May 12, 2016
Time: 10–11 a.m.
Location: 302 Bellefield Hall

The goal of this Quick Start session is to provide a brief session that focuses specifically on the charts and pivot table features in Microsoft Excel 2013. University faculty and staff will become familiar with how to manage and summarize large amounts of data, in a concise format for easy reporting and analysis.

OFFICE 2013 QUICK START: WORD, EXCEL, POWERPOINT

Presenter: Vernon Franklin, technical trainer
Computing Services and Systems Development (CSSD)
Date 1: Thursday, April 28, 2016
Date 2: Thursday, May 19, 2016
Time: 10 a.m.–noon
Location: 302 Bellefield Hall

The goal of this Quick Start session is to provide a brief, one-stop-shop session to familiarize University faculty and staff with the fundamental features of Microsoft Word, Excel, and PowerPoint 2013. The topics covered include:

- Create, format, and edit a Word document
- Create a spreadsheet, format and work with basic formulas in Excel
- Create slides, format slides, add transition and animation in PowerPoint

MICROSOFT OUTLOOK 2013 FUNDAMENTALS

Presenters: Vernon Franklin, Technical Trainer
Computing Services and Systems Development (CSSD)
Date: Tuesday, March 29, 2016
10 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 2013 FUNDAMENTALS

Presenters: Vernon Franklin, Technical Trainer
Computing Services and Systems Development (CSSD)
Date: Tuesday, April 19, 2016
10 a.m.–noon
Location: 302 Bellefield Hall

Microsoft PowerPoint 2013 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 2013
- 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 2013 FUNDAMENTALS

Presenter: Vernon Franklin, Technical Trainer
Computing Services and Systems Development (CSSD)
Date: Thursday, April 7, 2016
Time: 10 a.m.–noon
Location: 302 Bellefield Hall

Microsoft Word 2013 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
- Mail Merge

WORD 2013 QUICK START: MAIL MERGE, GRAPHICS ILLUSTRATION

Presenter: Vernon Franklin, Technical Trainer
Computing Services and Systems Development (CSSD)
Date: Tuesday, May 3, 2016
Time: 10–11 a.m.
Location: 302 Bellefield Hall

The goal of this Quick Start session is to provide a brief session that focuses specifically on the Mail Merge and Graphics Illustration features in Microsoft Word 2013. University faculty and staff will become familiar with how to create a personalized Mail Merge for multiple recipients and how to use the Graphics Illustration feature which enables users to add creativity to their Word documents.

MY PITT VIDEO powered by Panopto

Presenters: Vernon Franklin, Technical Trainer
Computing Services and Systems Development
(CSSD)

Date: Tuesday, April 12, 2016
10–11 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.

USING LYNDA.COM FOR PROFESSIONAL DEVELOPMENT

Presenters: Vernon Franklin, technical trainer
Computing Services and Systems Development
(CSSD)

Date: Thursday, March 31, 2016

Time: 10–11 a.m.

Location: 302 Bellefield Hall

This workshop provides an overview of Lynda.com, an online training tool to help faculty and staff become proficient at business and computer applications that support their academic and job productivity. With over 3,000 training videos, Lynda.com is an effective tool for professional development. Participants will learn how to navigate Lynda.com to search for desired course videos, create and share playlists, bookmark favorite courses, and earn certificates of completion.

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 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 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 cidde.pitt.edu/

THE WRITING CENTER

The Writing Center provides assistance to University of Pittsburgh students and staff with writing. For more information visit, 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 library.pitt.edu/instruction-services

Registration Procedures

To register for the workshops in this brochure, go to 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.

Please submit this registration form via e-mail to hr-odcont@mail.pitt.edu, fax to 412.624.4781 or campus mail to the Faculty and Staff Development Program, 500 Craig Hall. For further information, please call 412.624.8044.

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 lynda.pitt.edu to access thousands of online training courses that include software applications and other topics to enhance your business knowledge and skills. In addition to over 1000 technical training courses in a broad range of areas, you will also find courses in areas such as Leader Fundamentals, Managing Your Operation; Engaging Talent; Communication Skills, Project Management; time Management and Productivity; and a variety of Self-Development topics.

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*

* 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



University of Pittsburgh

Office of Human Resources

500 Craig Hall

200 South Craig Street

Pittsburgh, PA 15260