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. Please read through the learning opportunities in each category to identify which programs will help you to maximize your professional growth.

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

**Professional Development**
- An Introduction to Social Media: Networking on the Web
- COI Management and PHS COI Review
- Communicating with Impact
- Cross-Cultural Awareness and Understanding
- Grammar, Punctuation, and Proofreading: Ensuring Professional Presentation
- Problem Solving Skills 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
- Using the Library in the Digital Age
- Veterans on Campus
- Writing with Style—University Style, That Is!

**Certificate in Organizational Leadership and Ethics (COLE)**
- Principles and Practices of Servant Leadership
- Leadership and Effective Talent Development
- Managing Incivility and the Bystander Effect in the Workplace

**Leadership Development**
- Creating a Civil Workplace Culture
- Feedback: An Essential Leadership Skill
- Getting Started as a New Leader
- Influential Leadership
- Managing Employee Performance—for Supervisors
- Moving from Supervision to Leadership: People Skills for a Productive Workplace
- The Respectful 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)

**Human Resources**
- 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 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 & 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)
- 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
- Veterans on Campus
- Workplace Bullying

**Career Development**
- Developing Your Career at the University of Pittsburgh
- Starting or Completing an Undergraduate Degree or Certificate

**Technology**
- Lynda.com
- Make IT Work For You
- Microsoft Excel 2010 Fundamentals
- Microsoft PowerPoint 2010
- Microsoft Word 2010 Fundamentals
- Tech Training Online with CSSD

**Online Learning**

**Personal Finance**
- Feeling Secure: Taking Control of Your Financial Life
- Money at Work 1: Foundations of Investing
- Money at Work 2: Sharpening Investment Skills

**University Business and Financial Services**
- Basics of Effort Reporting
- Basics of Federal Contract Administration
- Electronic Certification of Effort
- Everything You Wanted to Know About Capital Assets But Were Afraid to Ask
- Financial Information Overview (online)
- Introduction to Research Administration
- Introduction to SPARs
- P Card Administration
- Purchasing Fundamentals Training (online)
- Research Contract Administration
- Student Privacy and FERPA
- Supervising Student Employees
- Traveling on University Business
- University Archives and Records Management
- Workers’ Compensation for Supervisors

**Health and Safety**
- Health and Fitness Program
- Protecting Children (online)

**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

**Organization Development**
- Customer Service Training
- Group Dynamics Using Myers Briggs Type Indicator (MBTI)
AN INTRODUCTION TO SOCIAL MEDIA: NETWORKING ON THE WEB

Presenter: Adam Reger, senior news representative
University News and Magazines
Date: Thursday, April 10, 2014
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.

CONFLICT OF INTEREST MANAGEMENT AND PHS COI REVIEW

Presenters: David Wehrle, director
Khyrs Myrddin, associate director
Benjamin West, compliance coordinator
Conflict of Interest Office
Date: Wednesday, April 2, 2014
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: Faculty and staff who want to know how to identify, approach and handle conflicts of interest (COIs) with an emphasis on the department-level responsibilities including what department chairs can do to facilitate the COI Office PHS reviews.

COMMUNICATING WITH IMPACT*

Presenter: Maureen Lazar, consultant
Organization Development
Date: Monday, May 21, 2014
Time: 9 a.m.–noon
Location: 342 Craig Hall
Material Fee: $58
Who Should Attend: All faculty and staff

Many organizations focus on technical skills as all-important to success in the workplace. Yet strong interpersonal skills are equally essential in transforming individual contributors into exceptional performers who have a greater impact in their roles. This workshop provides participants with a powerful set of interaction skills that will enable them to communicate more effectively with colleagues and customers; building trust, strengthening partnerships, and achieving desired results along the way. Participants will leave this workshop with recognition of the impact they can have on their own success and the success of others by enhancing interpersonal relationships in the workplace.

CROSS-CULTURAL AWARENESS AND UNDERSTANDING

Presenter: Charles Nieman, director
Office of International Services
Date: Wednesday, June 11, 2014
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.

GRAMMAR, PUNCTUATION, AND PROOFREADING: ENSURING PROFESSIONAL PRESENTATION

Presenter: Beth Bateman Newborg, outreach director
The Writing Center
Date: Tuesday, April 29, 2014
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.

PROBLEM SOLVING SKILLS FOR THE WORKPLACE

Presenter: Mark Burdsall, senior consultant
Organization Development
Date: Wednesday, May 7, 2014
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 16, 2014
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: Tuesday, May 20, 2014
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.
TRANSFORMING YOUR RESEARCH INTO COMMERCIAVLY VIABLE INNOVATIONS AT THE UNIVERSITY OF PITTSBURGH

Presenters: Daniel Bates, strategic relations manager
Carolyn Weber, technology licensing associate
Office of Technology Management
Date: Thursday, May 8, 2014
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.

USING THE LIBRARY IN THE DIGITAL AGE

Presenter: Leslie Eibl, Visiting Reference and Instruction Librarian
Office of University Library System
Date: Thursday, April 24, 2014
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.

VETERANS ON CAMPUS

Presenter: Ryan Ahl, director of veterans services
Office of Veterans Services
Date: Thursday, May 1, 2014
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.

WRITING WITH STYLE—OFFICIAL UNIVERSITY STYLE, THAT IS!

Presenters: Sarah Jordan Rosenson, proofreader
Department of University Marketing Communications
Date: Thursday, June 5, 2014
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 a copy of the manual, which provides guidelines for print materials and Web sites produced by and for the University of Pittsburgh.

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
- Managing Incivility and the Bystander Effect in the Workplace (formerly Ethical Leadership within Hyper-Competitive Workplaces)

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.

PRINCIPLES AND PRACTICES OF SERVANT LEADERSHIP*

Presenter: Audrey Murrell, Associate Professor of Business Administration &
Director, David Berg Center for Ethics & Leadership
Date: Wednesday, April 23, 2014
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 principles of servant leadership in dynamic environments. Participants will also identify the role, skills and tactics of highly effective servant leaders, and how they can build their competencies to be an effective servant leader.

LEADERSHIP AND EFFECTIVE TALENT DEVELOPMENT*

Presenter: Ron Magnuson, Director of Administration
Joseph M. Katz Graduate School of Business and College of Business Administration
Date: Wednesday, May 14, 2014
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.

MANAGING INCIVILITY AND THE BYSTANDER EFFECT IN THE WORKPLACE*

Presenter: Ray Jones, Assistant Professor of Business Administration
Joseph M. Katz Graduate School of Business and College of Business Administration
Date: Wednesday, June 18, 2014
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.

Continued on the next page
Leadership Development

The Leadership Development 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: Tuesday, April 22, 2014
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 individuals themselves, 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: Tuesday, April 15, 2014
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 in a way that will reinforce and change behaviors of individuals. Participants will have the opportunity to practice using feedback tools and strategies.

GETTING STARTED AS A NEW LEADER*

Presenter: Mark Burdsall, senior consultant
Organization Development
Date: Tuesday, June 10, 2014
Time: 9 a.m.–12:30 p.m.
Location: 342 Craig Hall

Materials Fee: $58

Who Should Attend: Individuals who are new to directly managing or supervising the work of other staff

A new leader is faced with conflicting expectations from team members, managers, and others. In this workshop, participants will learn how to focus their time and efforts on the goals that are most important to their organization’s success and how to achieve these results through others.

The following topics will be discussed: transitioning into a new role, building trust, inspiring others, planning and organizing, and understanding and communicating strategic goals.

INFLUENTIAL LEADERSHIP*

Presenter: Maureen Lazar, consultant
Organization Development
Date: Thursday, May 29, 2014
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

MANAGING EMPLOYEE PERFORMANCE – FOR SUPERVISORS

Presenters: Maureen Lazar, consultant
Organization Development
Date: Thursday, April 30, 2014
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.

THE RESPECTFUL WORKPLACE

Presenters: John Greeno, assistant vice chancellor
Employee and Labor Relations, Office of Human Resources
Date: Thursday, April 24, 2014
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

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 COLE workshops. Also note that fees will not be refunded with a cancellation less than two weeks prior to the workshop.
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 welcome 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 FSDP 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, manager
Employee Relations, Office of Human Resources
Date: Thursday, May 22, 2014
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 Fullem, director
Kaitlyn Konkle, recruiter
Recruiting and Client Services, Office of Human Resources
Date: Friday, May 16, 2014
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 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.

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.

BEHAVIORAL-BASED INTERVIEWING

Presenters: Mark Burdick, senior consultant
Organization Development
Michelle Fullem, director
Recruiting and Client Services
Date: Friday, April 25, 2014
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 educate participants on the overall recruitment process as it pertains 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.
**FAMILY AND MEDICAL LEAVE ACT**

Presenter: Jane Volk, manager
Employee Relations, Office of Human Resources

Date: Thursday, May 22, 2014
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 Fullem, director
Recruiting and Client Services, Office of Human Resources

Date: Friday, May 16, 2014
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!

Participants will leave this session with a solid understanding of PittSource.

**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 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: Melissa Khachurosky, senior recruiter
Amy Miller, senior recruiter
Recruiting and Client Services, Office of Human Resources

Date: Friday, May 9, 2014
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/psl/pitt. In addition, you can call Organization Development at 412-624-8044 to discuss whether a facilitated workshop within your department may be appropriate.

**TIME AND ATTENDANCE RECORD KEEPING**

Presenters: Compensation Staff
Office of Human Resources

Date: Tuesday, June 3, 2014
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.
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 ES, 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**

**Presenter:** Charles Nieman, director
**Office of International Services**
**Date:** Wednesday, June 11, 2014
**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.

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

**Presenters:** Genevieve Cook, associate director
Sara Jones, senior immigration specialist
**Office of International Services**
**Date:** Wednesday, April 23, 2014
**Time:** 1:30–3:30 p.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 international students 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:** Genevieve Cook, associate director
**Office of International Services**
**Date:** Tuesday, May 6, 2014
**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.

**IMMIGRATION SERVICES: U.S. LAWFUL PERMANENT RESIDENT STATUS**

**Presenter:** Genevieve Cook, associate director
**Office of International Services**
**Date:** Thursday, May 15, 2014
**Time:** 9–11 a.m.
**Location:** 342 Craig Hall

**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:** Charles Nieman, director
**Office of International Services**
**Date:** Wednesday, June 11, 2014
**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:** Thursday, April 3, 2014
**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 Zrzepekci, diversity specialist
Office of Affirmative Action, Diversity and Inclusion
Date: Tuesday, June 17, 2014
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.

VETERANS ON CAMPUS
Presenter: Ryan Ahl, director of veterans services
Office of Veterans Services
Date: Thursday, May 1, 2014
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: Friday, June 20, 2014
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 defenseslessness 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.

Career Development
DEVELOPING YOUR CAREER AT THE UNIVERSITY OF PITTSBURGH
Presenter: Sherry Miller Brown, director
McCarl Center for Nontraditional Student Success
Date: Thursday, May 15, 2014
Time: 9–11:30 a.m.
Location: The McCarl Center, 401 Cathedral of Learning
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.

STARTING OR COMPLETING AN UNDERGRADUATE DEGREE OR CERTIFICATE
Presenter: Kaetlin Yacob, Manager of Recruitment
College of General Studies
Date: Thursday, April 17, 2014
Time: 12:30–1:30 p.m.
Location: The McCarl Center, 401 Cathedral of Learning
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 and navigating the admission process, and how your staff tuition benefits can be used.

LYNDA.COM
Presenter: Vernon Franklin, technical trainer
Computing Services and Systems Development (CSSD)
Date: Tuesday, March 25, 2014
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: Thursday, April 24, 2014
Time: 9–11 a.m.
Location: 302 Bellefield Hall
This workshop provides an overview of how to access and utilize services offered by CSSD. Information on the following services is included: pitt.box.com, Lynda.pitt.edu, and Lync. Participants will learn how to better understand various software applications by using Lynda. pitt.edu and, how to use the Help Desk and CSSD consulting services.

MICROSOFT POWERPOINT 2010 FUNDAMENTALS
Presenter: Vernon Franklin, technical trainer
Computing Services and Systems Development (CSSD)
Date 1: Thursday, April 24, 2014
Time: 9–11 a.m.
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 become more proficient with the Excel application in organizing data and to perform a wide variety of tasks. Topics will include building presentations, presentation fundamentals, working with formulas, and creating charts.

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 become more proficient with the Excel application in organizing data and to perform a wide variety of tasks. Topics will include building presentations, presentation fundamentals, working with formulas, and creating charts.

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Microsoft Word 2010 Fundamentals
Presenters: Vernon Franklin, Technical Trainer
Computing Services and Systems Development (CSSD)
Date 1: Thursday, March 20, 2014
Date 2: Tuesday, May 20, 2014
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

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.

University Business and Financial Services

Personal Finance

Feeling Secure: Taking Control of Your Financial Life
Presenters: Vanguard staff
Date: Thursday, March 27, 2014
Time: 9 a.m.–noon
Location: 342 Craig Hall
Developed for employees who are interested in a comprehensive financial planning overview, this interactive workshop will provide participants with an overview of several financial planning topics. The course begins with a discussion of the importance of taking control of your finances by determining your net worth, creating a spending plan, and managing credit. This is followed by a detailed discussion of retirement investing that includes sections on basic terminology, appropriate asset mix, investment portfolio construction, and explanations of the types of available retirement plans. The workshop concludes with a discussion of planning for the unexpected, with reviews of the role of estate and insurance planning.

Money at Work 1: Foundations of Investing
Presenter(s): Chris Yoest, financial advisor
TIAA-CREF
Date: Friday, April 18, 2014
Time: 9–10:30 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff
The formula for successful investing? You plus knowledge.
It does not matter how old you are, where you are in your career or your income. Reaching retirement goals requires the same things: spend less, save more. It’s really that simple. TIAA-CREF’s workshop leaders will give you information to help you figure which investment vehicles are right for you:
- Discover what stocks, annuities, mutual funds and IRAs are so you can determine which best fits your needs
- Learn about risk and finding your risk tolerance
- See how the same savings principles work for short-term or long-term goals
- Ideal for investment novices, or those who want a refresher

Money at Work 2: Sharpening Investment Skills
Presenter(s): Chris Yoest, financial advisor
TIAA-CREF
Date: Wednesday, June 4, 2014
Time: 9–10:30 a.m.
Location: 342 Craig Hall
Knowledge is the best investment.
Feel more secure in your savings strategy by verifying that you are on the right track. And if you are off track, know what adjustments you need to make. Are you saving enough? Have you taken taxes into account? Do you have a financial plan – and have you thought about what retirement looks like? TIAA-CREF’s workshop leaders will teach you how to plan your investments and to hold on to as much of your nest egg as possible.
- Get to know your investing personality and how it impacts the way you allocate your assets
- Check your savings progress. If you are not where you need to be, there are ways to catch up
- See what else you should consider – like taxes, inflation and what an ordinary day in retirement will look like
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 www.hr.pitt.edu/benefits.

Electronic Certification of Effort (ECert): 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 (ecert). Facilitators will provide an overview of effort reporting requirements, schedules, ecert 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 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: Tuesday, April 1, 2014
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 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.

Basics of Effort Reporting
Presenter: Beverly Zern, director
Financial Compliance for Research
Date: Wednesday, May 28, 2014
Time: 9–11 a.m.
Location: 342 Craig Hall
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 Web site www.cfo.pitt.edu/fcr/workshops/register.php.
EVERYTHING YOU WANTED TO KNOW ABOUT CAPITAL ASSETS BUT WERE AFRAID TO ASK

Presenter: Kevin Starke
Payment Processing and Compliance
Date: Tuesday, May 13, 2014
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.

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@cfi.pitt.edu.

INTRODUCTION TO RESEARCH ADMINISTRATION

Presenters: Christine Crawford, associate director for grants policy
Office of Research
Date: Wednesday, May 21, 2014
Time: 9–11 a.m.
Location: B21 University Club
Who Should Attend: Faculty and staff who support grant preparation, and unit staff charged with proposal support and related activities
This workshop will offer a basic overview of pre-award grants administration policy and procedures for the University. Content will include definitions, proposal transmittal, major agency requirements, stewardship, compliance, and electronic research administration developments.

INTRODUCTION TO SPARs AND BASICS OF COST SHARING

Who Should Attend: New users of the Salaried Personnel Activity Report (SPAR) system should attend Part I of this workshop, and only those users whose responsibility includes sponsored projects should attend Part II of this session.

Part I (9–10 a.m.): This section of the workshop is an introduction to the online SPAR including instruction on basic navigation and simple modifications. Facilitators will review the resources available on the Financial Compliance for Research website.

Part II (10 a.m.–noon): This section of the workshops is an overview 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 www.cfo.pitt.edu/ctc/workshops/register.php.
Note: Basics of Effort Reporting is a pre-requisite to Part II of this workshop.

P CARD ADMINISTRATION

Presenters: Gina Olinski, compliance supervisor
Payment Processing Department
Date: Wednesday, May 7, 2014
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.

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 department. 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@cfi.pitt.edu for login information.

RESEARCH CONTRACT ADMINISTRATION

Presenter: Kelly Downing, assistant director for clinical and corporate contracts
Office of Research
Date: Wednesday, June 4, 2014
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 will also learn the correct process for routing a contract to the Office of Research for maximum efficiency and the requirements for submission review. Facilitators will also present information on research compliance issues that relate to contracts, compliance monitoring, and what must be achieved to meet University standards in research contracts.

STUDENT PRIVACY AND FERPA

Presenters: Pamela Connelly, associate general counsel
Office of General Counsel
Patricia Mathay, university registrar
Date: Thursday, June 12, 2014
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.

SUPERVISING STUDENT EMPLOYEES

Presenters: Bill Charleroy, student employment administrator
Student Employment and Placement Assistance
Date: Wednesday, May 14, 2014
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.

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

**TRAVELING ON UNIVERSITY BUSINESS**

**Presenters:** Vincent Johns, travel manager  
Office of Travel Management  
Rebecca Marcej, manager  
Payment Processing  
**Date:** Friday, June 6, 2014  
**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  
Marianne Kasica, University archivist  
Archives Service Center  
**Date:** Wednesday, June 18, 2014  
**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  
**Date:** Thursday, June 19, 2014  
**Time:** 1–3 p.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 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.

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**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) 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 fluorescence certification for physicists.

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

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**Health and Safety**

**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.

**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’ on-line 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.”

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**Organization Development**

Organization Development consultants can deliver workshops based on the following topics at the request of individual departments:

**Customer Service Training**

**Group Dynamics Using Myers Briggs Type Indicator (MBTI)**

Please contact Organization Development at 412.624.8044 for more information.

**Registration Procedures**

To register for the workshops in this brochure, go to www.hr.pitt.edu/fsdp and click on the workshop 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 412-624-6781, 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? ______

<table>
<thead>
<tr>
<th>Workshop Title</th>
<th>Date</th>
<th>Fee*</th>
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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)