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.

PROFESSIONAL DEVELOPMENT

Workplace Knowledge and Skills
An Introduction to Social Media: Networking on the Web
Cross-Cultural Awareness & Understanding
Grammar, Punctuation, and Proofreading: Ensuring Professional Presentation
Navigating the University Library System
Public Speaking in a Nutshell
Strategies for Excellence in Written Professional Communication
Transforming Your Research into Commercially Viable Innovations at the University of Pittsburgh
Veterans on Campus
Working through Conflict
Writing with Style—University Style,
That Is!

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

International Services Development Track
Cross-Cultural Awareness and Understanding
Introduction to the Office of International Services and Basic Concepts in U.S. Immigration Law
Immigration Services: F-1/F-2 and J-1/J-2 Student Visa Classifications

Diversity Education
Accommodating Employees with Disabilities
Allies Network Training
Cross-Cultural Awareness and Understanding
Different Like You?
Is That Really Harassment?
Please Respect My Generation

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

Personal Finance
Feeling Secure: Taking Halfway There: A Retirement Checkup
Within Reach: Transitioning from Career to Retirement

University Business and Financial Services
Advanced SPAR—Cost Sharing
Basics of Effort Reporting
Basics of Federal Contract Administration
Campus Security and the Clery Act
Electronic Certification of Effort
Everything You Wanted to Know About Capital Assets But Were Afraid to Ask
Financial Information Overview (online)
Introduction to Research Administration
P Card Administration
PantherExpress System
PRISM Financial Applications
Protecting Children (online)
Purchasing Fundamentals Training (online)
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
Creating a Civil Workplace Culture
Engaging Your Employees
Getting Started as a New Leader
Influential Leadership
Moving from Supervision to Leadership:
People Skills for a Productive Workplace

The Respectful Workplace
Understanding Your Personality in the Workplace
Certificate in Organizational Leadership and Ethics (COLE)
Principles and Practices of Servant Leadership
The Ethical Use of Power
Solving Problems and Ethical Dilemmas

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

Organization Development
Customer Service Training
Group Dynamics Using Myers Briggs Type Indicator (MBTI)

TECHNOLOGY

Instructor-Lead Technology Workshops
lynda.com
Microsoft Excel 2010 Fundamentals
Make IT Work for You
Microsoft Outlook 2013 Fundamentals
Microsoft PowerPoint 2010 Fundamentals
Microsoft Word 2010 Fundamentals

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

ONLINE LEARNING

**Workplace Knowledge and Skills**

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

**Presenter:** University News and Magazines  
**Date:** Wednesday, December 3, 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.

**CROSS-CULTURAL AWARENESS AND UNDERSTANDING**

**Presenter:** Genevieve Cook, interim director  
**Kat Von Lehman, compliance coordinator**  
**Office of International Services**  
**Date:** Tuesday, November 18, 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:** Wednesday, November 5, 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.

**NAVIGATING THE UNIVERSITY LIBRARY SYSTEM**

**Presenter:** Leslie Eibl, liaison librarian  
**University Library System**  
**Date:** Thursday, November 6, 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.

**PUBLIC SPEAKING IN A NUTSHELL**

**Presenter:** Michael Bannon, director  
**Communication Lab**  
**Date:** Wednesday, October 29, 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:** Wednesday, October 15, 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 COMMERCIALY VIABLE INNOVATIONS AT THE UNIVERSITY OF PITTSBURGH**

**Presenters:** Daniel Bates, strategic relations manager  
**Carolyn Weber, technology licensing associate**  
**Office of Technology Management**  
**Date:** Thursday, November 13, 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.
VETERANS ON CAMPUS

Presenter: Ryan Ahl, director of veterans services
Office of Veterans Services
Date: Wednesday, November 19, 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.

WORKING THROUGH CONFLICT*

Presenter: Maureen Lazar, consultant
Organization Development
Date: Wednesday, October 8, 2014
Time: 9–11 a.m.
Location: 342 Craig Hall
Materials Fee: $18.00
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.

WRITING WITH STYLE—OFFICIAL UNIVERSITY STYLE, THAT IS!

Presenters: Sarah Jordan Rosenson, proofreader
Department of Communications Services
Date: Tuesday, October 28, 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 an overview of the manual, which provides guidelines for print materials and Web sites produced by and for the University of Pittsburgh.

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

Human Resources Administration

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

BEHAVIORAL-BASED INTERVIEWING

Presenters: Mark Burdsall, senior consultant
Organization Development
Michelle Fullem, director
Recruiting and Client Services
Date: Wednesday, December 10, 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 provide participants with an introduction to a structured, behavior-based interview process. A variety of tools and practical techniques will be applied to promote an effective and legally defensible interview. Emphasis will be placed on enhancing the interviewing skills necessary for a hiring manager to arrive at accurate selection decisions.

DOCUMENTATION AND EMPLOYEE PERFORMANCE—FOR SUPERVISORS (ONLINE)

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

FAMILY AND MEDICAL LEAVE ACT

Presenter: Jane Volk, director
Cheryl Ruffin, employee relations specialist
Employee and Labor Relations, Office of Human Resources
Aynsley Jimenez, supervisor of employee benefits
Benefits, Office of Human Resources
Date: Wednesday, October 1, 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.
PROFESSIONAL DEVELOPMENT

PittSource NEW-USER TRAINING
Presenter: Michelle Fulllem, director
Kaitlyn Konkle, recruiter
Recruiting and Client Services, Office of Human Resources
Date: Wednesday, October 22, 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: Amy Miller, senior recruiter
Sarah Morgan, senior recruiter
Recruiting and Client Services, Office of Human Resources
Date: Wednesday, November 12, 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/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.

TIME AND ATTENDANCE RECORD KEEPING
Presenters: Compensation Staff
Office of Human Resources
Date: Friday, October 24, 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.

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.
PROFESSIONAL DEVELOPMENT

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 (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: Genevieve Cook, interim director
Kati Von Lehman, compliance coordinator
Office of International Services
Date: Tuesday, November 18, 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 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: Claire Mokry, immigration specialist
Melissa Reinert, immigration specialist
Office of International Services
Date: Tuesday, October 7, 2014
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 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: F-1/F-2 and J-1/J-2 STUDENT VISA CLASSIFICATIONS
Presenter: Richard Sherman, immigration specialist
Alice Zdrale, immigration specialist
Office of International Services
Date: Tuesday, October 21, 2014
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: Faculty and staff who work with the OIS concerning international undergraduate and graduate students in the F or J visa classifications
This workshop is designed to familiarize those who work with international students in the F-1/F-2 and J-1/J-2 student visa classifications. Topics to be covered include an overview of the federal regulations for these visa classifications as well as the related OIS policies and procedures that have been developed in response to these regulations to support international students during their time at Pitt. Arrival/check-in procedures for international students; travel outside the United States, and re-entry; extending the period of authorized stay for international students; special requirements for international students seeking to drop below full-time status or change majors, schools, or departments; and employment issues for international students will all be discussed.

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.

ALLIES NETWORK TRAINING
Presenter: Office of Student Affairs
Date: Friday, November 21, 2014
Time 1: 8:30 a.m.–12:30 p.m.
Time 2: 1–5 p.m.
Location: 630 William Pitt Union
Who Should Attend: All faculty and staff
This training program, hosted by Cross Cultural and Leadership Development, Office of Student Affairs, will provide participants with the knowledge and resources to become an effective ally for students. Student leaders from Pitt’s Rainbow Alliance will share with participants, not only their individual stories, but also how we as a University can better serve the needs of students in Pitt’s LGBTQA community.
Note: To register for this workshop, please contact Tannetta Hall, Cross Cultural and Leadership Development Office at hallt@pitt.edu.

CROSS-CULTURAL AWARENESS AND UNDERSTANDING
Presenter: Genevieve Cook, interim director
Kati Von Lehman, compliance coordinator
Office of International Services
Date: Tuesday, November 18, 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 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!

Presenters:  Warren McCoy, diversity specialist
Kristy Rzepecki, diversity specialist
Office of Affirmative Action, Diversity, and Inclusion

Date:  Thursday, October 16, 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 Rzepecki, diversity specialist
Office of Affirmative Action, Diversity and Inclusion

Date:  Thursday, December 11, 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:  Wednesday, November 19, 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:  Wednesday, November 12, 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 defensiveness 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.

Career Development

DEVELOPING YOUR CAREER AT THE UNIVERSITY OF PITTSBURGH

Presenter:  Sherry Miller Brown, director
McCarl Center for Nontraditional Student Success

Date:  Wednesday, October 22, 2014
Time:  9–11:30 a.m.
Location:  McCarl Center Conference Room, 1400 Posvar Hall

Who Should Attend:  All staff interested in exploring career possibilities

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

RÉSUMÉ WRITING AND COVER LETTERS

Presenters:  Mark Burdsall, senior consultant
Organization Development

Date:  Wednesday, November 5, 2014
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)
**Personal Finance**

**FEELING SECURE: TAKING CONTROL OF YOUR FINANCIAL LIFE**

**Presenters:** Vanguard staff  
**Date:** Friday, November 7, 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.

**HALFWAY THERE: A RETIREMENT CHECKUP**

**Presenter(s):** Chris Yoest, financial advisor  
**TIAA-CREF**  
**Date:** Tuesday, September 30, 2014  
**Time:** 9–10:30 a.m.  
**Location:** 342 Craig Hall  
**Who Should Attend:** All faculty and staff

Help make sure your retirement is ready when you are. Halfway? Already? Retirement has a way of creeping up on people. Before you know it, you'll be depending on all the money you saved and invested. If you're panicking, don't. There's still time! Give your retirement savings a checkup. TIAA-CREF's workshop leader will provide information to help you determine where you need to be in your retirement savings, and how to get back on track if you're behind:

- Find out how much you should be saving
- Discover different investment vehicles and how they can work together to help you reach your retirement goals
- Learn what's competing for your retirement savings

**WITHIN REACH: TRANSITIONING FROM CAREER TO RETIREMENT**

**Presenter(s):** Chris Yoest, financial advisor  
**TIAA-CREF**  
**Date:** Tuesday, October 14, 2014  
**Time:** 9–10:30 a.m.  
**Location:** 342 Craig Hall  
**Who Should Attend:** All faculty and staff

Get ready for a new journey. Getting to this point is quite a feat. But the journey isn't over until you've reached the peak. There are more adventures yet to come. Once you reach retirement, you may have 20 or 30 years to enjoy it.

TIAA-CREF's workshop leader will help you imagine your ideal retirement and plan—financially and emotionally—for how to make the most of it:

- Plan how you'll spend your days and how to help make your savings last
- Learn about how you can pay yourself once you're no longer earning a paycheck

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.

**University Business and Financial Services**

**BASICS OF EFFORT REPORTING**

**Presenter:** Beverly Zern, director  
**Eileen Froehlke, manager**  
**Financial Compliance for Research**  
**Date:** Wednesday, September 17, 2014  
**Time:** 2–4 p.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.

**BASICS OF FEDERAL CONTRACT ADMINISTRATION**

**Presenter:** Heide Eash, assistant director for federal contracts  
**Office of Research**  
**Date:** Tuesday, October 28, 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.
CAMPUS SECURITY AND THE CLERY ACT

Presenter: Kathleen Schreiber, commander
University of Pittsburgh Police Department
Date: Friday, October 17, 2013
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: University officials who have been designated as Campus Security Authorities as well as faculty and staff who have significant responsibility for student and campus activities

The Jeanne Clery Act requires post-secondary institutions to collect crime information from a variety of persons within the institution who are identified as Campus Security Authorities. University staff and faculty who have significant interaction with student groups and/or who are responsible for campus activities are defined as Campus Security Authorities. This workshop will provide an overview of the Clery Act requirements, with particular emphasis on the role and responsibilities of Campus Security Authorities. Covered topics include the definition of a Campus Security Authority, what crimes must be reported, the geographical boundaries involving crime reports, and how to prepare and submit a crime report to the police department. In addition, safety policies involving timely warnings and emergency notification will be discussed. Participants will receive the new 2014 Annual Safety and Fire Report for reference.

ELECTRONIC CERTIFICATION OF EFFORT (ecrt):
EFFORT COORDINATOR RESPONSIBILITIES

Who Should Attend: New department administrators or other staff whose responsibilities include managing effort certification by research faculty

This workshop will help participants understand the responsibilities of an Effort Coordinator and to navigate the Effort Certification and Reporting Tool (ecrt). Facilitators will provide an overview of effort reporting requirements, schedules, ecrt application, principal investigator responsibilities, and other topics. Hands-on exercises will be used to learn application navigation and certification processes. Facilitators will review the resources available on the Financial Compliance for Research website. For dates and registration information, please visit the Financial Compliance for Research website at www.cfo.pitt.edu/fcr/workshops/register.php.

ADVANCED SPAR - COST SHARING

Who Should Attend: Employees whose SPAR responsibilities include areas with sponsored research activity

This workshop provides in-depth discussions of the theory and mechanics of cost sharing on sponsored research projects and related SPAR entry. Participants will learn about cost sharing terms and codes, mandatory cost sharing and voluntary cost sharing including hands-on examples of cost sharing scenarios. Facilitators will review the resources available on the Financial Compliance for Research website. For dates and registration information, please visit the Financial Compliance for Research website at www.cfo.pitt.edu/fcr/workshops/register.php.

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@cfopitt.edu.

PANTHER EXPRESS SYSTEM

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

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

PROTECTING CHILDREN
The University strives to provide a safe academic and work environment for all members of its community and guests. This is especially important with respect to the safety and welfare of children. Those with a significant likelihood of regular contact with children should receive training through United Educators’ 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.”

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 Panther-Express 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 in the employee’s convenience. To register for this course, please contact Cathy Lewis, clewis@cfo.pitt.edu for login information.

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

RESEARCH CONTRACT ADMINISTRATION
Presenter: Kelly Downing, assistant director for clinical and corporate contracts
Office of Research
Date: Wednesday, December 3, 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 also will learn the correct process for routing a contract to the Office of Research for maximum efficiency and the requirements for submission review. Facilitators also will provide 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, October 9, 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.

SUPERVISORS: 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.

TRAVELING ON UNIVERSITY BUSINESS
Presenters: Vincent Johns, travel manager
Office of Travel Management
Rebecca Marcej, manager
Payment Processing
Date: Friday, December 5, 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.

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.

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

RESEARCH CONTRACT ADMINISTRATION
Presenter: Kelly Downing, assistant director for clinical and corporate contracts
Office of Research
Date: Wednesday, December 3, 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 also will learn the correct process for routing a contract to the Office of Research for maximum efficiency and the requirements for submission review. Facilitators also will provide 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, October 9, 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.

SUPERVISORS: 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.

TRAVELING ON UNIVERSITY BUSINESS
Presenters: Vincent Johns, travel manager
Office of Travel Management
Rebecca Marcej, manager
Payment Processing
Date: Friday, December 5, 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.

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

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

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

CHEMICAL HYGIENE PLAN: LAB SAFETY TRAINING
Who Should Attend: University employees working with chemicals in laboratory or research settings
This training is required every three years for all Pitt faculty, staff, and student employees (full- or part-time) working with any chemical in a laboratory or research facility.

OSHA BLOODBORNE PATHOGENS
Who Should Attend: University employees with exposure to any potentially infectious material during an assigned duty
This training is required annually for all Pitt faculty, staff, and student employees (full- or part-time) working with or exposed to human patients or research subjects, human blood, human body fluids, human cells, or all other types of potentially infectious materials or agents.

RADIATION SAFETY AND RADIOACTIVE MATERIALS
This training is required for all Pitt faculty, staff, and student employees (full or part time) 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 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.

Other Resources

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

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

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

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

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

The Leadership Essentials workshops are designed for supervisors and managers who want to maximize their leadership potential and effectiveness. The workshops combine knowledge and skill building to help participants learn the essentials of effective leadership and skills for building and maintaining a high-performing team, as well as key employment principles and policies and the role they play in managing day-to-day human resources issues for their departments. Leadership programs are also available for individual departments. Please contact Organization Development at 412-624-8044 to discuss further.

Creating a Civil Workplace Culture

Presenter: Debra Messer, account manager  
LifeSolutions EAP  
Date: Tuesday, December 9, 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 individual employees, it has a profound impact on the overall well-being and success of the organization as a whole. The responsibility to cultivate and maintain workplace civility falls on the shoulders of managers and supervisors. In this workshop, leaders will learn how to define a civil workplace culture and identify the characteristics of an uncivil culture. Participants will also explore the role of leadership in creating and maintaining a civil workplace culture and how they can role-model civility.

Engaging Your Employees

Presenter: Maureen Lazar, consultant  
Organization Development  
Date: Thursday, October 23, 2014  
Time: 9–12:30 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.

Getting Started as a New Leader*

Presenter: Mark Burdsall, senior consultant  
Organization Development  
Date: Thursday, November 6, 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 tasks 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, November 20, 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 of video and real-life situations, participants practice using the skills learned by creating a strategy, packaging the idea, and ultimately gaining commitment.

Moving From Supervision to Leadership: People Skills for a Productive Workplace

Presenters: Debra Messer, account manager  
LifeSolutions EAP  
Date: Thursday, October 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  
Employees are often promoted to management positions because of their demonstrated skill in technical or task-related aspects of their position. Rarely are they promoted specifically because of their “people skills” or their ability to lead, engage, and inspire employees. These skills do not just materialize once the employee is promoted. This workshop focuses on how to transform management or supervision into true leadership. We answer questions such as: How do I develop credibility? How do I build a trusting relationship with my staff? What kind of leader am I? What kind of leader do I want to be?

The Respectful Workplace

Presenters: Jane Volk, director  
Cheryl Ruffin, employee relations specialist  
Employee and Labor Relations, Office of Human Resources  
Date: Tuesday, November 11, 2014  
Time: 9 a.m.–noon  
Location: 342 Craig Hall  
Who Should Attend: Individuals who directly manage or supervise the work of other staff  
Everyone knows the importance of preventing discrimination and harassment in the workplace. The University of Pittsburgh policies and sound management practices dictate preventing all forms of disrespectful behavior that are harmful to others, have an adverse effect on morale, and undermine productivity. Participants will leave this workshop with a heightened sensitivity and awareness for identifying behaviors that are disrespectful and/or illegal. They will learn how to prevent such behaviors, how to respond when they arise, and how to foster an environment based on mutual respect.
LEADERSHIP DEVELOPMENT

UNDERSTANDING YOUR PERSONALITY IN THE WORKPLACE*

Presenters: Mark Burdass, senior consultant
Maureen Lazar, consultant
Organization Development
Date: Thursday, December 4, 2014
Time: 9 a.m.–12:30 p.m.
Location: 342 Craig Hall
Materials Fee: $35

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

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

*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.

Organizational 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.

Certificate In Organizational Leadership And Ethics (COLE)

The Certificate in Organizational 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 Dean and Associate Professor of Business Administration, College of Business Administration
Date: Friday, October 24, 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.

THE ETHICAL USE OF POWER*

Presenter: Ray Jones, clinical associate professor of business administration
Joseph M. Katz Graduate School of Business and College of Business Administration
Date: Tuesday, November 18, 2014
Time: 1–4 p.m.
Location: 531 Alumni Hall
Materials Fee: $30

Description: This workshop combines knowledge, interactive discussion and skill-building exercises to help participants understand the real dynamics of power in organizations, managing “necessary evils” in complex organizations, building skills in the ethical use of power and influence, and, a look beyond the “dark side” of power in organizations.

SOLVING PROBLEMS AND ETHICAL DILEMMAS*

Presenter: Ron Magnuson, clinical assistant professor
Joseph M. Katz Graduate School of Business and College of Business Administration
Date: Wednesday, December 10, 2014
Time: 9 a.m.–noon
Location: 532 Alumni Hall
Materials Fee: $30

Description: This workshop combines knowledge, interactive discussion and skill-building exercises to familiarize participants with:

- Beyond compliance” – ethical decision-making in complex environments
- Ethical decision making – a stewardship approach
- Accountability and transparency in problem-solving and decision-making
- Ethical decision-making in crisis and uncertainty
- Review of opportunities and situations wherein participants can apply knowledge within the University of Pittsburgh environment

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

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

DOCUMENTATION AND EMPLOYEE PERFORMANCE—FOR SUPERVISORS (ONLINE)
This 20-minute presentation provides basic guidance for University supervisors with respect to the importance of maintaining documentation of employee performance and workplace behavior issues. Applying general principles and practices in the context of two hypothetical employee situations, supervisors will learn: (1) the reasons to create and maintain detailed documentation, (2) what kinds of issues and matters to document, (3) what kinds of documents to create, and (4) how and where to maintain such documentation. This course can be completed online at your convenience. Please register via the 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, director
Cheryl Ruffin, employee relations specialist
Employee and Labor Relations, Office of Human Resources
Aynsley Jimenez, supervisor of employee benefits
Benefits, Office of Human Resources
Date: Wednesday, October 1, 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: Wednesday, October 22, 2014
Time: 9–11:30 a.m.
Location: 342 Craig Hall
Who Should Attend: 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, watch-list)
• How to create and approve job description and selection requests
• How to review applicant documents and change applicant status
• How to customize your search screens and export these results
...and much more!
Participants will leave this session with a solid understanding of PittSource.

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

RECRUITING 101: UNDERSTANDING THE STAFF HIRING PROCESS AT PITT
Presenter: Amy Miller, senior recruiter
Sarah Morgan, senior recruiter
Recruiting and Client Services, Office of Human Resources
Date: Wednesday, November 12, 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 & Client Services department. Emphasis will be placed on tasks such as posting open staff positions, interviewing candidates, selecting a finalist, and the onboarding process. Participants will leave this session with a solid understanding of the life of the staff recruitment process.

TIME AND ATTENDANCE RECORD KEEPING
Presenters: Compensation Staff
Office of Human Resources
Date: Friday, October 24, 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.
Instructor-Led Technology Workshops

LYNDA.COM

Presenter: Vernon Franklin, Technical Trainer
Computing Services and Systems Development (CSSD)
Date: Thursday, September 25, 2014
Time: 9–10:30 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.

MAKE IT WORK FOR YOU

Presenter: Vernon Franklin, technical trainer
Computing Services and Systems Development (CSSD)
Date: Tuesday, October 7, 2014
Time: 9–10:30 a.m.
Location: 302 Bellefield Hall

Who Should Attend: Faculty and staff who would like an overview of services offered by Computing Services and Systems Development (CSSD)

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 EXCEL 2010 FUNDAMENTALS

Presenter: Vernon Franklin, technical trainer
Computing Services and Systems Development (CSSD)
Date 1: Tuesday, September 23, 2014—9 a.m.–noon
Date 2: Thursday, October 23, 2014—9 a.m.–noon
Date 3: Tuesday, December 2, 2014—9 a.m.–noon
Location: 302 Bellefield Hall

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

MICROSOFT OUTLOOK 2013 FUNDAMENTALS

Presenter: Vernon Franklin, Technical Trainer
Computing Services and Systems Development (CSSD)
Date: Thursday, November 13, 2014
Time: 9 a.m.–noon
Location: 302 Bellefield Hall

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

MICROSOFT POWERPOINT 2010 FUNDAMENTALS

Presenter: Vernon Franklin, technical trainer
Computing Services and Systems Development (CSSD)
Date: Tuesday, November 11, 2014
Time: 9 a.m.–noon
Location: 302 Bellefield Hall

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

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

MICROSOFT WORD 2010 FUNDAMENTALS

Presenters: Vernon Franklin, Technical Trainer
Computing Services and Systems Development (CSSD)
Date: Tuesday, October 21, 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.

Registration Procedures

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

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

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

Name (please print) ____________________________________________  Department ________________________________

Circle one:  Faculty  Staff

Campus Address _____________________________________________________________________________________________________

Campus Phone ___________________________ pitt.edu E-mail Address ____________________________________

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

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

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

* 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)