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
- An Introduction to Social Media: Networking on the Web
- Annual Conflict of Interest Filing Process 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 Working Through Conflict
- 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
- Engaging Your Employees
- Getting Started as a New Leader
- Managing Employee Performance–for Supervisors
- The Respectful Workplace

### New Supervisor Track
- Documentation and Employee Performance–for Supervisors (online)
- Family and Medical Leave Act
- Managing Employee Performance–for Supervisors

### Human Resources
- Documentation and Employee Performance–for Supervisors (online)
- Family and Medical Leave Act
- Managing Staff Absenteeism–for Supervisors (online)
- Preventing Employment Discrimination (online)
- PRISM TRKS–Employee Timecard Approval (online)
- Sexual Harassment Prevention (online)
- Time and Attendance Record Keeping

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

### Diversity Education
- Cross-Cultural Awareness and Understanding
- Different Like You!
- Is That Really Harassment?
- Please Respect My Generation
- Workplace Bullying

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

### Technology
- Microsoft Excel 2010 Fundamentals
- Microsoft Outlook 2010
- Microsoft PowerPoint 2010 Fundamentals

### Personal Finance
- Feeling Secure: Taking Control of Your Financial Life
- Five Habits of Highly Successful Investors

### University Business and Financial Services
- 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
- 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

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

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

Register online for FSDP workshops at www.hr.pitt.edu/fsdp
AN INTRODUCTION TO SOCIAL MEDIA: NETWORKING ON THE WEB

Presenter: Adam Reger, senior news representative
University News and Magazines

Date: Wednesday, June 5, 2013
Time: 9–11 a.m.
Location: 342 Craig Hall

Who Should Attend: Faculty and staff who want to know what it means to tweet, blog, and Facebook

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 sites, such as Facebook, Twitter, and LinkedIn. The workshop features a discussion on social media best practices and possible pitfalls. Participants will find this course helpful as they begin their exploration of social media.

ANNUAL CONFLICT OF INTEREST PROCESS

Presenters: David T. Wehrle, director
Khys X. Myrdlin, associate director
Benjamin West, compliance coordinator
Conflict of Interest Office

Date: Thursday, March 28, 2013
Time: 9–11 a.m.
Location: 342 Craig Hall

Who Should Attend: Those who administer the COI filing process and anyone responsible for developing, implementing, and ensuring compliance with COI management plans—such as, executive, department administrators or assistants to deans and department chairs.

Presenters from the COI Office will provide a brief overview of the Superform filing system, COI disclosure requirements, and the department-level responsibilities for review and management of potential conflicts, including the use of the new Management Reporting forms.

The presentation will cover changes related to the implementation of the Public Health Services’ (PHS) revised COI regulations including the PHS Faculty/Researcher form; department-level and COI Committee responsibilities surrounding the review of outside interests and investigators’ PHS-funded research activity; and new COI training requirements. Attendees will also learn about resources and tools available to help researchers comply with the revised regulations. Participants are invited to bring their questions and concerns.

COMMUNICATING WITH IMPACT*

Presenter: Maureen Lazar, consultant
Organization Development

Date: Wednesday, May 29, 2013
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: Tuesday, June 11, 2013
Time: 9 a.m.–noon
Location: 342 Craig Hall

Who Should Attend: All faculty and staff

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

GRAMMAR, PUNCTUATION, AND PROOFREADING: ENSURING PROFESSIONAL PRESENTATION

Presenter: Beth Bateman Newborg, outreach director
The Writing Center

Date: Thursday, May 16, 2013
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 Burdall, senior consultant
Organization Development

Date: Thursday, June 6, 2013
Time: 9:00 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 24, 2013
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: Thursday, April 18, 2013
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 COMMERCiALLY VIABLE INNOVATIONS AT THE UNIVERSITY OF PITTSBURGH

Presenters: Daniel Bates, strategic relations manager
            Carolyn Weber, technology marketing manager
            Office of Technology Management
Date: Thursday, May 23, 2013
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: Marian Hampton, coordinator of library instruction
            University Library System
Date: Thursday, May 9, 2013
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.

WORKING THROUGH CONFLICT*

Presenter: Maureen Lazar, consultant
            Organization Development
Date: Tuesday, May 21, 2013
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 University Marketing Communications
Date: Wednesday, May 8, 2013
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 Ph.D 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.

*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.

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
            and director, David Berg Center for Ethics and Leadership
Date: Wednesday, April 17, 2013
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 15, 2013
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 12, 2013
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: Friday, May 3, 2013
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, April 11, 2013
Time: 9 a.m.–12:30 p.m.
Location: 342 Craig Hall
Who Should Attend: Individuals who directly manage or supervise the work of other staff

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

GETTING STARTED AS A NEW LEADER*

Presenter: Mark Burdall, senior consultant
Organization Development
Date: Tuesday, April 30, 2013
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 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.

MANAGING EMPLOYEE PERFORMANCE—FOR SUPERVISORS

Presenter: Maureen Lazar, consultant
Organization Development
Date: Thursday, April 25, 2013
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
Jane Volk, manager
Employee and Labor Relations, Office of Human Resources
Date: Tuesday, June 4, 2013
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.

THE NEW EMPLOYEE TRACK

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: Wednesday, May 22, 2013
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 EMPLOYEE PERFORMANCE—FOR SUPERVISORS

Presenters: Maureen Lazar, consultant
Organization Development
Date: Thursday, April 25, 2013
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.

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.

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.

TIME AND ATTENDANCE RECORD KEEPING

Presenters: Compensation Staff
Office of Human Resources
Date: Friday, April 26, 2013
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.

FAMILY AND MEDICAL LEAVE ACT

Presenter: Jane Volk, manager
Employee Relations, Office of Human Resources
Date: Wednesday, May 22, 2013
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.

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.

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/ped/pitt. In addition, you can call Organization Development at 412-624-8044 to discuss whether a facilitated workshop within your department may be appropriate.
The International Services Development Track (ISDT) is designed for departmental administrators, faculty, and research supervisors who work with the Office of International Services (OIS) to recruit, select, and retain international faculty, students, and staff. These workshops will provide general information, basic legal and regulatory concepts, and Pitt-specific policies and procedures related to E3, F, H, J, O, and TN visa statuses and employment-based lawful permanent residence. The focus is on making immigration-related issues understandable, providing the basics to make informed administrative decisions, and creating a foundation for partnering efficiently and effectively with OIS.

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

FOUNDATIONS WORKSHOP

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

PROFESSIONAL PRACTICE WORKSHOPS

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

CROSS-CULTURAL AWARENESS AND UNDERSTANDING

Presenter: Charles Nieman, director
Office of International Services
Date: Tuesday, June 11, 2013
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

Presenter: Charles Nieman, director
Office of International Services
Date: Thursday, April 4, 2013
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: Faculty and staff who work with the Office of International Services (OIS) concerning international faculty, students, and staff

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

IMMIGRATION SERVICES: U.S. LAWFUL PERMANENT RESIDENT STATUS

Presenters: Betta Risa, senior immigration specialist
Sara Jones, immigration specialist
Office of International Services
Date: Tuesday, May 7, 2013
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: Faculty and staff who work with the 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.

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

Presenters: Sara Jones, immigration specialist
Lauren Panetti, immigration specialist
Office of International Services
Date: Tuesday, April 16, 2013
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: Faculty and staff who work with the OIS concerning international employees

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

Diversity 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.

CROSS-CULTURAL AWARENESS AND UNDERSTANDING

Presenter: Charles Nieman, director
Office of International Services
Date: Tuesday, June 11, 2013
Time: 9 a.m.–noon
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

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

DIFFERENT LIKE YOU!

Presenter: Warren McCoy, diversity specialist
Office of Affirmative Action, Diversity, and Inclusion
Date: Tuesday, April 9, 2013
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 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.

Continued on the next page
IS THAT REALLY HARASSMENT?

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

PLEASE RESPECT MY GENERATION

Presenter: Warren McCoy, diversity specialist
Office of Affirmative Action, Diversity and Inclusion
Date: Tuesday, May 28, 2013
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.

WHAT SUPERVISORS NEED TO KNOW ABOUT ACCOMMODATING EMPLOYEES WITH DISABILITIES

Presenters: Lynett Van Slyke, director Disability Resources and Services
Office of Affirmative Action, Diversity, and Inclusion
Date: Wednesday, June 12, 2013
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: Individuals who directly manage or supervise the work of other staff

It is imperative that supervisors understand the process of providing reasonable accommodations to staff with disabilities and/or serious medical conditions. This session will review 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 will be reviewed.

WORKPLACE BULLYING

Presenter: Paula K. Davis, assistant vice chancellor for diversity
Office of Health Sciences Diversity
Date: Thursday, May 23, 2013
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 helplessness 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.

DEVELOPING YOUR CAREER AT THE UNIVERSITY OF PITTSBURGH

Presenter: Sherry Miller Brown, director
McCarl Center for Nontraditional Student Success
Date: Wednesday, April 17, 2013
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: Sherry Miller Brown, director
McCarl Center for Nontraditional Student Success
Kaitlin Yacob, manager of recruitment
College of General Studies
Date: Friday, May 17, 2013
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.

MICROSOFT EXCEL 2010 FUNDAMENTALS

Presenters: Vernon Franklin, technical trainer
Computing Services and Systems Development (CSSD)
Date 1: Tuesday, March 26, 2013—9 a.m.–noon
Date 2: Tuesday, April 16, 2013—1–4 p.m.
Date 3: Thursday, May 15, 2013—9 a.m.–noon
Location: 304 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 2010

Presenters: Vernon Franklin, technical trainer
Computing Services and Systems Development (CSSD)
Date Thursday, March 28, 2013—9 a.m.–noon
Location: 304 Bellefield Hall

Microsoft Outlook 2010 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, email formatting, keeping email organized, managing contact information, scheduling individual appointments and group meetings, and tracking personal and group tasks. Discussion will also cover email etiquette along with help to those who are upgrading to Outlook 2010 from previous versions.

MICROSOFT POWERPOINT 2010 FUNDAMENTALS

Presenter: Vernon Franklin, technical trainer
Computing Services and Systems Development (CSSD)
Date 1: Thursday, April 25, 2013—9 a.m.–noon
Date 2: Tuesday, May 14, 2013—1–4 p.m.
Location: 304 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
FEELING SECURE: TAKING CONTROL OF YOUR FINANCIAL LIFE

Presenter: Vanguard staff
Date: Tuesday, June 25, 2013
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.

FIVE HABITS OF HIGHLY SUCCESSFUL INVESTORS

Presenter: Chris Yoest, financial advisor
TIAA-CREF
Date: Tuesday, May 14, 2013
Time: 9–10:30 a.m.
Location: 342 Craig Hall

This workshop will provide faculty and staff with a fundamental knowledge of investing that will help them get started on reaching their financial goals. Topics covered are: setting financial goals, realizing tax advantages, reducing risk with diversification, allocating assets, understanding expenses.

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.

NEW

BASICS OF EFFORT REPORTING

Presenter: Beverly Zern, director
Eileen Froehlke, manager
Financial Compliance for Research
Date: Wednesday, May 15, 2013
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.

BUT WERE AFRAID TO ASK

NEW

BASICS OF FEDERAL CONTRACT ADMINISTRATION

Presenter: Heide Eash, assistant director for federal contracts
Office of Research
Date: Wednesday, April 10, 2013
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: Thursday, May 30, 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 2012 Annual Safety and Fire Report for reference.

NEW

ELECTRONIC CERTIFICATION OF EFFORT (ecrt): EFFORT COORDINATOR RESPONSIBILITIES

Presenter: Beverly Zern, director
Eileen Froehlke, manager
Financial Compliance for Research
Date: Thursday, May 30, 2013
Time: 1–3 p.m.
Location: M3 Thaw Hall

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

Note: Basics of Effort Reporting is a pre-requisite to this workshop.

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 Web site.

EVERYTHING YOU WANTED TO KNOW ABOUT CAPITAL ASSETS BUT WERE AFRAID TO ASK

Presenter: Kevin Starke
Payment Processing and Compliance
Date: Tuesday, April 23, 2013
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@cfo.pitt.edu.
INTRODUCTION TO RESEARCH ADMINISTRATION

Who Should Attend: Faculty and staff whose responsibility includes sponsored projects should attend Part I of this workshop.

Note: It is recommended that attendees participate in the Basics of Effort Reporting workshop prior to participating in Part II of this workshop.

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.

P CARD ADMINISTRATION

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 purchasing process which includes identifying a need to purchase products or services, communicating with potential vendors, 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 requisitions, purchase orders, PantherBuy, 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 Purchasing departments. This online course can be accessed at any time, and can be completed at the employee’s convenience. To register for this course, please contact Cathy Lewis, clewis@cfo.pitt.edu for login information.

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

RESEARCH CONTRACT ADMINISTRATION

Who Should Attend: Department administrators who are new to University research.

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

STUDENT PRIVACY AND FERPA

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

Who Should Attend: All faculty and staff who are responsible for the employment and management of student employees.

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

TRAVELING ON UNIVERSITY BUSINESS

Who Should Attend: All faculty and staff who are responsible for making travel arrangements for University business.

University travel policy and procedures will be explained, as well as opportunities to save money on travel. This workshop is recommended for both travelers and travel planners.
UNIVERSITY ARCHIVES AND RECORDS MANAGEMENT

Presenters: Zach Brodt, records manager
Marianne Kasica, University archivist
Archives Service Center
Date: Wednesday, June 19, 2013
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: Faculty and staff responsible for administering, storing, reviewing and disposing of University records

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

WORKERS’ COMPENSATION FOR SUPERVISORS

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

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

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.

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.

Registration Procedures

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

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

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

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Registration Form
FACULTY AND STAFF DEVELOPMENT PROGRAM

Name (please print) ____________________________ Department ____________________________

Circle one: Faculty Staff

Campus Address __________________________________________________________________________________________________

Campus Phone ___________________________ 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? ______

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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)