

UNIVERSITY OF PITTSBURGH



FACULTY & STAFF DEVELOPMENT PROGRAM

60+ courses
5 certificate programs



Office of Human Resources | Organization Development

FACULTY & STAFF DEVELOPMENT PROGRAM

Workshops for September - December 2018 // Register at hr.pitt.edu/fsdp

Ready to build your professional knowledge and skills?

With over 60 courses, including five certificate programs, the Faculty and Staff Development Program offers numerous workshops to grow the career skills and personal development of University of Pittsburgh faculty and staff. Sessions are available in many development areas. Read course descriptions to identify which programs will help maximize your professional growth.

Healthy U

Introduction to Mindfulness

NEW! Can I Keep Both My Social Media and My Sanity?**NEW!** Resilience: How to Weather Life's Storms
Without Getting Soaked**NEW!** Write Now! at the Center for Creativity

Professional Development

Workplace Knowledge & Skills

Effective Interpersonal Communication

Grammar, Punctuation, and Proofreading: Ensuring
Professional Presentation

Managing Up

Navigating the University Library System

Problem Solving Skills for the Workplace

Public Speaking in a Nutshell

Strategies for Excellence in Written Professional
Communication

Taming the Email Beast

Time Management

Administrative Professionals Certificate Program

Effective Interpersonal Communication

Managing Up

Problem Solving Skills for the Workplace

Taming the Email Beast

Time Management

Human Resources

Compensation Administration for Supervisors

Discrimination and Harassment Prevention (online)

Family and Medical Leave Act (FMLA) – for
Supervisors

PRISM TRKS – Employee Timecard (online)

PRISM TRKS – Supervisor Timecard (online)

The Respectful Workplace

Understanding Policies & Procedures for Staff Time
Off – for Supervisors

Diversity and Inclusion Certificate Program

Baby Boomers to Millennials: Respect and Productivity
in the WorkplaceDifferent Like You: Recognizing Stereotypes and
Removing BarriersFostering a Diverse and Inclusive Environment: The
WHY and HOWGender Theory, Gender Diversity, and Trans-Inclusive
Spaces

Intercultural Competency: Beyond the Basics

Preventing Sexual Misconduct: Understanding Your
Responsibility**NEW!** Religion Diversity: Challenging Assumptions to
Advance InclusionWorkplace Bullying: Understanding a Barrier to Equal
Opportunity

NEW! Global Competence Certificate Program

NEW! Embracing the World at Pitt

Intercultural Competency: Beyond the Basics

NEW! International Partnership Agreements**NEW!** Understanding China

Career Development

Interview Skills: Making a Good Impression

Résumé Writing and Cover Letters

Starting or Completing an Undergraduate Degree or
Certificate at Pitt

Using Social Media for Career Networking

Using Lynda.com for Professional Development

Personal Finance

Financial Freedom: Strategies for Reducing Debt and
Saving More

TIAA Webinars

Research Administration

Advanced SPAR – Cost Sharing

Basics of Effort Reporting

Basics of Federal Contract Administration

Clinical and Corporate Contract Basics

Conflict of Interest Management

Electronic Certification of Effort

Introduction to Grants Management Services in the
Office of Research

Introduction to the PERIS™ MyFunding Module

SPAR Introduction

University Business and Financial Services

Campus Security and the Clery Act (online)

Conflict of Interest Management

NEW! Creating a Safer Campus EnvironmentEverything You Wanted to Know About Capital Assets
But Were Afraid to AskExport Controls Fundamentals in an Academic
Environment

Financial Information Overview (online)

PantherExpress System

PRISM Financial Applications

Protecting Children (online)

Purchasing Fundamentals Training (online)

Student Privacy and FERPA

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

Certificate in Organizational Leadership and Ethics (COLE)

Principles and Practices of Servant Leadership

The Ethical Use of Power

Solving Problems and Ethical Dilemmas

Silence (Not Golden): Dissent and Consensus in the
Workplace

Human Resources Administration Certificate Program

Compensation Administration for Supervisors

Family and Medical Leave Act (FMLA) – for
SupervisorsUnderstanding Policies and Procedures for Staff Time
Off – for Supervisors

Technology

Instructor-Led Technology Workshops

Computer Security

Getting Started with DocuSign Digital Signature
Service

Getting Started with Qualtrics Survey Service

Microsoft Excel 2016 Fundamentals

Microsoft Excel 2016 Pivot Tables Fundamentals

Microsoft Office 2016: Word, Excel, PowerPoint
Bootcamp

Microsoft Outlook 2016 Quick Tips

Microsoft PowerPoint 2016 Fundamentals

Microsoft Word 2016 Fundamentals

Using Lynda.com for Professional Development

Online Learning with Lynda.com

Unlimited Access to Business, Creative, and
Technology Learning at www.lynda.pitt.edu.

Healthy U

The Faculty & Staff Development Program offers a series of workshops to enhance our understanding of the expected, and unexpected, practices that can contribute to a healthy mind and body.

INTRODUCTION TO MINDFULNESS

Presenter: Erin Commendatore
Life Solutions
Date: Tuesday, November 27, 2018
Time: 12–1:00 p.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

Mindfulness is a practice that has been found to benefit both psychological and physical health. In this class, participants will be introduced to the concept and practice of mindfulness, how it can help participants cope with stress and other difficult emotions, and how it can contribute to one's wellbeing. Participants will have the opportunity to experience at least one formal mindfulness practice first hand.

NEW! CAN I KEEP MY SOCIAL MEDIA AND MY SANITY?

Presenter: Brian Primack, Dean
University Honors College
Date: Friday, November 30, 2018
Time: 12–1:30 p.m.
Location: 341 Craig Hall
Who Should Attend: All faculty and staff

Social media has taken over. Even though the term "social media" wasn't used until 2004, in less than 15 years, the number of social media users on Earth has increased from zero to 3 billion. In this workshop, we'll talk about the research that has described some of the positive – but also some of the negative – effects of social media on our lives. We'll also brainstorm ways of taking control of social media instead of letting it control us.

NEW! RESILIENCE: HOW TO WEATHER LIFE'S STORMS WITHOUT GETTING SOAKED

Presenter: Brigid Crawford
Life Solutions
Date: Tuesday, December 11, 2018
Time: 12–1:30 p.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

In this workshop, participants will develop a well-rounded definition of resilience. The workshop facilitator will help participants assess their current capacity for dealing with challenging circumstances and recognize that resilience is something that can be learned and developed. Participants will also identify the major foundational components necessary for building greater resilience. Discussion will include how our thoughts and perspectives influence our resilience, and practice exercises to increase resilience.

NEW! WRITE NOW! AT THE CENTER FOR CREATIVITY

Presenter: Erik Schuckers, Manager
Center for Creativity
Date: Thursday, November 1, 2018
Time: 12–1:30 p.m.
Location: Center for Creativity
Down the steps inside the University Store on 5th
Who Should Attend: All faculty and staff

How is art and creativity related to health and wellness? The level of focus required to create a painting or write a poem can be so consuming that you can't think of anything else – including what stresses you! This workshop will help participants who want to write but are not sure where to start. We'll try out freewriting prompts designed to generate material for fiction, poetry, or creative nonfiction, along with collaborative and solo exercises. The focus for this workshop is on producing raw material and learning ways to un-stick your creativity in an informal and judgment-free zone.

Workplace Knowledge and Skills

EFFECTIVE INTERPERSONAL COMMUNICATION

Presenters: Diane Chabal, Learning and Development Specialist
Laura Ainsley, Learning and Development Specialist
Organization Development
Date 1: Thursday, September 27, 2018 from 9–11:30 a.m.
Date 2: Wednesday, October 24, 2018 from 1–3:30 p.m.
Date 3: Wednesday, November 14, 2018 from 1–3:30 p.m.
Location: 342 Craig Hall
Who Should Attend: Front-line staff who would like to enhance their communication skills

Communicating and listening effectively in the workplace is critical to your organization's success. Participants will review different ways to communicate with and actively listen to any individual. Participants will learn their preferred way to communicate and how to adjust it based on the other person.

GRAMMAR, PUNCTUATION, AND PROOFREADING: ENSURING PROFESSIONAL PRESENTATION

Presenter: Beth Bateman Newborg, Outreach Director
The Writing Center
Date: Wednesday, November 7, 2018
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Who Should Attend: Staff and faculty who do considerable writing – such as correspondence, memos, proposals, and/or reports – in their professional positions

This workshop will address common questions about proper grammar and punctuation, with emphasis on how such mechanics are essential to effective business communications. Strategies for identifying and resolving grammar and punctuation errors will be discussed and practiced, as will effective proofreading skills. Participants will have an opportunity to have their grammar and punctuation questions answered and will leave the workshop with handouts and a list of resources for ongoing support of excellence in the mechanics of business writing.

MANAGING UP

Presenters: Diane Chabal, Learning and Development Specialist
Laura Ainsley, Learning and Development Specialist
Organization Development
Date 1: Wednesday, October 17, 2018 from 9–11:00 a.m.
Date 2: Tuesday, December 4, 2018 from 1–3:00 p.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

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

NAVIGATING THE UNIVERSITY LIBRARY SYSTEM

Presenter: Leslie Poljak, Liaison Librarian
University Library System
Date: Thursday, November 8, 2018
Time: 12–1:00 p.m.
Location: Hillman Library Ground Floor, Amy Knapp Room G-74
Who Should Attend: All faculty and staff

Participants will learn how to search for and retrieve articles, ebooks, digital collections, and other library resources. Whether your purpose is to perform research of your own, or to help a student navigate the online resources of the library, this workshop will help you understand how to access millions of digital documents and images. Participants are encouraged to bring a mobile device for hands-on participation. A brief tour of Hillman Library, including Archives and Special Collections, is also included. Join us to learn about what the University Library System has to offer you.

PROBLEM SOLVING SKILLS FOR THE WORKPLACE

Presenters: Mark Burdsall, Director
 Laura Ainsley, Learning and Development Specialist
 Organization Development

Date 1: Thursday, October 11, 2018 from 9–11:00 a.m.
 Date 2: Thursday, December 13, 2018 from 1–3:00 p.m.
 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, October 31, 2018
 Time: 9:00 a.m.–12:00 p.m.
 Location: 342 Craig Hall
 Who Should Attend: Faculty and staff who speak in public, discussion groups, press conferences, or other forms as part of their professional positions

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

STRATEGIES FOR EXCELLENCE IN WRITTEN PROFESSIONAL COMMUNICATION

Presenter: Beth Bateman Newborg, Outreach Director
 The Writing Center

Date: Tuesday, October 9, 2018
 Time: 9–11:30 a.m.
 Location: 342 Craig Hall
 Who Should Attend: Staff and faculty who do considerable writing – such as emails and electronic or hard-copy letters, memos, requests, and notifications

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.

TAMING THE EMAIL BEAST

Presenters: Laura Ainsley, Learning and Development Specialist
 Organization Development
 Vernon Franklin, Technical Trainer
 Pitt Information Technology

Date 1: Tuesday, October 9, 2018 from 1–3:00 p.m.
 Date 2: Tuesday, November 6, 2018 from 1–3:00 p.m.
 Location: 342 Craig Hall
 Who Should Attend: All faculty and staff

When managed well, email is an incredible useful communication tool. When not managed well, email is time-consuming and cumbersome. Two key elements in maintaining and enhancing the productivity and professionalism of this communication tool are well-written emails, and the ability to manage your email inbox before it manages you. This workshop engages participants by introducing the critical components of effective email composition, tips on appropriate email etiquette, and creating systems for processing and organizing your email inbox.

TIME MANAGEMENT

Presenters: Diane Chabal, Learning and Development Specialist
 Laura Ainsley, Learning and Development Specialist
 Organization Development

Date 1: Tuesday, October 23, 2018 from 9–11:00 a.m.
 Date 2: Tuesday, November 20, 2018 from 1–3:00 p.m.
 Date 3: Wednesday, December 5, 2018 from 1–3:00 p.m.
 Location: 342 Craig Hall
 Who Should Attend: All faculty and staff

There is not a one size fits all solution for better time management. What works for one, may never work for another. This workshop provides time management techniques, helps participants identify priorities, and instructs how to remove obstacles to managing time. Through pre-work, participants will identify the tools most effective to their individual style.

Administrative Professionals Certificate Program

The Administrative Professional Certificate Program is designed to provide administrative, front-line, and support employees with tools and experiences to enhance their performance and overall effectiveness. Participants will build communication skills to positively impact their workplace relationships; learn time management and problem solving skills to improve effectiveness; learn about the importance of diversity and inclusion at the University; and enhance their use of technology. The program requires completion of five required workshops, two elective workshops, and a capstone session that reviews what has been learned and how it can be applied. It is recommended that the Administrative Professionals Certificate be completed in two years. The core courses are offered on a rotating basis each fall and spring through FSDP. Participants must track their own progress and submit the completion and tracking form to Organization Development at hr-odcont@mail.pitt.edu. After the form is submitted, participants will receive an invitation to the capstone session. Certificates are issued in January and June.

The Administrative Professionals Certificate Program consists of the following five required workshops and two elective workshops.

Five required core workshops:

- Taming the Email Beast
- Effective Interpersonal Communication
- Time Management
- Managing Up
- Problem Solving Skills for the Workplace

Two elective workshops:

- One Technology workshop: choose one instructor-led course offered through the Faculty & Staff Development Program or complete an online technology course accessed through www.lynda.pitt.edu
- One Diversity & Inclusion workshop offered through the Faculty & Staff Development Program

EFFECTIVE INTERPERSONAL COMMUNICATION

Presenters: Diane Chabal, Learning and Development Specialist
 Laura Ainsley, Learning and Development Specialist
 Organization Development

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 Laura Ainsley, Learning and Development Specialist
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PROBLEM SOLVING SKILLS FOR THE WORKPLACE

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Vernon Franklin, Technical Trainer
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Human Resources

These workshops 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.

COMPENSATION ADMINISTRATION FOR SUPERVISORS*

Presenters: Compensation Staff
Office of Human Resources
Date: Tuesday, December 4, 2018
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Note: This workshop is available via web conference to Pitt's regional campuses. Specific details sent via email prior to workshop date
Who Should Attend: Individuals who directly manage or supervise the work of other staff

This workshop is designed to provide supervisors with an overview of their role in administering the compensation function for staff within their department. Participants will gain a basic understanding of the Staff Classification System and salary administration, the Fair Labor Standards Act (FLSA) and what it means to be exempt versus non-exempt, and policies regarding work schedules and paid time off. Participants will meet representatives from the Compensation Department, learn of news and updates regarding compensation policies, and have the opportunity to ask questions.

DISCRIMINATION AND HARASSMENT PREVENTION (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 <https://slate.workplaceanswers.com/univpittsburgh> or contact Employee Relations at 412-624-4645 for further information.

FAMILY AND MEDICAL LEAVE ACT (FMLA) – FOR SUPERVISORS

Presenters: Jane Volk, Employee & Labor Relations Specialist
Employee & Labor Relations, Office of Human Resources
Amelia Kephart, Benefits Analyst
Benefits, Office of Human Resources
Date: Wednesday, September 26, 2018
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Note: This workshop is available via web conference to Pitt's regional campuses. Specific details sent via email prior to workshop date
Who Should Attend: Individuals who directly manage or supervise the work of other staff

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

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 <http://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 <http://www.bc.pitt.edu/prism/prismtrks/compTraining.html>

THE RESPECTFUL WORKPLACE

Presenter: Jane Volk, Employee & Labor Relations Specialist
Employee & Labor Relations, Office of Human Resources
Date: Thursday, December 13, 2018
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Who Should Attend: Individuals who directly manage or supervise the work of other staff

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

UNDERSTANDING POLICIES AND PROCEDURES FOR STAFF TIME OFF – FOR SUPERVISORS

Presenter: Jane Volk, Employee & Labor Relations Specialist
Employee & Labor Relations, Office of Human Resources
Date: Wednesday, November 14, 2018
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Note: This workshop is available via web conference to Pitt’s regional campuses. Specific details sent via email prior to workshop date
Who Should Attend: Individuals who directly manage or supervise the work of other staff

There is a wide variety of reasons for which staff request time off from work. It is not always easy for supervisors to discuss these requests with their staff. In addition to educating supervisors on University policies and procedures around staff accrual and usage of sick days, vacation days, and personal days, this workshop will help participants learn the do’s and don’ts of engaging in time off discussions with employees. Facilitators will discuss how policies and procedures provide a framework for supervisors to manage these requests while also protecting the staff member’s employment. The basics of Family and Medical Leave Act leaves, Short-Term and Long-Term Disability leaves, and Leaves of Absence will also be covered.

Diversity and Inclusion Certificate Program

The Diversity and Inclusion Certificate Program (DICP) is designed to reinforce the University’s core values of diversity and inclusion through a series of six introductory-level workshops open to all faculty and staff. The workshops address both individual behaviors and University policies that can impact an environment of opportunity and success for all members of the University community. Participants will leave these workshops with an increased awareness of the importance of diversity and inclusion to an environment of academic and workplace success.

The Program requires completion of two required workshops, four elective workshops, and participation in a capstone conversation session facilitated by a member of the Diversity and Inclusion Office. All workshops required to earn the DICP certificate will be offered on a rotating basis each fall and spring through the Faculty and Staff Development Program (FSDP). Participants can take these workshops in any order. Participants are expected to track their own progress and report completion of required courses to rzepecki@pitt.edu.

The Diversity and Inclusion Certificate Program consists of the following workshops:
Two required core workshops:

- Fostering a Diverse and Inclusive Environment: The WHY and HOW
- Preventing Sexual Misconduct: Understanding Your Responsibility

Choose four elective workshops:

- Different Like You: Recognizing Stereotypes and Removing Barriers
- Understanding Harassment: How to Recognize and Respond
- Individuals with Disabilities: Creating an Accommodating and Inclusive Environment
- Baby Boomers to Millennials: Respect and Productivity in the Workplace
- Intercultural Competency: Beyond the Basics
- Allies Network Training
- Veterans on Campus: Understanding Resources and Opportunity

- Workplace Bullying: Understanding a Barrier to Equal Opportunity
- Microaggression: Recognizing and Challenging a Subtle Form of Bias
- Gender Theory, Gender Diversity, and Trans-Inclusive Spaces
- Identity, Power, and Privilege
- Religion Literacy: Challenging Assumptions to Advance Inclusion

BABY BOOMERS TO MILLENNIALS: RESPECT AND PRODUCTIVITY IN THE WORKPLACE

Presenter: Warren McCoy, Diversity Specialist
Office of Diversity and Inclusion
Date: Tuesday, October 30, 2018
Time: 9–11:00 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 – Traditionalists, Baby Boomers, Generation X, Millennials, and Generation 9/11. 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.

DIFFERENT LIKE YOU: RECOGNIZING STEREOTYPES AND REMOVING BARRIERS

Presenter: Warren McCoy, Diversity Specialist
Office of Diversity and Inclusion
Date: Tuesday, December 11, 2018
Time: 9–11:00 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 perspectives of each individual. This workshop is an overview intended to increase participants’ awareness of diversity issues in the workplace, as well as their acceptance and appreciation of the unique perspectives and backgrounds of others. Participants will learn to identify and examine one’s own stereotypes and prejudices, and how these may influence 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 ways to promote respect and dignity for others.

FOSTERING A DIVERSE AND INCLUSIVE ENVIRONMENT: THE WHY AND HOW

Presenters: Cheryl Ruffin, Manager of Affirmative Action
Warren McCoy, Diversity Specialist
Office of Diversity and Inclusion
Date 1: Wednesday, October 10, 2018
Date 2: Friday, November 2, 2018
Date 3: Friday, November 30, 2018
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

When we talk about diversity and inclusion, diversity is the more familiar topic. The discussion must go beyond seeking and building a diverse workforce to include how we make those whom we work with feel both valued and included. Workshop participants will discuss the differences between diversity, inclusion, and exclusion. They will also leave the workshop with a heightened awareness of the importance of inclusion to a successful workplace and how to promote inclusion in their workplace.

GENDER THEORY, GENDER DIVERSITY, AND TRANS-INCLUSIVE SPACES

Presenter: Julie Beaulieu, Lecturer
Gender, Sexuality, and Women’s Study Program
University of Pittsburgh
Date: Thursday, November 1, 2018
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

This course introduces participants to a brief history of gender theory with a focus on trans topics and trans theories as they relate to education and leadership. The facilitator will discuss trans contributions to our shifting understandings of sex,

gender, identity, and the body, as well as the history of trans identity in the U.S. and best practices for creating trans-inclusive spaces. Participants will learn about the language and other critical skills to respond thoughtfully in our ever-changing gender landscape. All are welcome.

INTERCULTURAL COMPETENCY: BEYOND THE BASICS

Presenter: Sara Jones, Associate Director
Office of International Services
Date: Friday, October 19, 2018
Time: 9:00 a.m. – 12:00 p.m.
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.

PREVENTING SEXUAL MISCONDUCT: UNDERSTANDING YOUR RESPONSIBILITY

Presenters: Kristy Rzepecki, Senior Title IX and Diversity Specialist
Carrie Benson, Title IX Specialist
Office of Diversity and Inclusion
Date 1: Tuesday, September 25, 2018
Date 2: Thursday, November 29, 2018
Time: 1–3:00 p.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

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

NEW! RELIGION DIVERSITY: CHALLENGING ASSUMPTIONS TO ADVANCE INCLUSION

Presenter: Margarita Delgado Creamer, Visiting Assistant Professor
Department of Religious Studies
Date: Thursday, November 8, 2018
Time: 2:30–4:30 p.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

This workshop is designed to increase participants' awareness of the importance of religion in society and of their assumptions about what religion is, should be, and its place in their own life and others' lives. Participants will have the opportunity to discuss questions, such as: Why is it so difficult to talk about religion? What is the place of religion in a college campus? How can we know if we are religiously literate? The workshop facilitator will share ways of approaching this challenging conversation and, through interactive exercises, will develop tools for a welcoming and religiously-inclusive campus.

WORKPLACE BULLYING: UNDERSTANDING A BARRIER TO EQUAL OPPORTUNITY

Presenters: Paula K. Davis, Assistant Vice Chancellor for Diversity
Office of Health Sciences Diversity
Cheryl Ruffin, Manager of Affirmative Action
Office of Diversity and Inclusion
Date: Tuesday, November 20, 2018
Time: 9–10:00 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

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

Global Competence Certificate Program

At the University of Pittsburgh, we are all members of a global community, and our role is to integrate local and transnational perspectives that advance new knowledge and ground-breaking innovation while fostering cultural awareness, worldwide partnerships, and life-changing research. The Global Competence Certificate Program offers faculty and staff the opportunity to build awareness and understanding of diverse cultures, while learning about University policies and resources that support our strategic goal of embracing the world. Interactive sessions will help participants define global competence, identify their own cultural values, analyze how those values impact our working and learning environments, self-assess global competence skills, and discover areas of growth. Participants will engage with colleagues and experts in simulations, activities, and dialogue to share best practices, identify on-campus resources and opportunities, and learn how to further their unit's global engagement efforts.

This program requires completion of two required sessions, four elective sessions, and participation in a capstone conversation facilitated by a member of the Global Engagement team at the University Center for International Studies. Workshops are offered on a rotating basis each fall and spring through the Faculty & Staff Development Program (FSDP). Participants can choose any session listed in Electives Track 1 or 2 to complete all four elective sessions within Electives Track 1 (Cross-Cultural Module) or Electives Track 2 (Operating in an International Context) to have that specialty noted on their certificate of completion. Participants are expected to track their own progress using the Completion and Tracking Form and report completion of required courses to ucis@pitt.edu.

The Global Competence Certificate Program consists of the following workshops:

Two required sessions:

- Embracing the World at Pitt
- Intercultural Competency: Beyond the Basics

Choose four elective sessions (participants can choose from Tracks 1 and 2):

Electives Track 1 – Cross-Cultural Module

- Understanding East Asia (China, Korea, Japan, Taiwan)
- Understanding South Asia (India, Nepal, Pakistan, Sri Lanka, Bangladesh)
- Understanding the Middle East
- Understanding Africa
- Understanding Eastern Europe, Russia, & Eurasia
- Understanding Western Europe
- Understanding Latin America & the Caribbean
- Developmental Model of Intercultural Sensitivity & the IDI Assessment Tool
- Cross-Cultural Simulation

Electives Track 2 – Operating in an International Context

- Global Operations: Planning Considerations for International Engagement
- Strategies and Resources for International Travel
- Academic Visitors at Pitt
- International Partnership Agreements
- Working with International Students
- Working with International Scholars & Employees

NEW! EMBRACING THE WORLD AT PITT

Presenters: Belkys Torres, Executive Director of Global Engagement
Ian McLaughlin, Global Operations Support Manager
University Center for International Studies

Date: Wednesday, October 10, 2018
Time: 1–3:00 p.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

Why is Pitt committed to Embracing the World? What are the roles of the University Center for International Studies, Office of International Services, Global Operations, and Study Abroad? How can we learn about the different cultures represented on campus and the resources available to help you and your unit advance the goal of taking Pitt to the world and bringing the world to Pitt? This interactive session will address these and other questions about welcoming and supporting international populations on campus and abroad.

INTERCULTURAL COMPETENCY: BEYOND THE BASICS

Presenter: Sara Jones, Associate Director
Office of International Services
Date: Friday, October 19, 2018
Time: 9:00 a.m.–12:00 p.m.
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.

NEW! INTERNATIONAL PARTNERSHIP AGREEMENTS

Presenters: Belkys Torres, Executive Director of Global Engagement
Ian McLaughlin, Global Operations Support Manager
University Center for International Studies
Date: Wednesday, December 5, 2018
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

What are the differences between transactional and transformational partnerships? How can your unit build mutually beneficial and long-lasting relationships with partners abroad? This session will delve into these topics and showcase the new online platform to streamline and digitize faculty and staff ability to request agreements, review them with their partners, and track the signatory workflow through final approval.

NEW! UNDERSTANDING CHINA

Presenter: James Cook, Associate Director
Asian Studies Center
University Center for International Studies
Date: Thursday, November 8, 2018
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

Learn about the history, politics, language, and culture of China. Discover how China's engagement at Pitt and in Pittsburgh has shaped our commitment to embracing the world. Experts from the University Center for International Studies (UCIS) will share best practices for supporting students, scholars, community members, and visitors from this part of the world.

Career Development

INTERVIEWING SKILLS: MAKING A GOOD IMPRESSION

Presenter: Mark Burdsall, Director
Organization Development
Date: Thursday, October 25, 2018
Time: 12–1:30 p.m.
Location: 342 Craig Hall
Who Should Attend: Staff who would like to prepare for job interviews

This workshop is designed for staff who would like to enhance their skills for an effective job interview. Participants will learn how to identify the main objectives of interviewing, and how to determine the appropriate actions before, during, and after an interview.

RÉSUMÉ WRITING AND COVER LETTERS

Presenter: Mark Burdsall, Director
Organization Development
Date: Wednesday, November 7, 2018
Time: 12–1:30 p.m.
Location: 342 Craig Hall
Note: Supervisor approval is not required for this workshop if time is not taken away from regular work hours (i.e. lunch hour)
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.

STARTING OR COMPLETING AN UNDERGRADUATE DEGREE OR CERTIFICATE AT PITT

Presenters: Lena Zellers, Recruiter
College of General Studies
Kim Phillips, Benefits Representative
Benefits, Office of Human Resources
Date: Thursday, October 25, 2018
Time: 12:30–1:30 p.m.
Location: McCarl Center Conference Room
College of General Studies, 1400 Posvar Hall (1st Floor)
Who Should Attend: All staff interested in an undergraduate degree, certificate programs, and post-baccalaureate classes

Have you been thinking about starting or completing an undergraduate degree or certificate program? Degree and certificate programs, Saturday or summer programs, external study programs, and day and night classes are all available with your tuition reimbursement benefit through the College of General Studies (CGS). CGS pre-professional programs also can prepare you for programs at other schools and colleges at Pitt. In this workshop, you will learn about the variety of ways the needs of nontraditional students can be met at the University. Topics include choosing the right undergraduate program, navigating the admission process, and how your staff tuition benefits can be used.

USING SOCIAL MEDIA FOR CAREER DEVELOPMENT

Presenter: Kyshira Moffett, Assistant Director of Career Management
Katz Graduate School of Business
Date: Tuesday, November 6, 2018
Time: 9–10:30 a.m.
Location: 342 Craig Hall
Who Should Attend: All staff interested in developing their career

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

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

USING LYNDA.COM FOR PROFESSIONAL DEVELOPMENT

Presenter: Vernon Franklin, Technical Trainer
Pitt Information Technology
Date: Wednesday, October 17, 2018
Time: 10–11:00 a.m.
Location: 302 Bellefield Hall
Who Should Attend: All staff interested in developing their career

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

CONTINUING EDUCATION

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

Personal Finance

FINANCIAL FREEDOM: STRATEGIES FOR REDUCING DEBT AND SAVING MORE

Presenters: Vanguard Group
 Date: Thursday, December 6, 2018
 Time: 12–1:00 p.m.
 Location: 342 Craig Hall

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

TIAA WEBINARS

TIAA has live webinars on investing and more! Review upcoming dates and webinar descriptions at www.hr.pitt.edu/events.

Research Administration

ADVANCED SPAR – COST SHARING

Who Should Attend: This workshop is mandatory for employees whose SPAR responsibilities include administration of sponsored research projects
 Note: Basics of Effort Reporting and SPAR Introduction are prerequisites of this workshop

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 <https://www.cfo.pitt.edu/fcr/workshops/register.php>.

BASICS OF EFFORT REPORTING

Who Should Attend: This workshop is mandatory for staff whose responsibilities include administration of sponsored research projects

This workshop is designed to help participants develop an understanding of effort reporting requirements for federally sponsored research as mandated by the Federal Office of Management and Budget (OMB) and supported by the University's Effort Reporting policy. Facilitators will explain the federal requirements and the key points to the University's effort reporting policy. Sample effort situations will be presented and effort frequently asked questions will be answered. To register for this workshop, please go to the Financial Compliance for Research website at <https://www.cfo.pitt.edu/fcr/workshops/register.php>.

BASICS OF FEDERAL CONTRACT ADMINISTRATION

Presenters: Zack Byrnes, Federal Contracts Officer
 Abbey McSwigan, Federal Contracts Officer
 Office of Research
 Date: Tuesday, October 16, 2018
 Time: 9–11:00 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 offers a basic overview of the federal contract process. Content includes 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 will become familiar with key areas of risk related to federal procurement.

CLINICAL AND CORPORATE CONTRACT BASICS

Presenter: Nathan Bray, Clinical and Corporate Contracts Officer
 Office of Research
 Date: Friday, December 14, 2018
 Time: 9–11:00 a.m.

Location: 342 Craig Hall
 Who Should Attend: New research administrators and/or new faculty, or those who would like a refresher on the types of matters and submission requirements for the Clinical and Corporate Contracts team at the Office of Research

This workshop offers a description of the types of agreements processed by the Clinical and Corporate Contracts team, common reasons for contract delay, most commonly negotiated contract provisions, and strategies to avoid protracted contracting processes. Specific contracts discussed include: Material Transfer Agreements, Non-Disclosure Agreements, Data Use Agreements, Collaboration Agreements, Corporate Research Agreements, Clinical Trial Agreements, and industry subcontracts. Participants will leave this workshop with an understanding of the work specific to the Clinical and Corporate Contract team, the distinction between various agreements, and necessary processes to initiate a contract review.

CONFLICT OF INTEREST MANAGEMENT

Presenters: Khrys Myrddin, Associate Director
 Shawna Porter, Senior Compliance Coordinator
 Conflict of Interest Office
 Date: Tuesday, November 27, 2018
 Time: 9–11:00 a.m.
 Location: 342 Craig Hall
 Who Should Attend: Those responsible for developing, implementing, and ensuring employees' compliance with conflict of interest (COI) management plans – for example, executive/department administrators, department chairs, division chiefs, deans, center directors, or their assistants

This workshop will review the significant changes to Policy 11-01-03 – Conflict of Interest Policy for Research implemented in May 2018 and will cover the techniques used to manage potential COIs between employees' University responsibilities and their outside financial interests and entrepreneurial activities. Discussion will include department-level responsibilities for the review and management of potential conflicts with research and purchasing activities, as well as University-level COI management.

ELECTRONIC CERTIFICATION OF EFFORT (ecrt): EFFORT COORDINATOR RESPONSIBILITIES

Who Should Attend: This workshop is mandatory for staff whose responsibilities include managing effort certification by research faculty
 Note: Basics of Effort Reporting is a prerequisite of 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 website. For dates and registration information, please visit the Financial Compliance for Research website at <https://www.cfo.pitt.edu/fcr/workshops/register.php>.

INTRODUCTION TO GRANTS MANAGEMENT SERVICES IN THE OFFICE OF RESEARCH

Presenter: Erin Menzies, Associate Director for Grants Management
 Office of Research
 Date: Wednesday, October 24, 2018
 Time: 9–11:00 a.m.
 Location: 342 Craig Hall
 Who Should Attend: Research administrators who are new to the field or who are familiar with research administration but new to the University; faculty members who are interested in learning more about sponsored research processes at the University

This workshop is designed to provide a fundamental understanding of institutional pre-award processes, requirements, and systems relative to grants. The facilitator will provide an overview of roles and functions of the Grants Management Services Team and the services they provide related to submitting proposals to, and receiving awards from, government and non-profit funders of externally-sponsored research. Participants will also learn how required documents and submission methods vary based on multiple factors.

INTRODUCTION TO THE PERIS™ MyFUNDING MODULE

Presenter: Eric Larson, CRA Electronic Research & Support Administrator, Office of Research
Date: Wednesday, November 28, 2018
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Who Should Attend: Research Administrators involved in the proposal submission process, as well as faculty who would like a hands-on tutorial of MyFunding.

This introductory workshop is designed to help participants become more familiar with the MyFunding module and its capabilities. The MyFunding module is a component of the PERIS™ portal - a new University-wide electronic research management solution. Participants will learn how MyFunding allows administrators and faculty to prepare, route, and submit proposals electronically to federal, nonprofit/philanthropic and corporate sponsors.

SPAR INTRODUCTION

Who Should Attend: This workshop is mandatory for all users of the Salaried Personnel Activity Report (SPAR) system. Users whose responsibility includes sponsored projects should also attend the Advanced SPAR – Cost Sharing Workshop.

This workshop is an introduction to the online SPAR including instruction on basic navigation and simple modifications. Topics covered will include system roles and responsibilities, basic system navigation, straight forward SPAR modifications, available queries and system availability. Facilitators will review the resources available on the Financial Compliance for Research website. For dates and registration information, please visit the Financial Compliance for Research website at <https://www.cfo.pitt.edu/fcr/workshops/register.php>.

University Business and Financial Services

CAMPUS SECURITY AND THE CLERY ACT

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. This workshop is available through departmental trainings and online at https://my.pitt.edu/portal/server.pt/community/human_resources/395/preventing_discrimination_and_sexual_violence_title_ix/2873171. For departmental trainings, please call 412-624-4040.

CONFLICT OF INTEREST MANAGEMENT

Presenters: Khrys Myrddin, Associate Director
Shawna Porter, Senior Compliance Coordinator
Conflict of Interest Office
Date: Tuesday, November 27, 2018
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Who Should Attend: Those responsible for developing, implementing, and ensuring employees' compliance with conflict of interest (COI) management plans – for example, executive/department administrators, department chairs, division chiefs, deans, center directors, or their assistants

This workshop will review the significant changes to Policy 11-01-03 – Conflict of Interest Policy for Research implemented in May 2018 and will cover the techniques used to manage potential COIs between employees' University responsibilities and their outside financial interests and entrepreneurial activities. Discussion will include department-level responsibilities for the review and management of potential conflicts with research and purchasing activities, as well as University-level COI management.

NEW! CREATING A SAFER CAMPUS ENVIRONMENT

Presenters: Chris Casamento, Director of Emergency Management
Priscilla Morales, Administrative Assistant
Public Safety and Emergency Management

Date: Thursday, November 1, 2018
Time: 1–3:00 p.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

This workshop is designed to share with participants the University's comprehensive campus safety program and how they can contribute to a safe campus environment. Areas of instruction include the Rave Guardian Emergency Notification Service system and associated app, the UPitt Ready-Business Continuity Planning initiative, as well as an overview of available services provided by the Department of Public Safety and Emergency Management.

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

Presenter: Kevin Starke
Payment Processing and Compliance
Date: Tuesday, November 13, 2018
Time: 10–11:00 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 \$5,000) and will cover asset inventories, record maintenance, asset retirements, principal investigator transfers, plus other topics.

EXPORT CONTROLS FUNDAMENTALS IN AN ACADEMIC ENVIRONMENT

Presenters: Allen DiPalma, Director
Jacquelyn Correll, Manager
Charles Lyon, Senior Assistant and Visitor Liaison
Office of Export Controls Services
Date: Wednesday, December 12, 2018
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff involved with shipping, visitors, foreign nationals, foreign travels, foreign collaborations, biologicals, or research

This workshop offers a description of the United States export control regulations and how they apply to various areas of the University. Topics such as shipping, visitors, foreign nationals, foreign travels, foreign collaborations, biologicals, and fundamental research will be discussed. Practical tips and best practice procedures will be enumerated for these topics along with other helpful references. Participants will walk away with a broad understanding of United States export controls regulations and how to apply these regulations in the workplace.

FINANCIAL INFORMATION OVERVIEW–NON-RESEARCH (ONLINE)

Who Should Attend: 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 Balazs Kudelasz at balazs.kudelasz@pitt.edu.

PANTHER EXPRESS SYSTEM

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

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 who will have direct contact with children

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

PURCHASING FUNDAMENTALS TRAINING (ONLINE)

Who Should Attend: Faculty and staff who are responsible for purchasing goods and or services for their departments

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

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

STUDENT PRIVACY AND FERPA

Presenters: Jennifer Seng, Associate General Counsel
Office of General Counsel
Patricia Mathay, University Registrar

Date: Thursday, December 6, 2018

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 other interested in professional development in this area.

The Family Educational Rights and Privacy Act (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.

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.

Certificate In Organizational Leadership And Ethics (COLE)

The Certificate in Organizational Leadership and Ethics (COLE) is a series of eight 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 six of the eight workshops over a maximum 5-year period. COLE consists of the following eight workshops offered on a rotating basis each fall and spring:

- Mentoring and Leading Others
- The Ethical Use of Power
- Solving Problems and Ethical Dilemmas
- Principles and Practices of Servant Leadership
- Leadership and Effective Talent Development
- Building Social Capital by Managing Relationships, Conflict and Incivility in the Workplace (formerly Managing Incivility and the Bystander Effect in the Workplace)
- The Changing American Workplace: Rights, Responsibilities, and Challenges
- Silence (Not Golden): Dissent and Consensus in the Workplace

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

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

PRINCIPLES AND PRACTICES OF SERVANT LEADERSHIP*

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

Date: Tuesday, October 2, 2018

Time: 9:00 a.m. - 12:00 p.m.

Location: 531 Alumni Hall

Materials Fee: \$30

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

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, December 11, 2018

Time: 1–4:00 p.m.

Location: 531 Alumni Hall

Materials Fee: \$30

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: Debbie Good, Clinical Assistant Professor of Business Administration
Joseph M. Katz Graduate School of Business and College of Business Administration

Date: Tuesday, November 13, 2018

Time: 1–4:00 p.m.

Location: 528 Alumni Hall

Materials Fee: \$30

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

SILENCE (NOT GOLDEN): DISSENT AND CONSENSUS IN THE WORKPLACE

Presenter: Paul Klein, Clinical Associate Professor of Business Administration
Joseph M. Katz Graduate School of Business and College of Business Administration

Date: Tuesday, October 23, 2018

Time: 9:00 a.m.–12:00 p.m.

Location: 531 Alumni Hall

Materials Fee: \$30

Have you ever found yourself feeling uncomfortable or disagreeing with something you are required to do in the workplace? Have you found yourself in a situation in which you wanted to say something, to object to a proposed policy or course of action, but instead remained silent? In this workshop, we will examine why people are reluctant to speak up; why people hesitate to disagree, to question, to challenge. Full consensus leads to complacency in organizations. To remain vital, organizations need to create an environment in which employees feel safe and respected in expressing their concerns.

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

Human Resources Administration Certificate Program

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

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

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

COMPENSATION ADMINISTRATION FOR SUPERVISORS*

Presenters: Compensation Staff
Office of Human Resources

Date: Tuesday, December 4, 2018

Time: 9–11:00 a.m.

Location: 342 Craig Hall

Note: This workshop is available via web conference to Pitt’s regional campuses. Specific details sent via email prior to workshop date

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

This workshop is designed to provide supervisors with an overview of their role in administering the compensation function for staff within their department. Participants will gain a basic understanding of the Staff Classification System and salary administration, the Fair Labor Standards Act (FLSA) and what it means to be exempt versus non-exempt, and policies regarding work schedules and paid time off. Participants will meet representatives from the Compensation Department, learn of news and updates regarding compensation policies, and have the opportunity to ask questions.

FAMILY AND MEDICAL LEAVE ACT (FMLA) – FOR SUPERVISORS

Presenters: Jane Volk, Employee & Labor Relations Specialist
Employee & Labor Relations, Office of Human Resources
Amelia Kephart, Benefits Analyst
Benefits, Office of Human Resources

Date: Wednesday, September 26, 2018

Time: 9–11:00 a.m.

Location: 342 Craig Hall

Note: This workshop is available via web conference to Pitt’s regional campuses. Specific details sent via email prior to workshop date

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

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

UNDERSTANDING POLICIES AND PROCEDURES FOR STAFF TIME OFF – FOR SUPERVISORS

Presenter: Jane Volk, Employee & Labor Relations Specialist
Employee & Labor Relations, Office of Human Resources

Date: Wednesday, November 14, 2018

Time: 9–11:00 a.m.

Location: 342 Craig Hall

Note: This workshop is available via web conference to Pitt’s regional campuses. Specific details sent via email prior to workshop date

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

There is a wide variety of reasons for which staff request time off from work. It is not always easy for supervisors to discuss these requests with their staff. In addition to educating supervisors on University policies and procedures around staff accrual and usage of sick days, vacation days, and personal days, this workshop will help participants learn the do’s and don’ts of engaging in time off discussions with employees. Facilitators will discuss how policies and procedures provide a framework for supervisors to manage these requests while also protecting the staff member’s employment. The basics of Family and Medical Leave Act leaves, Short-Term and Long-Term Disability leaves, and Leaves of Absence will also be covered.

Instructor-Led Technology Workshops

COMPUTER SECURITY

Presenter: Joel Garmon
Pitt Information Technology
Date 1: Thursday, October 11, 2018
Date 2: Tuesday, October 30, 2018
Time: 10–11:00 a.m.
Location: 302 Bellefield Hall

Pitt Information Technology has put in place a robust array of security measures and centralized security controls to protect the University of Pittsburgh's network and its data. But, we also need your help. Everyone affiliated with Pitt shares in the responsibility of protecting the University's computing environment. The goal of this session is to provide you with the knowledge and tools needed to protect yourself – and the University – from cyber threats.

GETTING STARTED WITH DOCUSIGN DIGITAL SIGNATURE SERVICE

Presenter: Mark Mercier
Pitt Information Technology
Date 1: Tuesday, October 16, 2018
Date 2: Thursday, December 6, 2018
Time: 10–11:30 a.m.
Location: 302 Bellefield Hall

This workshop is for staff who are interested in learning how to use the Digital Signature Service (DocuSign). DocuSign is an e-signature and workflow solution. It allows you to send, sign, and manage documents electronically. Participants will receive an introductory overview on how to use DocuSign and how to get started sending, signing and managing documents electronically.

GETTING STARTED WITH QUALTRICS SURVEY SERVICE

Presenter: Mark Mercier
Pitt Information Technology
Date 1: Thursday, October 18, 2018
Date 2: Tuesday, December 4, 2018
Time: 10:00 a.m.–12:00 p.m.
Location: 302 Bellefield Hall

This workshop is for staff who would like to learn how to use the Qualtrics Survey Service. Qualtrics is a web-based service that allows users to easily create a survey, collect and store data securely, analyze responses, and present results using professional-quality graphs. Participants will receive an introductory overview on how to use Qualtrics and learn how to get started creating and distributing surveys.

MICROSOFT EXCEL 2016 FUNDAMENTALS

Presenter: Vernon Franklin, Technical Trainer
Pitt Information Technology
Date 1: Tuesday, October 2, 2018
Date 2: Thursday, November 8, 2018
Time: 10–11:00 a.m.
Location: 302 Bellefield Hall

Microsoft Excel 2016 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 EXCEL 2016 PIVOT TABLES FUNDAMENTALS

Presenter: Vernon Franklin, Technical Trainer
Pitt Information Technology
Date 1: Wednesday, October 10, 2018
Date 2: Wednesday, November 28, 2018
Time: 10–11:00 a.m.
Location: 302 Bellefield Hall

The goal of this quick start session is to familiarize University faculty and staff with the Microsoft Excel Charts and PivotTables 2016 features. The workshop will cover how to manage and summarize large amounts of data, in a concise format for easy reporting and analysis.

MICROSOFT OFFICE 2016 FUNDAMENTALS: WORD, EXCEL, POWERPOINT BOOTCAMP

Presenter: Vernon Franklin, Technical Trainer
Pitt Information Technology
Date: Thursday, November 29, 2018
Time: 9:00 a.m.–12:00 p.m.
Location: 302 Bellefield Hall

The goal of this session is to provide a brief, one-stop-shop session to familiarize University faculty and staff with the fundamental features of Microsoft Word, Excel, and PowerPoint 2016. The topics covered include:

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

MICROSOFT OUTLOOK 2016 QUICK TIPS

Presenter: Vernon Franklin, Technical Trainer
Pitt Information Technology
Date: Tuesday, October 23, 2018
Time: 10–11:00 a.m.
Location: 302 Bellefield Hall

Microsoft Outlook 2016 is a powerful communications tool to which all University faculty and staff have access. This is a hands-on workshop that covers email quick tips to help manage and keep email organized. The workshop will also include shortcuts that help email users to navigate and perform commands easily.

MICROSOFT POWERPOINT 2016 FUNDAMENTALS

Presenter: Vernon Franklin, Technical Trainer
Pitt Information Technology
Date: Thursday, November 1, 2018
Time: 10:00 a.m.–12:00 p.m.
Location: 302 Bellefield Hall

Microsoft PowerPoint 2016 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 2016
- 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
- Organize and manage slides using view options

MICROSOFT WORD 2016 FUNDAMENTALS

Presenter: Vernon Franklin, Technical Trainer
Pitt Information Technology
Date: Thursday, October 25, 2018
Time: 10:00 a.m.–12:00 p.m.
Location: 302 Bellefield Hall

Microsoft Word 2016 is a powerful word processing application. This is a hands-on workshop to help University faculty and staff become more proficient with Microsoft Word in creating and editing documents. Topics covered include:

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

USING LYNDA.COM FOR PROFESSIONAL DEVELOPMENT

Presenters: Vernon Franklin, Technical Trainer
Pitt Information Technology
Date: Wednesday, October 17, 2018
Time: 10–11:00 a.m.
Location: 302 Bellefield Hall

T E C H N O L O G Y

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

TECH TRAINING ONLINE

Learn Web design, photography, video, programming, animation and more. Made available by Pitt Information Technology, lynda.pitt.edu is available 24/7 and offers free unlimited access to an online library of technology courses and other professional topics. Visit www.lynda.pitt.edu.

OTHER RESOURCES

HEALTH AND FITNESS PROGRAM

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

UNIVERSITY CENTER FOR TEACHING AND LEARNING

CIDDE supports faculty, instructors, and teaching assistants throughout the university with individual consultations, in-person workshops, and online workshops. For more information, please visit www.teaching.pitt.edu.

THE WRITING CENTER

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

ONLINE LEARNING WITH LYNDA.COM

Computing Services and Systems Development (CSSD) makes online learning available to all students, faculty, and staff through a partnership with lynda.com. Visit www.lynda.pitt.edu to access thousands of online training courses that include software applications and other topics to enhance your business knowledge and skills. In addition to over 1000 technical training courses in a broad range of areas, you will also find courses in areas such as Leader Fundamentals, Managing Your Operation; Engaging Talent; Communication Skills, Project Management; time Management and Productivity; and a variety of Self-Development topics.

FSDP 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 (due to signatures required for authorization).

If you do not have access to a computer, please complete the registration form below and 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.

If you have a disability for which you may request an accommodation, you are encouraged to contact Disability Resources and Services (DRS), 140 William Pitt Union, (412) 648-7890/(412) 383-7355 (TTY), as early as possible when registering for one of the above workshops. DRS will verify your disability and determine reasonable accommodations.

Please submit this registration form via email to hr-odcont@mail.pitt.edu, or campus mail to the Faculty & Staff Development Program, 500 Craig Hall. You will receive an email confirmation when your registration is received. For further information, please call 412-624-8044.

Registration Form

FACULTY AND STAFF DEVELOPMENT PROGRAM

Name (please print) _____ Department _____

Circle one: Faculty Staff Working Title _____

Campus Address _____

Campus Phone _____ (pitt.edu) email address _____

Do you direct, manage, or supervise the work of other staff?

Circle one: Yes No

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

Workshop Title	Date	Fee*

* Fees are only applicable to select workshops.

Withdrawals

Please notify Organization Development at least two weeks before the scheduled workshop 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 _____

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) _____