

UNIVERSITY OF PITTSBURGH



# FACULTY & STAFF DEVELOPMENT PROGRAM

60+ courses  
5 certificate programs



# FACULTY & STAFF DEVELOPMENT PROGRAM

Workshops for September - December 2019 // Register at [hr.pitt.edu/fsdp](http://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  
Mindfulness Part 2  
**NEW!** Making Informed Food Choices: Beyond Nutrition  
**NEW!** Move and Stretch

## Year of Creativity

**NEW!** Blackouts and Cutups  
**NEW!** Bound and Unbound: A New Leaf  
**NEW!** 3D Printing: Holiday Trinkets  
**NEW!** Pitt's University Art Gallery: Get Acquainted

## Professional Development

### Workplace Knowledge & Skills

**NEW!** Customer Service for Success  
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 Success in Professional Correspondence  
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

Discrimination and Harassment Prevention (online)  
Compensation Administration – for Supervisors  
Fostering Diversity and Inclusion in the Workplace – a Supervisor's Role  
Family and Medical Leave Act (FMLA) – for Supervisors  
Navigating Pitt Worx Talent Center – for Supervisors  
PRISM TRKS – Employee Timecard (online)  
PRISM TRKS – Supervisor Timecard (online)  
Talent Acquisition: Understanding the Staff Hiring Process at Pitt – for Supervisors  
The Respectful Workplace  
Understanding Policies and Procedures for Staff Time Off – for Supervisors

### Diversity and Inclusion Certificate Program

Baby Boomers to Millennials: Respect and Productivity in the Workplace

Different Like You: Recognizing Stereotypes and Removing Barriers  
Fostering a Diverse and Inclusive Environment: The WHY and HOW  
Gender Theory, Gender Diversity, and Trans-Inclusive Spaces  
Intercultural Competency  
Microaggression: Recognizing and Challenging a Subtle Form of Bias  
Preventing Sexual Misconduct: Understanding Your Responsibility  
Religion Diversity: Challenging Assumptions to Advance Inclusion  
Workplace Bullying: Understanding a Barrier to Equal Opportunity

### Global Competence Certificate Program

Embracing the World at Pitt  
Intercultural Competency  
**NEW!** Strategies and Resources for International Travel  
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  
LinkedIn Learning: Professional Development on Demand  
Using Social Media for Career 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  
Electronic Certification of Effort  
Introduction to Grants Management Services in the Office of Sponsored Programs  
**NEW!** Introduction to Subaward Administration  
**NEW!** Introduction to the PERIS™ Award Module  
Introduction to the PERIS™ MyFunding Module  
SPAR Introduction

### University Business and Financial Services

Campus Security and the Clery Act (online)  
Everything You Wanted to Know About Capital Assets But Were Afraid to Ask  
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 Supervisors  
Fostering Diversity and Inclusion in the Workplace – a Supervisor's Role  
Navigating Pitt Worx Talent Center – for Supervisors  
Talent Acquisition: Understanding the Staff Hiring Process at Pitt – for Supervisors  
Understanding Policies and Procedures for Staff Time Off – for Supervisors

## Technology

### Instructor-Led Technology Workshops

**NEW!** Box Basics: Getting Started with Cloud Collaboration  
DocuSign Basics: Gather eSignatures and Manage Document Workflow  
IT Security: Protecting Yourself and the University from Cyber Threats  
LinkedIn Learning: Professional Development on Demand  
Microsoft Excel 2019: Unleash the Power of Pivot Tables  
Microsoft Excel 2019: Worksheet, Formula, and Chart Fundamentals  
Microsoft Office 2019: Word, Excel, and PowerPoint Quick Start  
Microsoft Outlook 2019: Organize Your Inbox  
Microsoft PowerPoint 2019: Punch Up Your Presentation  
Qualtrics Basics: Create Your Own Online Surveys  
**NEW!** Qualtrics Next Steps: Do More with Online Surveys

## Online Learning with LinkedIn Learning

Unlimited Access to Business, Creative, and Technology Learning at [www.linkedin.com/learning](http://www.linkedin.com/learning).

## FSDP: Year of Creativity

In support of the University's Year of Creativity, the Faculty & Staff Development Program is offering a series of workshops to "encourage the creative spark in all of us." Participants will discover, and participate in, some of the wonderful art programs and "maker spaces" available to faculty, staff, and students at the University.

### NEW! BLACKOUTS AND CUTUPS

Presenter: Center for Creativity  
Date: Thursday, October 22, 2019  
Time: 12-1:30 p.m.  
Location: Center for Creativity, University Store on Fifth  
Who Should Attend: All faculty and staff

Sources for poetry are all around us: newspaper articles, scientific and law journals, junk mail, Internet comments sections... Explore two forms of found poetry in this workshop: erasure or blackout poems, and centos or collage poems.

### NEW! BOUND AND UNBOUND: A NEW LEAF

Presenter: Center for Creativity  
Date: Thursday, November 21, 2019  
Time: 12-1:30 p.m.  
Location: Center for Creativity, University Store on Fifth  
Who Should Attend: All faculty and staff

Learn some simple stitch binding techniques to create your own blank journal for notes, journaling, sketching, or whatever you like! Then try out a tabletop letterpress and make your mark on your new creation.

### NEW! 3D PRINTING AT PITT'S OPEN LAB: MAKING HOLIDAY TRINKETS

Presenter: Open Lab  
Date: Wednesday, December 11, 2019  
Time: 12-1:30 p.m.  
Location: Open Lab, G7 Hillman Library Lower Level  
Who Should Attend: All faculty and staff

Join the Open Lab for a unique holiday-themed workshop where participants will create personalized trinkets while learning the basics of 3D printing. Participants will examine current technologies to find and manipulate 3D models, and follow the printing process from start to finish to create their trinket.

### NEW! PITT'S UNIVERSITY ART GALLERY (UAG): GET ACQUAINTED

Presenter: Sylvia Rhor, Director  
University Art Gallery  
Date: Wednesday, November 6, 2019  
Time: 12-1:00 p.m.  
Location: University Art Gallery, Frick Fine Arts Building  
Who Should Attend: All faculty and staff

Did you know that Pitt holds over 300 artworks in its permanent collection? Did you know that the UAG hosts over 7-8 art exhibitions every year? Participants in this behind-the-scenes tour will have the opportunity to view two current UAG exhibitions: The Curious Drawings of Dr. Clapp and Metal from Clay: Pittsburgh's Aluminum Story with UAG Director, Sylvia Rhor.

## 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: Thursday, October 3, 2019  
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.

### MINDFULNESS PART 2

Presenter: Erin Commendatore  
Life Solutions  
Date: Wednesday, October 30, 2019  
Time: 12-1:00 p.m.  
Location: 342 Craig Hall  
Who Should Attend: All faculty and staff

As we understand the basic concepts from the Introduction to Mindfulness session, participants in this class will explore additional techniques such as mindful movement, loving-kindness meditation, and mindful eating, and how we can implement these practices within our lives. All those who have participated in the Introduction to Mindfulness workshop are welcome.

### NEW! MAKING INFORMED FOOD CHOICES: BEYOND NUTRITION

Presenter: Carol Martin-Mack, Onsite Health Coach  
Wellness Center  
Date: Thursday, October 24, 2019  
Time: 12-1:00 p.m.  
Location: 342 Craig Hall  
Who Should Attend: All faculty and staff

Most of us know what healthy eating is, even if we don't always do it. But many fewer of us know where our food comes from, how it's made, or the impact it has on a global scale. Come to learn more about making informed food choices and why what you eat matters to us all.

### NEW! MOVE AND STRETCH

Presenter: Tony Nguyen, Onsite Health Coach  
Wellness Center  
Date: Thursday, November 14, 2019  
Time: 12-1:00 p.m.  
Location: 342 Craig Hall  
Who Should Attend: All faculty and staff

Making time to move and stretch is important. This interactive presentation explains why – and shows you when and how you can add stretching and moving to your day. Learn different stretching techniques, follow along with the coach demonstrations, and get tips for being active.

## Workplace Knowledge and Skills

### NEW! CUSTOMER SERVICE FOR SUCCESS

Presenters: Laura Ainsley, Learning and Development Specialist  
Organization Development, Office of Human Resources  
Date: Wednesday, December 4, 2019  
Time: 1-3:00 p.m.  
Location: 342 Craig Hall  
Who Should Attend: All faculty and staff

In any position we hold, our personal success has much to do with our orientation and commitment to serving others. This workshop guides and empowers participants in exploring exactly who their customers are, discovering what "customer service" means in their roles, and identifying opportunities to meet customer needs through listening, empathy, adaptability, and a cooperative, solution-focused approach. Participants will grow in their individual understanding of the value and impacts of customer service best practices and identify opportunities to apply customer-facing strategies to their own roles to increase personal professional success.

### EFFECTIVE INTERPERSONAL COMMUNICATION

Presenters: Diane Chabal, Learning and Development Specialist  
Laura Ainsley, Learning and Development Specialist  
Organization Development, Office of Human Resources  
Date 1: Wednesday, October 2, 2019 from 1-3:30 p.m.  
Date 2: Tuesday, November 5, 2019 from 9-11:30 a.m.  
Date 3: Tuesday, December 3, 2019 from 1-3:30 p.m.  
Location: 342 Craig Hall  
Who Should Attend: Front-line staff who would like to enhance their communication skills



# PROFESSIONAL DEVELOPMENT

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:** Tuesday, December 3, 2019  
**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, Office of Human Resources  
**Date 1:** Tuesday, October 8, 2019 from 1–3:00 p.m.  
**Date 2:** Thursday, November 14, 2019 from 9–11:00 a.m.  
**Location:** 342 Craig Hall  
**Who Should Attend:** All faculty and staff

The ability to partner with supervisors to develop mutual goals can help individual employees, their supervisor, and their organizations become productive and successful. An employee's relationship with their supervisor is the most important relationship in the workplace. "Managing up" is a skill that helps an employee influence their supervisor to create positive change in the workplace and affect organizational goals and outcomes. This interactive workshop will provide tips and tools to support a constructive relationship with 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, Outreach and Engagement Librarian  
University Library System  
**Date:** Thursday, November 7, 2019  
**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

**Presenter:** Laura Ainsley, Learning and Development Specialist  
Organization Development, Office of Human Resources  
**Date 1:** Thursday, October 24, 2019 from 2–4:00 p.m.  
**Date 2:** Tuesday, November 19, 2019 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:** Thursday, November 7, 2019  
**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 SUCCESS IN PROFESSIONAL CORRESPONDENCE

**Presenter:** Beth Bateman Newborg, Outreach Director  
The Writing Center  
**Date:** Thursday, November 7, 2019  
**Time:** 1–3:30 p.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:** Diane Chabal, Learning and Development Specialist  
Laura Ainsley, Learning and Development Specialist  
Organization Development, Office of Human Resources  
Vernon Franklin, Technical Trainer  
Pitt Information Technology  
**Date 1:** Thursday, October 24, 2019 from 9–11:00 a.m.  
**Date 2:** Tuesday, December 10, 2019 from 9–11:00 a.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, Office of Human Resources  
**Date 1:** Wednesday, October 9, 2019 from 9–11:00 a.m.  
**Date 2:** Tuesday, December 17, 2019 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](mailto: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.linkedin.com/learning](http://www.linkedin.com/learning)
- One Diversity & Inclusion workshop offered through the Faculty & Staff Development Program

### EFFECTIVE INTERPERSONAL COMMUNICATION

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Laura Ainsley, Learning and Development Specialist  
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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.

### 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.

### COMPENSATION ADMINISTRATION – FOR SUPERVISORS

**Presenter:** Compensation Staff  
Office of Human Resources

**Date:** Thursday, December 5, 2019  
**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:** Keith Kapusta, Employee Relations Specialist  
Employee and Labor Relations, Office of Human Resources  
LaKeisha Gray, Benefits Analyst  
Benefits, Office of Human Resources

**Date:** Thursday, October 3, 2019

**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.

## FOSTERING DIVERSITY AND INCLUSION IN THE WORKPLACE – A SUPERVISOR'S ROLE

**Presenters:** Cheryl Ruffin, Institutional Equity Manager  
Warren McCoy, Institutional Equity Specialist  
Office of Diversity and Inclusion

**Date:** Friday, October 11, 2019

**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.

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

## NAVIGATING PITT WORX TALENT CENTER – FOR SUPERVISORS

**Presenter:** Sarah Morgan, Manager  
Talent Acquisition, Office of Human Resources

**Date:** Tuesday, October 22, 2019

**Time:** 9–11:30 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

Pitt Worx is a cloud-based suite of human resources, payroll, and financial applications with built-in social, mobile, and analytic capabilities. Talent Center is a modern talent recruiting, hiring, and onboarding system. This workshop is designed for supervisors who are responsible for any part of the staff recruitment process within their department. Facilitators will provide a review of how to log in to Talent Center, create a requisition, add approvers, create reference check requests, create offers, and more!

## 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>

## TALENT ACQUISITION: UNDERSTANDING THE STAFF HIRING PROCESS AT PITT – FOR SUPERVISORS

**Presenter:** Sarah Morgan, Manager  
Talent Acquisition, Office of Human Resources

**Date:** Thursday, September 26, 2019

**Time:** 9–11:30 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 for supervisors who are responsible for any part of the staff recruitment process within their department. The foundation of a successful workforce relies on selecting, hiring, and retaining the best candidates. This session will provide participants with an overview of the recruitment process and a supervisor's role in partnering with their Talent Acquisition representative to reach their hiring objectives. Participants will leave this session with a good understanding of tasks such as posting open staff positions, interviewing candidates, selecting a finalist, and the onboarding process.

## THE RESPECTFUL WORKPLACE

**Presenter:** Keith Kapusta, Employee Relations Specialist  
Employee and Labor Relations, Office of Human Resources

**Date:** Wednesday, December 18, 2019

**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:** Tenecia Ross, Director  
Employee and Labor Relations, Office of Human Resources

**Date:** Wednesday, December 18, 2019

**Time:** 1–3:00 p.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 dos 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](mailto: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
- 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, Institutional Equity Specialist  
Office of Diversity and Inclusion  
**Date:** Wednesday, October 2, 2019  
**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 – Traditionals, 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, Institutional Equity Specialist  
Office of Diversity and Inclusion  
**Date:** Friday, November 1, 2019  
**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, Institutional Equity Manager  
Warren McCoy, Institutional Equity Specialist  
Office of Diversity and Inclusion  
**Date 1:** Friday, September 27, 2019  
**Date 2:** Wednesday, October 23, 2019  
**Date 3:** Thursday, December 12, 2019  
**Time:** 9–11:00 a.m.  
**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:** Wednesday, November 6, 2019  
**Time:** 9–11:00 a.m.  
**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

**Presenters:** Richard Sherman, Immigration Specialist  
Office of International Services  
Sarah Wagner, Director  
Vira I. Heinz Program for Women in Global Leadership  
**Date 1:** Friday, October 25, 2019  
**Date 2:** Tuesday, November 19, 2019  
**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.

### MICROAGGRESSION: RECOGNIZING AND CHALLENGING A SUBTLE FORM OF BIAS

**Presenter:** Warren McCoy, Institutional Equity Specialist  
Office of Diversity and Inclusion  
**Date 1:** Tuesday, October 8, 2019  
**Date 2:** Friday, November 8, 2019  
**Time:** 9–11:00 a.m.  
**Location:** 342 Craig Hall  
**Who Should Attend:** All faculty and staff

What are microaggressions? How can they harm individual members of the University community? Participants in this workshop will gain a better understanding of this form of bias and the building blocks that contribute to Microaggression. The workshop instructor will facilitate exercises and discussions to help participants recognize Microaggression and learn strategies for addressing the subtle messages sent that can create a feeling of marginalization among community members.



## PREVENTING SEXUAL MISCONDUCT: UNDERSTANDING YOUR RESPONSIBILITY

**Presenter:** Kristy Rzepecki, Senior Title IX and Diversity Specialist  
Office of Diversity and Inclusion  
**Date 1:** Thursday, October 10, 2019  
**Date 2:** Wednesday, December 11, 2019  
**Time:** 9–11:00 a.m.  
**Location:** 342 Craig Hall  
**Who Should Attend:** All faculty and staff

This workshop is designed to promote a common and consistent understanding and application of the University of Pittsburgh policies, standards, and processes with regard to Title IX. The workshop facilitator will address required timeliness 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.

## RELIGION DIVERSITY: CHALLENGING ASSUMPTIONS TO ADVANCE INCLUSION

**Presenter:** Margarita Delgado Creamer, Visiting Assistant Professor  
Department of Religious Studies  
**Date:** Wednesday, December 4, 2019  
**Time:** 9–11:00 a.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, Institutional Equity Manager  
Office of Diversity and Inclusion  
**Date:** Wednesday, October 30, 2019  
**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](mailto:ucis@pitt.edu).

The Global Competence Certificate Program consists of the following workshops:

Two required sessions:

- Embracing the World at Pitt
- Intercultural Competency

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
- Creating a Successful Study Abroad Program
- Hosting Academic Visitors and International Delegations
- International Partnership Agreements
- Working with International Students
- Working with International Scholars & Employees

## 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:** Tuesday, October 1, 2019  
**Time:** 9:00 a.m.–12:00 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

**Presenters:** Richard Sherman, Immigration Specialist  
Office of International Services  
Sarah Wagner, Director  
Vira I. Heinz Program for Women in Global Leadership  
**Date 1:** Friday, October 25, 2019  
**Date 2:** Tuesday, November 19, 2019  
**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! STRATEGIES AND RESOURCES FOR INTERNATIONAL TRAVEL

**Presenters:** Brice Lynn, Assistant Director of Operations, Study Abroad  
Ian McLaughlin, Global Operations Support Manager  
University Center for International Studies

**Date:** Friday, December 6, 2019  
**Time:** 9:00 a.m.–12:00 p.m.  
**Location:** 342 Craig Hall  
**Who Should Attend:** All faculty and staff

More and more faculty and staff are engaging in international work-related travel. The University has many resources to help prepare and plan for this travel, as well as support services to ensure all goes well during time abroad. This session will cover pre-travel preparation (including medical, legal, documentation, and technology), strategies for remaining healthy and safe while abroad, and who to contact within the University for advice and assistance should something goes wrong. Whether you are arranging travel on someone else's behalf, leaving the US for the first time, or a seasoned frequent flyer, this session will offer valuable advice towards using University and other free resources for safer, healthier, and more successful time abroad.

## UNDERSTANDING CHINA

**Presenter:** James Cook, Associate Director  
Asian Studies Center  
University Center for International Studies

**Date:** Tuesday, October 15, 2019  
**Time:** 9:00 a.m.–12:00 p.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, Office of Human Resources

**Date:** Thursday, November 21, 2019  
**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, Office of Human Resources

**Date:** Tuesday, November 5, 2019  
**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

**Presenter:** Lena Zellers, Recruiter  
College of General Studies

**Date:** Tuesday, November 12, 2019

**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.

### LINKEDIN LEARNING: PROFESSIONAL DEVELOPMENT ON DEMAND

**Presenter:** Vernon Franklin, Technical Trainer  
Pitt Information Technology

**Date:** Thursday, October 31, 2019  
**Time:** 10–11:00 a.m.  
**Location:** 302 Bellefield Hall

Make the most of a fantastic professional development resource – LinkedIn Learning. Learn how to search thousands of courses in business, technology, and creative skills. Create and share playlists, bookmark your favorite courses, and earn certificates of completion.

### USING SOCIAL MEDIA FOR CAREER DEVELOPMENT

**Presenter:** Kyshira Moffet, Brand Strategist  
The KSM Group

**Date:** Friday, November 8, 2019  
**Time:** 12–1:00 p.m.  
**Location:** 342 Craig Hall

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: LinkedIn, Google, and more! Additionally, this session highlights the advantage of having a personal website and online portfolio.

**Note:** Attendees are strongly encouraged to bring a laptop, tablet, or smart phone with Internet capabilities.

### CONTINUING EDUCATION

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

## Personal Finance

### FINANCIAL FREEDOM: STRATEGIES FOR REDUCING DEBT AND SAVING MORE

**Presenter:** Vanguard Group  
**Date:** Friday, November 15, 2019  
**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](http://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:** DJ Swank, Federal Contracts Officer  
Abbey McSwigan, Senior Contracts Officer  
Office of Sponsored Programs

**Date:** Wednesday, October 9, 2019

**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

**Presenters:** Nathan Bray, Clinical and Corporate Contracts Officer  
Shane Riley, Clinical and Corporate Contracts Officer  
Office of Sponsored Programs

**Date:** Thursday, October 17, 2019

**Time:** 1–3:00 p.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.

### ELECTRONIC CERTIFICATION OF EFFORT (ecrt): EFFORT COORDINATOR RESPONSIBILITIES

**Who Should Attend:** This workshop is mandatory for staff whose responsibilities

**Note:** include managing effort certification by research faculty  
Basics of Effort Reporting is a prerequisites 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 SPONSORED PROGRAMS

**Presenters:** Brian Balich, Grants and Contracts Officer  
Brittany Croker, Grants and Contracts Officer  
Office of Sponsored Programs

**Date:** Thursday, October 31, 2019

**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.

### NEW! INTRODUCTION TO SUBAWARD ADMINISTRATION

**Presenters:** Carol Chatman, Subaward Officer  
Caroline Magoc, Subaward Analyst  
Office of Sponsored Programs

**Date:** Tuesday, November 12, 2019

**Time:** 9–11:00 a.m.

**Location:** B21 University Club

**Who Should Attend:** Current and new research administrators who are responsible for requesting outgoing subawards to the Office of Research and those involved in subaward management.

This workshop offers a basic overview of the process for issuing outgoing subawards under grants and non-profit agreements. Content includes a submission process overview, key issue highlights, types of agreements issued, roles and functions of the Grants Management Subaward team, and significant compliance questions. Participants will receive an introduction to the Contraxx system and leave with a working understanding of the full subaward lifecycle.

### NEW! INTRODUCTION TO THE PERIS™ AWARD MODULE

**Presenter:** Eric Larson, CRA Electronic Research & Support Administrator  
Office of Sponsored Programs

**Date:** Tuesday, December 17, 2019

**Time:** 9–11:00 a.m.

**Location:** 342 Craig Hall

**Who Should Attend:** Current and new research administrators who are responsible for the processing of awards received by federal, philanthropic, and corporate sponsors who would benefit from a more hands on tutorial of the Award module in the PERIS™ portal.

The MyFunding Award Module is a component of the PERIS™ portal, which is a University-wide electronic research management solution. This introductory course will prepare potential users to become more familiar with this module and its capabilities.

### INTRODUCTION TO THE PERIS™ MyFUNDING MODULE

**Presenter:** Eric Larson, CRA Electronic Research & Support Administrator  
Office of Sponsored Programs

**Date:** Wednesday, November 6, 2019

**Time:** 1–3:00 p.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.

Attendees are strongly encouraged to bring a laptop or tablet with Internet capabilities.

## 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://www.police.pitt.edu/resources/campus-security-authorities>. For departmental trainings, please call 412-624-4040.

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

**Presenter:** Kevin Starke  
Payment Processing and Compliance  
**Date:** Wednesday, October 23, 2019  
**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.

### 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](mailto:balazs.kudelasz@pitt.edu).

### PANTHER EXPRESS SYSTEM

For information on PantherExpress System training, please visit [www.cfo.pitt.edu/pexpress/pbuytraining.php](http://www.cfo.pitt.edu/pexpress/pbuytraining.php).

### PRISM FINANCIAL APPLICATIONS

For information on PRISM financial applications training, please visit [www.cfo.pitt.edu/prism](http://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](http://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.keepkidsafe.pa.gov/training/index.htm](http://www.keepkidsafe.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 Balazs Kudelasz at [balazs.kudelasz@pitt.edu](mailto:balazs.kudelasz@pitt.edu).

### STUDENT PRIVACY AND FERPA

**Presenters:** Jennifer Seng, Associate General Counsel  
Office of General Counsel  
Patricia Mathay, University Registrar  
**Date:** Thursday, October 17, 2019  
**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](http://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](http://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, Acting Dean  
Pitt Honors College  
**Date:** Tuesday, October 22, 2019  
**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 principles of servant leadership in dynamic environment. Participants will also identify the role, skills, and tactics of highly effective servant leaders, and how they can build their competencies to be an effective servant leader.

### THE ETHICAL USE OF POWER\*

**Presenter:** Ray Jones, Clinical Associate Professor of Business Administration  
Joseph M. Katz Graduate School of Business and College of Business Administration  
**Date:** Thursday, December 12, 2019  
**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:** Thursday, November 14, 2019  
**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 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, November 19, 2019  
**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 by 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](http://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 PittWorx Talent Center – for Supervisors
- Understanding Policies and Procedures for Staff Time Off – for Supervisors

### COMPENSATION ADMINISTRATION – FOR SUPERVISORS

**Presenter:** Compensation Staff  
Office of Human Resources

**Date:** Thursday, December 5, 2019

**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:** Keith Kapusta, Employee Relations Specialist  
Employee and Labor Relations, Office of Human Resources  
LaKeisha Gray, Benefits Analyst  
Benefits, Office of Human Resources

**Date:** Thursday, October 3, 2019

**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.

### FOSTERING DIVERSITY AND INCLUSION IN THE WORKPLACE – A SUPERVISOR'S ROLE

**Presenters:** Cheryl Ruffin, Institutional Equity Manager  
Warren McCoy, Institutional Equity Specialist  
Office of Diversity and Inclusion

**Date:** Friday, October 11, 2019

**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.

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

### NAVIGATING PITT WORX TALENT CENTER – FOR SUPERVISORS

**Presenter:** Sarah Morgan, Manager  
Talent Acquisition, Office of Human Resources

**Date:** Tuesday, October 22, 2019

**Time:** 9–11:30 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

Pitt Worx is a cloud-based suite of human resources, payroll, and financial applications with built-in social, mobile, and analytic capabilities. Talent Center is a modern talent recruiting, hiring, and onboarding system. This workshop is designed for supervisors who are responsible for any part of the staff recruitment process within their department. Facilitators will provide a review of how to log in to Talent Center, create a requisition, add approvers, create reference check requests, create offers, and more!

### TALENT ACQUISITION: UNDERSTANDING THE STAFF HIRING PROCESS AT PITT – FOR SUPERVISORS

**Presenter:** Sarah Morgan, Manager  
Talent Acquisition, Office of Human Resources

**Date:** Thursday, September 26, 2019

**Time:** 9–11:30 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 for supervisors who are responsible for any part of the staff recruitment process within their department. The foundation of a successful workforce relies on selecting, hiring, and retaining the best candidates. This session will provide participants with an overview of the recruitment process and a supervisor's role in partnering with their Talent Acquisition representative to reach their hiring objectives. Participants will leave this session with a good understanding of tasks such as posting open staff positions, interviewing candidates, selecting a finalist, and the onboarding process.

### UNDERSTANDING POLICIES AND PROCEDURES FOR STAFF TIME OFF – FOR SUPERVISORS

**Presenter:** Tenecia Ross, Director  
Employee and Labor Relations, Office of Human Resources

**Date:** Wednesday, December 18, 2019

**Time:** 1–3:00 p.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 dos 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

### **NEW!** BOX BASICS: GETTING STARTED WITH CLOUD COLLABORATION

**Presenter:** Andrew Labuda  
Pitt Information Technology  
**Date 1:** Tuesday, October 15, 2019 from 10–11:30 a.m.  
**Date 2:** Wednesday, November 13, 2019 from 1–2:30 p.m.  
**Location:** 302 Bellefield Hall

Learn how to access, edit, store, share, and comment on files online – for real-time cloud collaboration – from anywhere in the world. Plus, discover the benefits provided by useful Box apps, like Box Edit and Box Drive.

### DOCUSIGN BASICS: GATHER E-SIGNATURES AND MANAGE DOCUMENT WORKFLOW

**Presenter:** Mark Mercier  
Pitt Information Technology  
**Date 1:** Tuesday, October 29, 2019 from 1–2:30 p.m.  
**Date 2:** Thursday, November 21, 2019 from 9–10:30 a.m.  
**Location:** 302 Bellefield Hall

Attend this hands-on introductory session to learn how to electronically send, sign, and manage documents using the University's eSignature Service (DocuSign).

### IT SECURITY: PROTECTING YOURSELF AND THE UNIVERSITY FROM CYBER THREATS

**Presenter:** Joel Garmon  
Pitt Information Technology  
**Date 1:** Thursday, October 17, 2019 from 10–11:00 a.m.  
**Date 2:** Tuesday, November 19, 2019 from 1–2:00 p.m.  
**Location:** 302 Bellefield Hall

Attend this hands-on introductory session to learn how to electronically send, sign, and manage documents using the University's eSignature Service (DocuSign). Pitt Information Technology has a robust array of security measures and centralized security controls to protect the University's network and 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.

### LINKEDIN LEARNING: PROFESSIONAL DEVELOPMENT ON DEMAND

**Presenter:** Vernon Franklin, Technical Trainer  
Pitt Information Technology  
**Date:** Thursday, October 31, 2019  
**Time:** 10–11:00 a.m.  
**Location:** 302 Bellefield Hall

Make the most of a fantastic professional development resource – LinkedIn Learning. Learn how to search thousands of courses in business, technology, and creative skills. Create and share playlists, bookmark your favorite courses, and earn certificates of completion.

### MICROSOFT EXCEL 2019: UNLEASH THE POWER OF PIVOT TABLES

**Presenter:** Vernon Franklin, Technical Trainer  
Pitt Information Technology  
**Date 1:** Tuesday, November 5, 2019  
**Date 2:** Tuesday, December 3, 2019  
**Time:** 10–11:00 a.m.  
**Location:** 302 Bellefield Hall

Explore how to use Microsoft Excel Charts and the PivotTables 2019 feature to concisely summarize and manage large amounts of data for easy reporting and analysis. Manage subtotals and grand totals, group data, apply conditional formatting for data subsets, and create macros.

### MICROSOFT EXCEL 2019: WORKSHEET, FORMULA, AND CHART FUNDAMENTALS

**Presenter:** Vernon Franklin, Technical Trainer  
Pitt Information Technology  
**Date:** Thursday, October 3, 2019  
**Time:** 10–11:30 a.m.

**Location:** 302 Bellefield Hall

We'll cover building spreadsheets, worksheet fundamentals, working with basic formulas, and creating charts.

### MICROSOFT OFFICE 2019: WORD, EXCEL, AND POWERPOINT QUICK START

**Presenter:** Vernon Franklin, Technical Trainer  
Pitt Information Technology  
**Date:** Thursday, November 14, 2019  
**Time:** 9:00 a.m.–12:00 p.m.  
**Location:** 302 Bellefield Hall

Three essential tools; one helpful class. Create, format, and edit Word documents. Format Excel spreadsheets and work with basic formulas. Craft dynamic PowerPoint slides with transitions and animation. You'll find it all here.

### MICROSOFT OUTLOOK 2019: ORGANIZE YOUR INBOX

**Presenter:** Vernon Franklin, Technical Trainer  
Pitt Information Technology  
**Date:** Thursday, November 7, 2019  
**Time:** 10–11:00 a.m.  
**Location:** 302 Bellefield Hall

Take advantage of quick tips to manage and organize your email. We'll also cover shortcuts that make it easier to navigate and perform common commands.

### MICROSOFT POWERPOINT: PUNCH UP YOUR PRESENTATION

**Presenter:** Vernon Franklin, Technical Trainer  
Pitt Information Technology  
**Date:** Thursday, December 12, 2019  
**Time:** 10–11:30 a.m.  
**Location:** 302 Bellefield Hall

A dynamic presentation begins with sound fundamentals. Learn how to format slides, use themes, insert and edit pictures, apply transitions, add animation, and more.

### QUALTRICS BASICS: CREATE YOUR OWN ONLINE SURVEYS

**Presenter:** Mark Mercier  
Pitt Information Technology  
**Date 1:** Tuesday, October 8, 2019 from 9–11:00 a.m.  
**Date 2:** Tuesday, December 3, 2019 from 1–3:00 p.m.  
**Location:** 302 Bellefield Hall

Pitt's Online Survey System (Qualtrics) allows you to easily create and distribute surveys, collect data, analyze responses, and present results using professional-quality graphs. Learn how to create a customer satisfaction survey in this hands-on workshop designed for those with little to no experience. Topics include question types, blocks, distribution options, reporting, and more.

### **NEW!** QUALTRICS NEXT STEPS: DO MORE WITH ONLINE SURVEYS

**Presenter:** Mark Mercier  
Pitt Information Technology  
**Date 1:** Thursday, October 10, 2019 from 9–11:00 a.m.  
**Date 2:** Thursday, December 5, 2019 from 1–3:00 p.m.  
**Location:** 302 Bellefield Hall

This workshop is for staff who are interested in taking their skills using Pitt's Online Survey System (Qualtrics) to the next level. Participants in this hands-on session will use Qualtrics to create a meeting registration survey. Topics include question validation, display logic, email triggers, contact list triggers, quotas, survey flow, and more.

### TECH TRAINING ONLINE

Learn Web design, photography, video, programming, animation and more. Made available by Pitt Information Technology, LinkedIn Learning is available 24/7 and offers free unlimited access to an online library of technology courses and other professional topics. Visit [www.linkedin.com/learning](http://www.linkedin.com/learning).

## 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](http://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](http://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](http://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](http://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](http://www.library.pitt.edu/instruction-services).

## FSDP Registration Procedures

To register for the workshops in this brochure, go to [www.hr.pitt.edu/FSDP](http://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 require an accommodation** to participate in a Faculty & Development Program (FSDP) workshop, please contact Organization Development at [hr-odcont@mail.pitt.edu](mailto:hr-odcont@mail.pitt.edu) or 412-624-8044 at least 5 days prior to the date of the workshop.

Please submit this registration form via email to [hr-odcont@mail.pitt.edu](mailto: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.

Computing Services and Systems Development (CSSD) makes online learning available to all students, faculty, and staff through a partnership with LinkedIn Learning. Visit [www.linkedin.com/learning](http://www.linkedin.com/learning) 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.

Email this registration form to [hr-odcont@mail.pitt.edu](mailto:hr-odcont@mail.pitt.edu) or send by campus mail to the Faculty and Staff Development Program, 500 Craig Hall. Email confirmations will be sent when 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) \_\_\_\_\_

Office of Human Resources  
500 Craig Hall  
200 South Craig Street  
Pittsburgh, PA 15260