UNIVERSITY OF PITTSBURGH

FACULTY & STAFF

DEVELOPMENT PROGRAM

60+ courses

5 certificate programs

Office of Human Resources | Organization Development

FACULTY & STAFF DEVELOPMENT PROGRAM

Workshops for March - June 2019 // Register at hr.pitt.edu/fsdp

Ready to build your professional knowledge and skills?

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

Healthy U

Introduction to Mindfulness
NEW! Mindfulness Part 2
NEW! Simple Seven

Professional Development

Workplace Knowledge & Skills

An Introduction to Social Media: Networking on the Web
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)
Fostering Diversity and Inclusion in the Workplace – a Supervisor's Role
Managing Staff Performance: Addressing the Need for Improvement
Managing Staff Performance: Maximizing Your Staff's Potential
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

Diversity and Inclusion Certificate Program

Fostering a Diverse and Inclusive Environment: The WHY and HOW
Identity, Power, and Privilege
Individuals with Disabilities: Creating an Accommodating and Inclusive Environment
Intercultural Competency: Beyond the Basics
Microaggression: Recognizing and Challenging a Subtle Form of Bias
Preventing Sexual Misconduct: Understanding Your Responsibility
Veterans on Campus: Understanding Resources and Opportunity

Global Competence Certificate Program

Embracing the World at Pitt
NEW! Hosting Academic Visitors and International Delegations
Intercultural Competency: Beyond the Basics
NEW! Understanding Latin America and the Caribbean

Career Development

Interview Skills: Making a Good Impression
Résumé Writing and Cover Letters
Starting or Completing an Undergraduate Degree or Certificate at Pitt
Training When You Want It: Leveraging Lynda LinkedIn Learning

Personal Finance

Financial Freedom: Strategies for Reducing Debt and Saving More
Money at Work 1
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 Research
Introduction to the PERIS™ MyFunding Module
NEW! Practical Research Data Management
SPAR Introduction
NEW! Understanding the University's Revised Conflict of Interest Policy and Organizational Conflict of Interest Policy

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)
Hiring and Supervising Student Employees
Managing Student Records
PantherExpress System
PRISM Financial Applications
Protecting Children (online)
Purchasing Fundamentals Training (online)
Student Privacy and FERPA
Understanding the University's Revised Conflict of Interest Policy and Organizational Conflict of Interest Policy
University Archives and Records Management

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)

Mentoring and Leading Others
Leadership and Effective Talent Development
Building Social Capital by Management Relationships, Conflict, and Incivility in the Workplace
The Changing American Workplace: Rights, Responsibilities, and Challenges

Human Resources Administration Certificate Program

Fostering Diversity and Inclusion in the Workplace – a Supervisor's Role
Managing Staff Performance: Addressing the Need for Improvement
Managing Staff Performance: Maximizing Your Staff's Potential
Navigating Pitt Worx Talent Center – for Supervisors
Talent Acquisition: Understanding the Staff Hiring Process at Pitt – for Supervisors

Technology

Instructor-Led Technology Workshops

Create Your Own Online Surveys with Qualtrics
Cyber Threats: Protecting Yourself and the University
Gather eSignatures and Manage Document Workflow with DocuSign
Microsoft Excel 2016: Unleash the Power of Pivot Tables
Microsoft Excel 2016: Worksheet, Formula, and Chart Fundamentals
Microsoft Office 2016: Word, Excel, and PowerPoint Quick Start
NEW! Microsoft PowerPoint: Presentations that Enhance Learning
Training When You Want It: Leveraging Lynda/LinkedIn Learning

Online Learning with Lynda.com

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

Healthy U

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

INTRODUCTION TO MINDFULNESS

Presenter:	Erin Commendatore
	Life Solutions
Date:	Wednesday, April 17, 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 wtih stress and other difficult emotions, and how it can contribute to one's wellbeing. Participants will have the opportunity to experience at least one formal mindfulness practice first hand.

NEW! MINDFULNESS PART 2

Presenter:	Erin Commendatore
	Life Solutions
Date:	Thursday, June 13, 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! SIMPLE SEVEN

Presenter:	Tony Nguyen, Onsite Health Coach
	Wellness Center
Date:	Friday, April 26, 2019
Time:	12–1:00 p.m.
Location:	342 Craig Hall
Who Should Attend:	All faculty and staff

What if you had a guide to guarantee yourself a longer life, prevent heart disease, feel stronger and healthier, improve quality of life, and advance health both now and long term? Embracing a healthier life is one of the best gifts we can give ourselves and those we love. Join us for Simple Seven, where you will learn seven simple ways to make an investment in your health, starting today!

Workplace Knowledge and Skills

AN INTRODUCTION TO SOCIAL MEDIA: NETWORKING ON THE WEB

Presenters:	Dan Camarda, Social Media Manager
	Sam Moser, Social Media Specialist
	Office of University Communications
Date:	Thursday, May 2, 2019
Time:	9–11:00 a.m.
Location:	342 Craig Hall
Who Should Attend:	Faculty and staff who want to learn more about social media, including explanations of jargon and how to use it personally or professionally

The ability to navigate social media is priceless in this increasingly digital society. Participants of this workshop will take away an introductory knowledge of today's upwardly popular online social networking tools, such as Facebook, Twitter, Instagram, and LinkedIn. The workshop features a discussion on social media best practices, strategy, and possible pitfalls. Participants are encouraged to ask questions and engage with Dan and Sam.

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, March 27, 2019 from 9–11:30 a.m.
Date 2:	Thursday, May 2, 2019 from 1–3:30 p.m.
Date 3:	Thursday, June 6, 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

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

GRAMMAR, PUNCTUATION, AND PROOFREADING: ENSURING PROFESSIONAL PRESENTATION

Presenter:	Beth Bateman Newborg, Outreach Director
	The Writing Center
Date:	Wednesday, June 12, 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:	Thursday, April 11, 2019 from 9–11:00 a.m.
Date 2:	Wednesday, May 15, 2019 from 1–3:00 p.m.
Location:	342 Craig Hall
Who Should Attend:	All faculty and staff

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

NAVIGATING THE UNIVERSITY LIBRARY SYSTEM

Presenter:	Leslie Poljak, Liaison Librarian
	University Library System
Date:	Wednesday, May 8, 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:	Mark Burdsall, Director
	Organization Development, Office of Human Resources
Date 1:	Wednesday, April 17, 2019 from 9–11:00 a.m.
Date 2:	Thursday, May 23, 2019 from 9–11:00 a.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:	Tuesday, April 16, 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:	Friday, May 31, 2019
Time:	9–11:30 a.m.
Location:	342 Craig Hall
Who Should Attend:	Staff and faculty who do considerable writing — such as emails and electronic or hard-copy letters, memos, requests, and notifications

Do you want to make sure the recipients of your professional correspondence understand--and efficiently act on--requests or instructions within an email, letter, or memo? This workshop is designed to provide faculty and staff with strategies for writing effective emails, letters, and memos. The session will cover email etiquette, how best to address correspondence to various audiences, and how to most effectively include information and instructions within correspondence. Participants will leave this session with a list of useful references and other handouts to use towards best outcomes when corresponding with faculty, students, supervisors, applicants, customers, and colleagues.

TAMING THE EMAIL BEAST

Presenters:	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:	Wednesday, May 15, 2019 from 9–11:00 a.m.
Date 2:	Wednesday, June 5, 2019 from 1–3:00 p.m.
Location:	342 Craig Hall
Who Should Attend:	All faculty and staff

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

TIME MANAGEMENT

Presenters:	Diane Chabal, Learning and Development Specialist
	Laura Ainsley, Learning and Development Specialist
	Organization Development, Office of Human Resources
Date 1:	Thursday, April 18, 2019 from 9–11:00 a.m.
Date 2:	Wednesday, June 12, 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. After the form is submitted, participants will receive an invitation to the capstone session. Certificates are issued in January and June.

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

Five required core workshops:
• Taming the Email Beast
• Effective Interpersonal Communication
• Time Management
• Managing Up
• Problem Solving Skills for the Workplace

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

EFFECTIVE INTERPERSONAL COMMUNICATION

Presenters:	Diane Chabal, Learning and Development Specialist
	Laura Ainsley, Learning and Development Specialist
	Organization Development, Office of Human Resources
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Date 3:	Thursday, June 6, 2019 from 1–3:30 p.m.
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Who Should Attend:	Front-line staff who would like to enhance their communication skills

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

MANAGING UP

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	Laura Ainsley, Learning and Development Specialist
	Organization Development, Office of Human Resources
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Location:	342 Craig Hall
Who Should Attend:	All faculty and staff

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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."

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Presenter: Mark Burdsall, Director
Organization Development, Office of Human Resources
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Location: 342 Craig Hall
Who Should Attend: All faculty and staff

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Date 2: Wednesday, June 12, 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.

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 amd 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.

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

Presenters: Cheryl Ruffin, Manager of Affirmative Action
Warren McCoy, Diversity Specialist
Office of Diversity and Inclusion
Date: Tuesday, May 21, 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.

MANAGING STAFF PERFORMANCE: ADDRESSING THE NEED FOR IMPROVEMENT

Presenter: Tenecia Ross, Director
Employee & Labor Relations, Office of Human Resources
Date: Tuesday, April 23, 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

You've learned how to develop your staff's potential, but even after employing the best management practices, staff performance can fall short of expectations. This workshop, designed as a follow-up to Maximizing Your Staff's Potential, will introduce supervisors to tools available to address staff performance that does not meet the requirements of a job. Workshop facilitators will discuss how supervisors can partner with Pitt's Employee Relations department to administer tools such as Performance Improvement Plans and performance and conduct memos, among others. Participants will also learn how the effective use of performance appraisals, including "special appraisals," provides a productive way to address the need for improvement in staff performance.

MANAGING STAFF PERFORMANCE: MAXIMIZING YOUR STAFF'S POTENTIAL

Presenter: Mark Burdsall, Director
Organization Development, Office of Human Resources
Date: Wednesday, April 10, 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

One of the supervisor's most important responsibilities is to provide a framework that enables staff to develop their performance and achieve goals. This workshop provides supervisors with an overview of best practices and procedures for managing employee performance throughout the year. Topics include establishing performance expectations and goals, providing ongoing feedback, and conducting performance reviews. Participants will also learn about the performance management cycle and become familiar with tips and techniques for maximizing staff performance potential.

NAVIGATING PITT WORX TALENT CENTER – FOR SUPERVISORS

Presenter: Sarah Morgan, Manager
Jordan Miller, Training Specialist
Talent Acquisition, Office of Human Resources
Date: Wednesday, June 5, 2019
Time: 9:00 a.m.–12:00 p.m.
Location: 302 Bellefield 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, May 9, 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:	Tenecia Ross, Director
	Employee & Labor Relations, Office of Human Resources
Date:	Tuesday, June 11, 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.

Diversity and Inclusion Certificate Program

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

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

The Diversity and Inclusion Certificate Program consists of the following workshops:
Two required core workshops:
- Fostering a Diverse and Inclusive Environment: The WHY and HOW
- Preventing Sexual Misconduct: Understanding Your Responsibility

Choose four elective workshops:
- Different Like You: Recognizing Stereotypes and Removing Barriers
- Understanding Harassment: How to Recognize and Respond
- Individuals with Disabilities: Creating an Accommodating and Inclusive Environment
- Baby Boomers to Millennials: Respect and Productivity in the Workplace
- Intercultural Competency: Beyond the Basics
- Allies Network Training
- Veterans on Campus: Understanding Resources and Opportunity
- Workplace Bullying: Understanding a Barrier to Equal Opportunity
- Microaggression: Recognizing and Challenging a Subtle Form of Bias
- Gender Theory, Gender Diversity, and Trans-Inclusive Spaces
- Identity, Power, and Privilege
- Religion Literacy: Challenging Assumptions to Advance Inclusion

FOSTERING A DIVERSE AND INCLUSIVE ENVIRONMENT: THE WHY AND HOW
Presenters:	Cheryl Ruffin, Manager of Affirmative Action
	Warren McCoy, Diversity Specialist
	Office of Diversity and Inclusion
Date 1:	Thursday, April 4, 2019 at 342 Craig Hall
Date 2:	Tuesday, May 7, 2019 at 305 Parkvale Building
Date 3:	Thursday, June 6, 2019 at 342 Craig Hall
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.

IDENTITY, POWER, AND PRIVILEGE
Presenters:	Erika Gold Kestenberg, PhD
	Diversity, Inclusion, Equity, and Justice Consultant
	Mario C. Browne, MPH, CDP
	Director, Office of Health Sciences Diversity & Inclusion
	Schools of Health Sciences Diversity
Date:	Wednesday, May 1, 2019
Time:	9–11:00 a.m.
Who Should Attend:	All faculty and staff

This workshop is designed to provide a safe space for participants to begin a conversation about identity, power, and privilege in ways they may not have before. The workshop facilitators will guide the conversation around social identities, dominance and oppression in society, and the definition of key terms. Activities will provide insights in how identity, power, and privilege play out in individual lives.

INDIVIDUALS WITH DISABILITIES: CREATING AN ACCOMMODATING AND INCLUSIVE ENVIRONMENT

Presenter:	Leigh Culley, Director
	Noreen Mazzocca, Disability Specialist
	Disability Resources and Services
Date:	Tuesday, May 14, 2019
Time:	9–11:00 a.m.
Location:	342 Craig Hall
Who Should Attend:	All faculty and staff

The University is committed to fostering an environment where individuals with disabilities can thrive academically and in the workplace. In this workshop, representatives from Disability Resources and Services (DRS) will provide an overview of the resources available to faculty and staff with disabilities as well as policies around the Americans with Disabilities Act (ADA). DRS will discuss their role in determining reasonable accommodations for those with disabilities and the process for accessing services for faculty and staff with disabilities. This session will provide specific information of DRS processes, an overview of services and a general discussion of disabilities.

INTERCULTURAL COMPENTENCY: BEYOND THE BASICS

Presenters:	Richard Sherman, Immigration Specialist
	Kate Madeano, Immigration Specialist
	Office of International Services
Date 1:	Thursday, May 16, 2019
Date 2:	Thursday, June 20, 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, Diversity Specialist
	Office of Diversity and Inclusion
Date:	Wednesday, May 29, 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

Presenters:	Kristy Rzepecki, Senior Title IX and Diversity Specialist
	Carrie Benson, Title IX Specialist
	Office of Diversity and Inclusion
Date 1:	Wednesday, March 27, 2019
Date 2:	Tuesday, May 21, 2019
Time:	1–3:00 p.m.
Location:	342 Craig Hall
Who Should Attend:	All faculty and staff

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

VETERANS ON CAMPUS: UNDERSTANDING RESOURCES AND OPPORTUNITY

Presenters:	David Roudabush, Outreach Coordinator
	Brett Foley, Program Coordinator
	Office of Veterans Services
Date:	Thursday, June 13, 2019
Time:	9–11:00 a.m.
Location:	342 Craig Hall
Who Should Attend:	All faculty and staff

This workshop is designed to educate faculty and staff about the veteran and military-affiliated student body and the services available to them on campus. Facilitators will share common transition issues for veterans in higher education, nationwide trends, and military culture. Participants will learn about tools and resources available for building a veteran-friendly University environment.

Global Competence Certificate Program

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

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

The Global Competence Certificate Program consists of the following workshops:

Two required sessions:
- Embracing the World at Pitt
- Intercultural Competency: Beyond the Basics

Choose four elective sessions (participants can choose from Tracks 1 and 2):
Electives Track 1 – Cross-Cultural Module
- Understanding East Asia (China, Korea, Japan, Taiwan)
- Understanding South Asia (India, Nepal, Pakistan, Sri Lanka, Bangladesh)
- Understanding the Middle East
- Understanding Africa
- Understanding Eastern Europe, Russia, & Eurasia
- Understanding Western Europe
- Understanding Latin America & the Caribbean
- Developmental Model of Intercultural Sensitivity & the IDI Assessment Tool
- Cross-Cultural Simulation

Electives Track 2 – Operating in an International Context
- Global Operations: Planning Considerations for International Engagement
- Strategies and Resources for International Travel
- 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, April 30, 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.

NEW! HOSTING ACADEMIC VISITORS AND INTERNATIONAL DELEGATIONS

Presenters: Allen DiPalma, Director
Jacquelyn Correll, Manager
Charles Lyon, Senior Assistant and Visitor Liaison
Office of Export Controls Services
Date: Wednesday, May 22, 2019
Time: 9:00 a.m.–12:00 p.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

This course introduces the protocol for official international visits – such as delegations – at the University. Information will include with whom members of delegations should meet – the Chancellor, Provost, Vice Provost for Global Affairs, i.e. Facilitators from the Office of Export Controls will also provide guidance on screening of visitors and necessary criterion for Visitor Agreements. Other topics such as safety, signing of ceremonial agreements, and paying visitors will be reviewed.

INTERCULTURAL COMPENTENCY: BEYOND THE BASICS

Presenters: Richard Sherman, Immigration Specialist
Kate Madeano, Immigration Specialist
Office of International Services
Date 1: Thursday, May 16, 2019
Date 2: Thursday, June 20, 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! UNDERSTANDING LATIN AMERICA AND THE CARIBBEAN

Presenters: George Reid Andrews, Distinguished Professor of History
Department of History
Luis Van Fossen Bravo, Assistant Director for Academic Affairs, Center for Latin American Studies
Date: Thursday, June 27, 2019
Time: 1:00–4:00 p.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

Learn about the history, politics, language, and culture of countries across Latin America and the Caribbean. Discover how Pitt and Pittsburgh host Latin American and Latino/a/x populations and explore how their contributions have shaped our region. Experts from the Center for Latin American Studies 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: Tuesday, June 18, 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: Friday, June 7, 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

Presenters: Lena Zellers, Recruiter
College of General Studies
Kim Phillips, Benefits Representative
Benefits, Office of Human Resources
Date: Thursday, May 16, 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.

TRAINING WHEN YOU WANT IT: LEVERAGING LYNDA/LINKEDIN LEARNING

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

Make the most of a fantastic professional development resource – online learning with Lynda.com. 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.

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:	Wednesday, June 19, 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.

MONEY AT WORK 1

Presenter:	TIAA
Date:	Friday, May 3, 2019
Time:	12–1:00 p.m.
Location:	342 Craig Hall

This workshop will share insights on how to manage risk versus reward. Participants will learn about the role of investing and managing risks, ways to help accelerate savings, and tools to help sustain a portfolio.

- Managing risk versus reward
- Understanding the role of investing and managing investment risks
- Augmenting programs to help accelerate savings
- Products and tools to sustain a portfolio

TIAA WEBINARS

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

Research Administration

ADVANCED SPAR – COST SHARING

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

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

BASICS OF EFFORT REPORTING

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

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

BASICS OF FEDERAL CONTRACT ADMINISTRATION

Presenters:	Zack Byrnes, Federal Contracts Officer
	Abbey McSwigan, Federal Contracts Officer
	Office of Research
Date:	Thursday, June 13, 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 Research
Date:	Friday, May 10, 2019
Time:	9–11:00 a.m.
Location:	342 Craig Hall
Who Should Attend:	New research administrators and/or new faculty, or those who would like a refresher on the types of matters and submission requirements for the Clinical and Corporate Contracts team at the Office of Research

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

ELECTRONIC CERTIFICATION OF EFFORT (ecrt): EFFORT COORDINATOR RESPONSIBILITIES

Who Should Attend:	This workshop is mandatory for staff whose responsibilities include managing effort certification by research faculty
Note:	Basics of Effort Reporting is a 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 RESEARCH

Presenters:	Gina Didiano, Grants and Contracts Officer
	Alice Lawson, Director Grants Management
	Office of Research
Date:	Tuesday, May 7, 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.

INTRODUCTION TO THE PERIS™ MyFUNDING MODULE

Presenter:	Eric Larson, CRA Electronic Research & Support Administrator, Office of Research
Date:	Wednesday, June 19, 2019
Time:	9–11:00 a.m.

Location: 342 Craig Hall
Who Should Attend: Research Administrators involved in the proposal submission process, as well as faculty who would like a hands-on tutorial of MyFunding.

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

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

NEW! PRACTICAL RESEARCH DATA MANAGEMENT
Presenters: Gesina Phillips, Digital Scholarship Librarian
                 University Library System
                 Melissa Ratajeski, Coordinator of Data Services
                 Health Sciences Library System
Date: Friday, June 14, 2019
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Who Should Attend: Faculty and staff leading or involved in a research stdy or project

In this introductory session, faculty librarians will provide participants with practical methods and tools to manage research data throughout its lifecycle: creation, processing, analysis, preservation, and reuse. Topics covered include organizing data, using file naming conventions, writing a data management plan, and preparing to share data.

Attendees are 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.

NEW! UNDERSTANDING THE UNIVERSITY'S REVISED CONFLICT OF INTEREST POLICY AND ORGANIZATIONAL CONFLICT OF INTEREST POLICY
Presenter: Conflict of Interest Office Staff
Date: Friday, June 7, 2019
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Who Should Attend: Administrators, faculty, and others involved in research at the University

Learn about revisions to the University's Conflict of Interest Policy that permits greater employee engagement in entrepreneurial activities, removes the automatic Principal Investigator (PI) exclusion rule for certain research, and allows individuals to earn greater outside compensation while remaining PI of human subject research. Learn also about Pitt's Organizational Conflict of Interest Policy that addresses conflicts which could bias its judgment or result in unfair competitive advantage if not identified and managed or eliminated.

University Business and Financial Services

CAMPUS SECURITY AND THE CLERY ACT
Who Should Attend: University officials who have been designated as Campus Security Authorities, as well as faculty and staff who have significant responsibility for student and campus activities

The Jeanne Clery Act requires post-secondary institutions to collect crime information from a variety of persons within the institution who are identified as Campus Security Authorities. University staff and faculty who have significant interaction with student groups and/or who are responsible for campus activities are defined as Campus Security Authorities. This workshop will provide an overview of the Clery Act requirements, with particular emphasis on the role and responsibilities of Campus Security Authorities. This workshop is available through departmental trainings and online at https://my.pitt.edu/portal/server.pt/community/human_resources/395/preventing_discrimination_and_sexual_violence_title_ix/2873171. For departmental trainings, please call 412-624-4040.

EVERYTHING YOU WANTED TO KNOW ABOUT CAPITAL ASSETS BUT WERE AFRAID TO ASK
Presenter: Kevin Starke
                 Payment Processing and Compliance
Date: Wednesday, April 24, 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.

HIRING AND SUPERVISING STUDENT EMPLOYEES
Presenters: Bill Charleroy, Student Employment Administrator
                 Student Employment & Placement Assistance
                 Karin Asher, Associate Director
                 Office of Career Development & Placement Assistance
Date: Tuesday, June 18, 2019
Time: 9–11:30 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff who are responsible for the hiring and supervising of student employees

Student employees are an integral part of the workforce at the University of Pittsburgh. Participants in this workshop will learn the process for hiring student employees, guidelines for managing student employees effectively, and techniques for building an effective supervisor-student employee relationship. This course has been changed to include additional information on the supervisory aspect of a student employment structure within departments.

MANAGING STUDENT RECORDS
Presenters: Alex J. Toner, University Records Manager
                 University Library System
                 Eleanor Godbey, Records Manager
                 Office of the University Registrar
Date: Friday, May 3, 2019
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff who are responsible for administering, storing, and reviewing student records

Are you responsible for managing student records during a student's matriculation at the University? Interested in improving your recordkeeping practices while learning more about University resources for managing student records? This session will provide attendees with insight into aligning your student recordkeeping practices with your business functions; understanding institutional policies and procedures; supporting your departmental recordkeeping strategies with best practices; and identify records management resources across campus.

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

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

PROTECTING CHILDREN
The University strives to provide a safe academic and work environment for all members of its community and guests. This is especially important with respect to the safety and welfare of children. Those who will have direct contact with children should be trained in the protection of children. A resource for receiving training for recognizing and reporting child abuse is through the following online program at reportabusepa.pitt.edu. The PA Department of Human Services in collaboration with the University's School of Social Work, Pennsylvania Child Welfare Resource Center has developed this free, publically available training program. More information from the Department of Human Services on training requirements and services is available at www.keepkidssafe.pa.gov/training/index.htm.

PURCHASING FUNDAMENTALS TRAINING (ONLINE)
Who Should Attend: Faculty and staff who are responsible for purchasing goods and or services for their departments
Note: Completion of Purchasing Fundamentals Training satisfies the prerequisite to attend PRISM Purchasing and PantherExpress System training. PantherExpress System Shoppers are exempt from this prerequisite.

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

STUDENT PRIVACY AND FERPA
Presenters: Jennifer Seng, Associate General Counsel
                 Office of General Counsel
                 Patricia Mathay, University Registrar
Date: Friday, May 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.

NEW! UNDERSTANDING THE UNIVERSITY'S REVISED CONFLICT OF INTEREST POLICY AND ORGANIZATIONAL CONFLICT OF INTEREST POLICY
Presenter: Conflict of Interest Office Staff
Date: Friday, June 7, 2019
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Who Should Attend: Administrators, faculty, and others involved in research at the University

Learn about revisions to the University's Conflict of Interest Policy that permits greater employee engagement in entrepreneurial activities, removes the automatic Principal Investigator (PI) exclusion rule for certain research, and allows individuals to earn greater outside compensation while remaining PI of human subject research. Learn also about Pitt's Organizational Conflict of Interest Policy that addresses conflicts which could bias its judgment or result in unfair competitive advantage if not identified and managed or eliminated.

UNIVERSITY ARCHIVES AND RECORDS MANAGEMENT
Presenters: Zach Brodt, University Archivist
                 Alex J. Toner, University Records Manager
                   Archives Service Center
Date: Tuesday, June 4, 2019
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Who Should Attend: Faculty and staff responsible for administering, storing, and reviewing and disposing of University records

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

Environmental Health and Safety

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

CHEMICAL HYGIENE PLAN: LAB SAFETY TRAINING
Who Should Attend: University employees working with chemicals in laboratory or research settings

This training is required every three years for all Pitt faculty, staff, and student employees (full- or part-time) working with any chemical in a laboratory or research facility.

OSHA BLOODBORNE PATHOGENS
Who Should Attend: University employees with exposure to any potentially infectious material during an assigned duty

This training is required annually for all Pitt faculty, staff, and student employees (full- or part-time) working with or exposed to human patients or research subjects, human blood, human body fluids, human cells, or all other types of potentially infectious materials or agents.

RADIATION SAFETY AND RADIOACTIVE MATERIALS
This training is required for all Pitt faculty, staff, and student employees (full- or part-time) working with radioactive materials or equipment that produces ionizing radiation. Training is available for isotope research safety, analytical X-rays, and clinical use of radiation sources, as well as fluoroscopy certification for physicians. Contact the Radiation Safety Office for training dates, location, and registration details at 412-624-2728 or www.radsafe.pitt.edu.

SHIPPING INFECTIOUS SUBSTANCES OR BIOLOGICAL MATERIALS
Who Should Attend: University employees preparing or shipping infectious substances, specimens, or biological materials or any shipment that uses dry ice

This training is required every two years for Pitt faculty, staff, and student employees (full or part time) involved in the preparation, packaging, or shipment of infectious substances, biological materials, human/animal specimens, genetically modified micro-organisms, or any shipment involving the application or use of dry ice.

Certificate In Organizational Leadership And Ethics (COLE)

The Certificate in Organizational Leadership and Ethics (COLE) is a series of eight workshops that are designed for supervisors and administrators who want to maximize their ability to have impact as ethical leaders within their unit/department or overall workplace. This workshop series combines knowledge, interactive discussion and skill-building exercises to help participants learn the essentials of ethical leadership. Participants will learn competencies that include skills for building and maintaining a responsible workplace, responsible use of power and authority, enhancing productive work team performance and developing talent through the use of tools such as mentoring.

COLE workshops can be taken in any sequence over a five-year period. Faculty and staff can take one or more of these workshops based on interest. To receive a certificate, individuals must complete six of the eight workshops over a maximum 5-year period. COLE consists of the following eight workshops offered on a rotating basis each fall and spring:

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

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

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

MENTORING AND LEADING OTHERS*
Presenter: Audrey Murrell, Associate Dean and Associate Professor of Business Administration, College of Business Administration
Date: Tuesday, April 16, 2019
Time: 9:00 a.m.–12:00 p.m.
Location: 532 Alumni Hall
Materials Fee: $30

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

LEADERSHIP AND EFFECTIVE TALENT DEVELOPMENT*
Presenter: Debbie Good, Clinical Assistant Professor of Business Administration Joseph M. Katz Graduate School of Business and College of Business Administration
Date: Thursday, May 30, 2019
Time: 9:00 a.m.–12:00 p.m.
Location: 2400 Sennott Square
Materials Fee: $30

This workshop combines knowledge, interactive discussion, and skill-building exercises to help participants understand the "art" and the "science" of developing talent, the ethical use of rewards, recognition and incentives in the workplace, and how to lead people through change, transition, and chaos.

BUILDING SOCIAL CAPITAL BY MANAGING RELATIONSHIPS, CONFLICT, AND INCIVILITY IN THE WORKPLACE
Presenter: Ray Jones, Clinical Associate Professor of Business Administration Joseph M. Katz Graduate School of Business and College of Business Administration
Date: Tuesday, June 11, 2019
Time: 1–4:00 p.m.
Location: 2400 Sennott Square
Materials Fee: $30

This workshop combines knowledge, interactive discussion, and skill-building exercises to help participants understand the challenge for managers to take a constructive approach toward acts of incivility and conflict in the workplace. We will examine how acts of incivility can "spiral" into more serious incidents and we will consider how and why some individuals choose not to acknowledge, or respond in the face of, such behavior.

THE CHANGING AMERICAN WORKPLACE: RIGHTS, RESPONSIBILITIES, AND CHALLENGES
Presenter: Paul Klein, Clinical Associate Professor of Business Administration Joseph M. Katz Graduate School of Business and College of Business Administration
Date: Thursday, May 9, 2019
Time: 1–4:00 p.m.
Location: 2400 Sennott Square
Materials Fee: $30

This workshop examines the evolving workplace, looking at both legal and ethical dimensions of the world of work. A problem/case-oriented approach is used to consider some of the most confounding challenges we face in the workplace today. Participants will explore legal requirements that define our rights and responsibilities and how to navigate the many moral dilemmas for which the law does not provide clear guidance; only the minimum standard of behavior for which it was intended.

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

Human Resources Administration Certificate Program

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

The HR Administration Certificate Program consists of the following eight workshops:
- Talent Acquisition: Understanding the Staff Hiring Process at Pitt – for Supervisors
- Family and Medical Leave Act (FMLA) for Supervisors
- Managing Staff Performance: Maximizing Your Staff's Potential
- Managing Staff Performance: Addressing the Need for Improvement
- Fostering Diversity and Inclusion in the Workplace – a Supervisor's Role
- Compensation Administration for Supervisors
- Navigating PittSource for Supervisors
- Understanding Policies and Procedures for Staff Time Off – for Supervisors

FOSTERING DIVERSITY AND INCLUSION IN THE WORKPLACE – A SUPERVISOR'S ROLE
Presenters: Cheryl Ruffin, Manager of Affirmative Action
Warren McCoy, Diversity Specialist
Office of Diversity and Inclusion
Date: Tuesday, May 21, 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 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.

MANAGING STAFF PERFORMANCE: ADDRESSING THE NEED FOR IMPROVEMENT

Presenter:	Tenecia Ross, Director
	Employee & Labor Relations, Office of Human Resources
Date:	Tuesday, April 23, 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

You've learned how to develop your staff's potential, but even after employing the best management practices, staff performance can fall short of expectations. This workshop, designed as a follow-up to Maximizing Your Staff's Potential, will introduce supervisors to tools available to address staff performance that does not meet the requirements of a job. Workshop facilitators will discuss how supervisors can partner with Pitt's Employee Relations department to administer tools such as Performance Improvement Plans and performance and conduct memos, among others. Participants will also learn how the effective use of performance appraisals, including "special appraisals," provides a productive way to address the need for improvement in staff performance.

MANAGING STAFF PERFORMANCE: MAXIMIZING YOUR STAFF'S POTENTIAL

Presenter:	Mark Burdsall, Director
	Organization Development, Office of Human Resources
Date:	Wednesday, April 10, 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

One of the supervisor's most important responsibilities is to provide a framework that enables staff to develop their performance and achieve goals. This workshop provides supervisors with an overview of best practices and procedures for managing employee performance throughout the year. Topics include establishing performance expectations and goals, providing ongoing feedback, and conducting performance reviews. Participants will also learn about the performance management cycle and become familiar with tips and techniques for maximizing staff performance potential.

NAVIGATING PITT WORX TALENT CENTER – FOR SUPERVISORS

Presenter:	Sarah Morgan, Manager
	Jordan Miller, Training Specialist
	Talent Acquisition, Office of Human Resources
Date:	Wednesday, June 5, 2019
Time:	9:00 a.m.–12:00 p.m.
Location:	302 Bellefield 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, May 9, 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.

Instructor-Led Technology Workshops

CREATE YOUR OWN ONLINE SURVEYS (QUALTRICS)

Presenter:	Mark Mercier
	Pitt Information Technology
Date 1:	Thursday, March 28 11, 2019
Date 2:	Tuesday, April 23, 2019
Time:	10:00 a.m.–12:00 p.m.
Location:	302 Bellefield Hall

Qualtrics allows you to easily create a survey, collect data, analyze responses, and present results using professional-quality graphs. Get started creating and distributing your own surveys in this workshop.

CYBER THREATS: PROTECTING YOURSELF AND THE UNIVERSITY

Presenter:	Joel Garmon
	Pitt Information Technology
Date 1:	Thursday, March 21, 2019
Date 2:	Tuesday, April 2, 2019
Time:	2–3:00 p.m.
Location:	302 Bellefield Hall

Pitt IT has put a robust array of security measures and centralized security controls in place to protect the University's network and data. However, 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.

GATHER ESIGNATURES AND MANAGE DOCUMENT WORKFLOW (DOCUSIGN)

Presenter:	Mark Mercier
	Pitt Information Technology
Date 1:	Thursday, April 4, 2019
Date 2:	Tuesday, April 30, 2019
Time:	10–11:30 a.m.
Location:	302 Bellefield Hall

Learn how to send, sign, and manage documents electronically with the University's Digital Signature Service (DocuSign).

MICROSOFT EXCEL 2016: UNLEASH THE POWER OF PIVOT TABLES

Presenter:	Vernon Franklin, Technical Trainer
	Pitt Information Technology
Date 1:	Tuesday, April 9, 2019
Date 2:	Tuesday, April 16, 2019
Time:	10–11:00 a.m.
Location:	302 Bellefield Hall

Explore how to use Microsoft Excel Charts and the PivotTables 2016 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 2016: WORKSHEET, FORMULA, AND CHART FUNDAMENTALS

Presenter:	Vernon Franklin, Technical Trainer
	Pitt Information Technology
Date:	Tuesday, March 26, 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 2016: WORD, EXCEL, AND POWERPOINT QUICK START

Presenter: Vernon Franklin, Technical Trainer
               Pitt Information Technology
Date: Thursday, April 18, 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.

NEW! MICROSOFT POWERPOINT: PRESENTATIONS THAT ENHANCE LEARNING

Presenter: Vernon Franklin, Technical Trainer
               Pitt Information Technology
Date: Tuesday, May 21, 2019
Time: 10–11:30 a.m.
Location: 302 Bellefield Hall

This workshop is for faculty and staff familiar with the basic features of Microsoft PowerPoint who want to create a more appealing presentation that enhances the learning experience of audiences. Attend this workshop to learn how you can develop a more professional and creative presentation for training sessions, orientations, staff meetings, and board meetings, as well as looping slideshows.

TRAINING WHEN YOU WANT IT: LEVERAGING LYNDA/LINKEDIN LEARNING

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

Make the most of a fantastic professional development resource – online learning (Lynda.com). Learn how to search thousands of courses in business, technology, and creative skills. Create and share playlists, bookmark your favorite courses, and earn certificates.

TECH TRAINING ONLINE

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

OTHER RESOURCES

HEALTH AND FITNESS PROGRAM

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

UNIVERSITY CENTER FOR TEACHING AND LEARNING

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

THE WRITING CENTER

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

ORAL COMMUNICATIONS LAB

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

UNIVERSITY LIBRARY SYSTEM

The University Library System provides workshops on navigating the resources of the library and research-related resources. For more information, please visit www.library.pitt.edu/instruction-services.

FSDP Registration Procedures

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

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

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

If you require an accommodation to participate in a Faculty & Development Program (FSDP) workshop, please contact Organization Development at hr-odcont@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, 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.

ONLINE LEARNING WITH LYNDA.COM

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

Email this registration form to 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