UNIVERSITY OF PITTSBURGH



FACULTY & STAFF DEVELOPMENT PROGRAM

Workshops for March - June 2020 // 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 Mindfulness Part 2

NEW! Grocery Shopping for Your Health

NEW! Office Recess

Year of Creativity

NEW! C4C: Writing from the Senses

NEW! C4C: Geoflorals

NEW! 3D Printing Workshop: The Open Lab @ Hillman NEW! Pitt's University Art Gallery: Get Acquainted

Professional Development

Workplace Knowledge & Skills

Customer Service for Success
Effective Interpersonal Communication
Grammar, Punctuation, and Proofreading: Ensuring
Professional Presentation

NEW! Introduction to Project Management 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
Family and Medical Leave Act (FMLA) – for Supervisors
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 Talent Center – for Supervisors
PRISM TRKS – Employee Timecard (online)
PRISM TRKS – Supervisor Timecard Approval (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

Identity, Power, and Privilege

Individuals with Disabilities: Creating an

Accommodating and Inclusive Environment

Intercultural Competency

Microaggression: Recognizing and Challenging a Subtle Form of Bias

Preventing Sexual Misconduct: Understanding Your Responsibility

NEW! Supporting Trans & Non-Binary Community Members Veterans on Campus: Understanding a Barrier to Equal Opportunity

Workplace Bullying: Understanding a Barrier to Equal Opportunity

Global Competence Certificate Program

NEW! Developmental Model of Intercultural Sensitivity & the IDI Assessment Tool

Embracing the World at Pitt Intercultural Competency Strategies and Resources for International Travel NEW! Understanding India

Career Development

Interview Skills: Making a Good Impression
LinkedIn Learning: Professional Development on Demand
Résumé Writing and Cover Letters
Starting or Completing an Undergraduate Degree or

Certificate at Pitt
NEW! Tips and Resources for Managing Your Career

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

Introduction to Grants Management Services in the Office of Sponsored Programs Introduction to Subaward Administration Introduction to the PERIS™ Award Module

Introduction to the PERIS™ Award Module
Introduction to the PERIS™ MyFunding Module
NEW! Introduction to Using the Contraxx Electronic
Subaward Request Form

SPAR Introduction

University Business and Financial Services

Campus Security and the Clery Act Everything You Wanted to Know About Capital Assets But Were Afraid to Ask

Financial Information Overview (online)
Hiring and Supervising Student Employees
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)

Building Social Capital by Managing Relationships, Conflict, and Incivility in the Workplace

Mentoring and Leading Others

Leadership and Effective Talent Development The Changing American Workplace: Rights, Responsibilities, and Challenges

Human Resources Administration Certificate Program

Compensation Administration – for Supervisors Family and Medical Leave Act (FMLA) – for Supervisors Fostering Diversity & 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 Talent Center – for Supervisors
Talent Acquisition: Understanding the Staff Hiring
Process at Pitt – for Supervisors
Understanding Policies and Procedures for Staff T

Understanding Policies and Procedures for Staff Time
Off – for Supervisors

Technology

Instructor-Led Technology Workshops

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, & Chart Fundamentals

Microsoft Office 2019: Word, Excel, & PowerPoint Quick Start

Microsoft Outlook 2019: Organize Your Inbox Microsoft PowerPoint 2019: Punch Up Your Presentation NEW! Microsoft Teams: Communicate and Collaborate Like Never Before

Qualtrics Basics: Create Your Own Online Surveys 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.

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.

(CANCELLED) NEW! C4C: WRITING FROM THE SENSES

Presenter: Center for Creativity
Date: Wednesday, April 29, 2020

Time: 12–1:30 p.m.

Location: Center for Creativity, University Store on Fifth

Who Should Attend: All faculty and staff

The world reveals itself to us through our senses. Good writing takes that revelation and translates it so that others can see, smell, taste, feel, and hear what we do. Through guided writing prompts, we'll move through our own sensual worlds and discover how small details can ground our writing and connect us to each other. No previous writing experience required!

(CANCELLED) NEW! C4C: GEOFLORALS

Presenter: Center for Creativity
Date: Wednesday, May 13, 2020

Time: 12-1:30 p.m.

Location: Center for Creativity, University Store on Fifth

Who Should Attend: All faculty and staff

Do you love flowers? Are you interested in watercolors, pastels, and collage-making? Learn how to make beautiful geometric floral designs with mixed media in this beginner's workshop. Start by transforming blank paper into a riot of spring color by using watercolor or pastel, then cut and assemble your own unique floral creations. Amateur artists welcome!

NEW! 3D PRINTING WORKSHOP: THE OPEN LAB @ HILLMAN

Presenter: Open Lab

Date: Wednesday, June 3, 2020

Time: 12-1:30 p.m.

Location: Open Lab, G7 Hillman Library Lower Level

Who Should Attend: All faculty and staff

During this interactive workshop, participants learn the basics of 3D printing by examining current technologies, using online resources to find and generate 3D models, and following the steps of the printing process.

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

Presenter: Sylvia Rhor, Director

University Art Gallery Thursday, March 26, 2020

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: Mary Ethel McAuley: Behind the German Lines and Three Artists (Three Women) with UAG Director, Sylvia Rhor.

Healthy U

Date:

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.

(VIRTUAL) INTRODUCTION TO MINDFULNESS

Presenter: Erin Commendatore

Life Solutions

Date: Tuesday, April 7, 2020 Time: 12-1:00 p.m.

Location: VIRTUAL – This workshop will be presented remotely using

Microsoft Teams. Specific login information will be sent to registrants via email two days before the above date. Please

register as you normally would.

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: Friday, June 19, 2020
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.

(VIRTUAL) NEW! GROCERY SHOPPING FOR YOUR HEALTH

Presenter: Wellness Center Onsite Health Coach

Date: Friday, April 17, 2020 Time: 12–1:00 p.m.

Location: VIRTUAL - This workshop will be presented remotely using

WebEx. Specific login information will be sent to registrants via email two days before the above date. Please register as

you normally would.

Who Should Attend: All faculty and staff

When you go to the grocery store, are you thinking about dinner or eating heart healthy? Many times, dinner wins over! But good nutrition starts with smart choices at the grocery store, and without healthy ingredients, cooking healthy meals and snacks can be a challenge. In this lunch and learn session, you will learn tips and strategies for finding healthy choices in each aisle of the grocery store!

NEW! OFFICE RECESS

Presenter: Wellness Center Onsite Health Coach

Date: Friday, May 15, 2020
Time: 12-1:00 p.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

This interactive workshop includes a demonstration of 12 office-style recess activities to improve fitness and keep moving during the workday. Short bursts of physical activity throughout the day can help improve concentration, reduce stress, and overall leave you feeling more refreshed.

Workplace Knowledge and Skills

(VIRTUAL) CUSTOMER SERVICE FOR SUCCESS

Presenters: Laura Ainsley, Learning and Development Specialist

Organization Development, Office of Human Resources

Date: Tuesday, May 19, 2020

Time: 1–3:00 p.m.

Location: VIRTUAL – This workshop will be presented remotely using

an online platform. Specific login information will be sent to registrants via email two days before the above date.

Please register as you normally would.

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.

(VIRTUAL) EFFECTIVE INTERPERSONAL COMMUNICATION

Presenters: Diane Chabal, Manager

Date 1:

Date:

Time:

Date:

Laura Ainsley, Learning and Development Specialist Organization Development, Office of Human Resources Thursday, April 2, 2020 from 9–11:30 a.m. (CANCELLED)

Date 2: Wednesday, May 27, 2020 from 1–3:30 p.m. (VIRTUAL)

Location: VIRTUAL – This workshop will be presented remotely using an online platform. Specific login information will be sent to registrants via email two days before the above date.

Please register as you normally would.

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 Tuesday, June 2, 2020 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.

(CANCELLED) NEW! INTRODUCTION TO PROJECT MANAGEMENT

Presenter: Megan Soltesz, Director of Administration

School of Social Work Tuesday, April 28, 2020 9:00 a.m.-12:00 p.m.

Time: 9:00 a.m.-12:00 p.m. Location: 342 Craig Hall

Who Should Attend: Staff and faculty whose responsibilities include managing

projects for their school or department

This workshop provides participants with an introduction to project management as defined by the Project Management Institute (PMI). The PMI has defined project management as "the application of knowledge, skills, tools, and techniques to a broad range of activities in order to meet the requirements of a particular project." This class touches upon the basic structure and concepts of project management, and highlight best practices that are widely applicable to professional growth across a spectrum of positions and responsibilities.

(VIRTUAL) MANAGING UP

Presenters: Diane Chabal, Manager

Laura Ainsley, Learning and Development Specialist Organization Development, Office of Human Resources

Date 1: Thursday, April 30, 2020 from 9–11:00 a.m. (CANCELLED)
Date 2: Wednesday, May 20, 2020 from 1–3:00 p.m. (VIRTUAL)
Location: VIRTUAL – This workshop will be presented remotely using an online platform. Specific login information will be sent

to registrants via email two days before the above date.

Please register as you normally would.

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."

(VIRTUAL) PROBLEM SOLVING SKILLS FOR THE WORKPLACE

Presenter: Laura Ainsley, Learning and Development Specialist

Jordan Miller, Learning and Development Specialist Organization Development, Office of Human Resources Wednesday, May 6, 2020 from 1–3:00 p.m. (VIRTUAL)

Date 1: Wednesday, May 6, 2020 from 1–3:00 p.m. (VIRTUAL)
Date 2: Thursday, June 11, 2020 from 9–11:00 a.m.

Location: VIRTUAL – This workshop will be presented remotely using

an online platform. Specific login information will be sent to registrants via email two days before the above date.

Please register as you normally would.

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.

(VIRTUAL) PUBLIC SPEAKING IN A NUTSHELL

Presenter: Michael Bannon, Director Communication Lab
Date: Tuesday, April 21, 2020
Time: 9:00 a.m.-12:00 p.m.

Location: VIRTUAL – This workshop will be presented remotely using

Zoom. Specific login information will be sent to registrants via email two days before the above date. Please register as

you normally would.

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 Wednesday, May 20, 2020

Time: 9-11:30 a.m. Location: 342 Craig Hall

Date:

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.

(VIRTUAL) TAMING THE EMAIL BEAST

Presenters: Laura Ainsley, Learning and Development Specialist

Jordan Miller, Learning and Development Specialist Organization Development, Office of Human Resources

Vernon Franklin, Technical Trainer
Pitt Information Technology

Date 1: Wednesday, April 15, 2020 from 1–3:00 p.m.
Date 2: Wednesday, May 14, 2020 from 9–11:00 a.m.

Location: VIRTUAL – These workshop will be presented remotely using

Microsoft Teams. Specific login information will be sent to registrants via email two days before the above date. Please

register as you normally would.

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.

(VIRTUAL) TIME MANAGEMENT

Presenters: Laura Ainsley, Learning and Development Specialist

Jordan Miller, Learning and Development Specialist Organization Development, Office of Human Resources

Date 1: Tuesday, May 5, 2020 from 1-3:00 p.m. (VIRTUAL) Wednesday, June 17, 2020 from 9-11:00 a.m. Date 2:

VIRTUAL - This workshop will be presented remotely using Location:

an online platform. Specific login information will be sent to registrants via email two days before the above date.

Please register as you normally would.

All faculty and staff Who Should Attend:

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

Date 1:

Date 2:

Location:

· 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
- One Diversity & Inclusion workshop offered through the Faculty & Staff **Development Program**

(VIRTUAL) EFFECTIVE INTERPERSONAL COMMUNICATION

Presenters: Diane Chabal, Manager

> Laura Ainsley, Learning and Development Specialist Organization Development, Office of Human Resources Thursday, April 2, 2020 from 9-11:30 a.m. (CANCELLED) Wednesday, May 27, 2020 from 1-3:30 p.m. (VIRTUAL) VIRTUAL - This workshop will be presented remotely using

an online platform. Specific login information will be sent to registrants via email two days before the above date.

Please register as you normally would.

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.

(VIRTUAL) MANAGING UP

Date 1:

Date 2: Location:

Date 1:

Presenters: Diane Chabal, Manager

> Laura Ainsley, Learning and Development Specialist Organization Development, Office of Human Resources Thursday, April 30, 2020 from 9-11:00 a.m. (CANCELLED) Wednesday, May 20, 2020 from 1-3:00 p.m. (VIRTUAL)

VIRTUAL - This workshop will be presented remotely using an online platform. Specific login information will be sent to registrants via email two days before the above date.

Please register as you normally would.

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."

(VIRTUAL) PROBLEM SOLVING SKILLS FOR THE WORKPLACE

Presenter: Laura Ainsley, Learning and Development Specialist

Jordan Miller, Learning and Development Specialist Organization Development, Office of Human Resources Wednesday, May 6, 2020 from 1-3:00 p.m. (VIRTUAL)

Date 2: Thursday, June 11, 2020 from 9-11:00 a.m.

VIRTUAL - This workshop will be presented remotely using Location:

an online platform. Specific login information will be sent to registrants via email two days before the above date.

Please register as you normally would.

All faculty and staff Who Should Attend:

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.

(VIRTUAL) TAMING THE EMAIL BEAST

Presenters: Laura Ainsley, Learning and Development Specialist

Jordan Miller, Learning and Development Specialist Organization Development, Office of Human Resources

Vernon Franklin, Technical Trainer Pitt Information Technology

Wednesday, April 15, 2020 from 1-3:00 p.m. Date 1: Wednesday, May 14, 2020 from 9-11:00 a.m. Date 2:

VIRTUAL - These workshop will be presented remotely using Location:

Microsoft Teams. Specific login information will be sent to registrants via email two days before the above date. Please

register as you normally would.

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.

(VIRTUAL) TIME MANAGEMENT

Presenters: Laura Ainsley, Learning and Development Specialist

Jordan Miller, Learning and Development Specialist Organization Development, Office of Human Resources

Date 1: Tuesday, May 5, 2020 from 1–3:00 p.m. (VIRTUAL)
Date 2: Wednesday, June 17, 2020 from 9–11:00 a.m.

Location: VIRTUAL – This workshop will be presented remotely using an online platform. Specific login information will be sent

to registrants via email two days before the above date.

Please register as you normally would.

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.

COMPENSATION ADMINISTRATION - FOR SUPERVISORS

Presenter: Compensation Staff

Office of Human Resources

Date: Tuesday, June 2, 2020

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

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: Alison Lloyd, Employee Relations Specialist

Employee and Labor Relations, Office of Human Resources

Anthony Payne, Benefits Analyst Benefits, Office of Human Resources

Date: Thursday, May 21, 2020 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

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

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.

(VIRTUAL) 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: Wednesday, April 1, 2020

Time: 9-11:00 a.m.

Location: VIRTUAL – This workshop will be presented remotely using

Microsoft Teams. Specific login information will be sent to registrants via email two days before the above date. Please

register as you normally would.

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.

(VIRTUAL) MANAGING STAFF PERFORMANCE: ADDRESSING THE NEED FOR IMPROVEMENT

Presenters: Tenecia Ross, Director

Employee and Labor Relations, Office of Human Resources

Date: Thursday, April 30, 2020

Time: 1-3:00 p.m.

Location: VIRTUAL - This workshop will be presented remotely using

GoToMeeting. Specific login information will be sent to registrants via email two days before the above date. Please

register as you normally would.

Note: This workshop is available via web conference to Pitt's

regional campuses. Specific details sent via email prior to

vorkshop 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," provide a productive way to address the need for improvement in staff performance.

(VIRTUAL) MANAGING STAFF PERFORMANCE: MAXIMIZING YOUR STAFF'S POTENTIAL

Presenters: Mark Burdsall, Director

Organization Development, Office of Human Resources

Date: Wednesday, April 8, 2020

Time: 9-11:00 a.m.

Location: VIRTUAL – This workshop will be presented remotely using

Microsoft Teams. Specific login information will be sent to registrants via email two days before the above date. Please

register as you normally would.

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.

(VIRTUAL) NAVIGATING TALENT CENTER - FOR SUPERVISORS

Presenter: Bree Houck, Manager

Talent Acquisition, Office of Human Resources Jordan Miller, Learning and Development Specialist Organization Development, Office of Human Resources

Date: Friday, April 24, 2020 Time: 9-11:00 a.m.

Location: VIRTUAL – This workshop will be presented remotely using an

online meeting platform. Specific login information will be sent to registrants via email two days before the above date. Please

register as you normally would.

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 $\frac{http://www.bc.pitt.}{edu/prism/prismtrks/compTraining.html}$

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

Presenter: Bree Houck, Manager

Talent Acquisition, Office of Human Resources

Date: Friday, May 22, 2020 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 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: Stephanie Varholak, Employee Relations Specialist

Employee and Labor Relations, Office of Human Resources

Date: Thursday, May 21, 2020

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: Alison Lloyd, Employee Relations Specialist

Employee and Labor Relations, Office of Human Resources

Date: Wednesday, June 3, 2020

Time: 1–3:00 p.m. Location: 342 Craig Hall

Note: This workshop is ava

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 rezpecki@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
- · Supporting Trans and Non-Binary Community Members

(VIRTUAL) BABY BOOMERS TO MILLENNIALS: RESPECT & PRODUCTIVITY IN THE WORKPLACE

Presenter: Warren McCoy, Institutional Equity Specialist

Office of Diversity and Inclusion

Wednesday, April 29, 2020

Time: 9-11:00 a.m.

Date:

Location: VIRTUAL – This workshop will be presented remotely using an

Zoom. Specific login information will be sent to registrants via

email two days before the above date. Please register as you

normally would.

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 and 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: Tuesday, May 5, 2020
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.

(VIRTUAL) 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 Wednesday, April 15, 2020

Date 2: Thursday, June 4, 2020 Time: 9–11:00 a.m.

Date 1:

Location: VIRTUAL – This workshop will be presented remotely using an

Zoom. Specific login information will be sent to registrants via email two days before the above date. Please register as you

normally would.

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.

(VIRTUAL) IDENTITY, POWER, AND PRIVILEGE

Presenter: Mario C. Browne, MPH, CDP, Director

Office of Health Sciences, Diversity & Inclusion

Schools of Health Sciences Diversity

Date: Wednesday, May 13, 2020

Time: 9-11:00 a.m.

Location: VIRTUAL - This workshop will be presented remotely using an

Microsoft Teams. Specific login information will be sent to registrants via email two days before the above date. Please

register as you normally would.

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.

(CANCELLED) INDIVIDUALS WITH DISABILITIES: CREATING AN ACCOMMODATING AND INCLUSIVE ENVIRONMENT

Presenter: Leigh Culley, Director

Noreen Mazzocca, Disability Specialist Disability Resources and Services

Date: Tuesday, April 14, 2020

Time: 9-11:00 a.m.
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 COMPETENCY

Presenters: Delo Blough, Director

Katherine Von Lehman, Assistant Director of Outreach & Assessment

Office of International Services

Date 1: Friday, April 17, 2020 (CANCELLED)

Date 2: Tuesday, May 12, 2020
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 & CHALLENGING A SUBTLE FORM OF BIAS

Presenter: Warren McCoy, Institutional Equity Specialist

Office of Diversity and Inclusion

Date 1: Tuesday, May 19, 2020
Date 2: Tuesday, June 9, 2020
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.

(VIRTUAL) PREVENTING SEXUAL MISCONDUCT: UNDERSTANDING YOUR RESPONSIBILITY

Presenters: Kristy Rzepecki, Senior Title IX and Diversity Specialist

Carrie Benson, Prevention and Education Coordinator

Office of Diversity and Inclusion

Date 1: Tuesday, April 21, 2020 Date 2: Wednesday, May 13, 2020

Time: 1-3:00 p.m.

Location: VIRTUAL – This workshop will be presented remotely using

Microsoft Teams. Specific login information will be sent to registrants via email two days before the above date.

Please register as you normally would.

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.

(VIRTUAL) SUPPORTING TRANS AND NON-BINARY COMMUNITY MEMBERS

Presenter: Carrie Benson, Prevention and Education Coordinator

Office of Diversity and Inclusion

Date: Tuesday, April 7, 2020

Time: 9–10:15 a.m.

Location: VIRTUAL – This workshop will be presented remotely using

Microsoft Teams. Specific login information will be sent to

registrants via email two days before the above date. Please

register as you normally would.

Who Should Attend: All faculty and staff

This session will provide participants with the opportunity to practice inclusive language, discuss societal barriers to inclusion, and gain tools that can be used in their own department. Facilitators will provide basic information and terminology during the first part of the session. Next, participants will discuss a relevant scenario. The session will end with an overview and discussion of resources and tools that can be used to create more inclusive spaces.

VETERANS ON CAMPUS: UNDERSTANDING RESOURCES AND OPPORTUNITY

Aryanna Berringer, Director Presenters:

Brett Foley, Program Coordinator Office of Veterans Services

Date: Wednesday, May 6, 2020

9-11:00 a.m. Time: Location: 342 Craig Hall Who Should Attend: All faculty and staff

This workshop is designed to educate faculty and staff about the veteran- and militaryaffiliated 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.

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, June 3, 2020 Time: 9-10:00 a.m.

Location: 342 Craig Hall Who Should Attend: All faculty and staff

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

Global Competence Certificate Program

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

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

The Global Competence Certificate Program consists of the following workshops:

Two required sessions:

- Embracing the World at Pitt
- · Intercultural Competency

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
- · Hosting Academic Visitors and International Delegations
- · International Partnership Agreements
- · Working with International Students
- · Working with International Scholars & Employees

NEW! DEVELOPMENTAL MODEL OF INTERCULTURAL SENSITIVITY & THE **IDI ASSESSMENT TOOL**

Presenters: Delo Blough, Director

> Sara Jones, Associate Director Office of International Services

Sarah Wagner, Director

Vira I. Heinz Program for Women in Global Leadership

Date: Thursday, June 18, 2020 9:00 a.m.-12:00 p.m. Time: Location: 342 Craig Hall Who Should Attend: All faculty and staff

The Developmental Model of Intercultural Sensitivity (DMIS) provides a structure for understanding how people experience cultural difference. Six stages of perspectives describe how a person sees, thinks about, and interprets events happening around them from an intercultural-difference perspective. The Intercultural Development Inventory (IDI) assesses intercultural competence - the capability to shift cultural perspective and appropriately adapt behavior to cultural differences and commonalities. This module allows participants to explore their assessment results.

(VIRTUAL) 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: Friday, May 1, 2020 Time: 9-11:00 a.m.

VIRTUAL - This workshop will be presented remotely using Location:

an online platform. Specific login information will be sent to registrants via email two days before the above date.

Please register as you normally would.

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

Delo Blough, Director Presenters:

Katherine Von Lehman, Assistant Director of Outreach & Assessment

Office of International Services

Date 1: Friday, April 17, 2020 (CANCELLED)

Tuesday, May 12, 2020 Date 2: 9:00 a.m.-12:00 p.m. Time: 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.

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: Wednesday, June 10, 2020
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.

NEW! UNDERSTANDING INDIA

Presenter: Joseph Alter, Director

Asian Studies Center

University Center for International Studies

Date: Wednesday, May 27, 2020
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 India. Discover how India'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:
 Tuesday, June 2, 2020

 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: Thursday, May 14, 2020 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.

(CANCELLED) STARTING OR COMPLETING AN UNDERGRADUATE DEGREE OR CERTIFICATE AT PITT

Presenter: Lena Zellers, Recruiter

College of General Studies

Lindsey Bandison, Benefits Representative Benefits, Office of Human Resources

Date: Wednesday, April 22, 2020

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.

(CANCELLED) LINKEDIN LEARNING: PROFESSIONAL DEVELOPMENT ON DEMAND

Presenter: Vernon Franklin, Technical Trainer

Pitt Information Technology

Date: Tuesday, April 7, 2020
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.

NEW! TIPS AND RESOURCES FOR MANAGING YOUR CAREER

Presenters: Diane Chabal, Manager

Organization Development, Office of Human Resources

Carol Balk, Career Consultant College of General Studies Wednesday, June 10, 2020

Time: 12-1:30 p.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

Date:

This workshop offers participants tips for taking personal responsibility for their careers. Topics include understanding personal strengths and transferrable skills; what motivates us to take action steps for career development; making the most of opportunities in your current job; and what resources are available at Pitt and elsewhere for professional development, networking, and job boards like Talent Center.

Note: This workshop is presented from 12:10–12:50 p.m. followed by an optional question and answer and group discussion from 12:50–1:15 p.m. Supervisor approval is not required for this workshop if time is not taken away from regular work hours (i.e. lunch hour).

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 www.cgs.pitt.edu.

Date:

Note:

Personal Finance

FINANCIAL FREEDOM: STRATEGIES FOR REDUCING DEBT AND SAVING MORE

Presenter: Vanguard Group
Date: Thursday, June 25, 2020

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/eyents.

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.controller.pitt.edu/financial-compliance-for-research/workshops-registration.

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.controller.pitt.edu/financial-compliance-for-research/workshops-registration.

(VIRTUAL) BASICS OF FEDERAL CONTRACT ADMINISTRATION

Presenters: DJ Swank, Federal Contracts Officer

Abbey McSwigan, Senior Contracts Officer

Office of Sponsored Programs

Date: Thursday, April 9, 2020

Time: 9-11:00 a.m.

Location: VIRTUAL – This workshop will be presented remotely using

Microsoft Teams. Specific login information will be sent to registrants via email two days before the above date. Please

register as you normally would.

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 funding mechanisms with a focus on applying for and managing federal research contracts and will become familiar with key areas of risk related to these agreements.

(CANCELLED) CLINICAL AND CORPORATE CONTRACT BASICS

Presenters: Nathan Bray, Clinical and Corporate Contracts Officer

Shane Riley, Clinical and Corporate Contracts Officer

Office of Sponsored Programs Thursday, April 16, 2020

Time: 9-11:00 a.m. Location: 341 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 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.controller.pitt.edu/financial-compliance-for-research/workshops-registration.

NEW! INTRODUCTION TO USING THE CONTRAXX ELECTRONIC SUBAWARD REQUEST FORM

Presenters: Zach Byrnes, Associate Director for Grants Management & Contracting

Heide J. Eash, Associate Director for Federal Contracts Adam McDowell, Associate Director for Clinical/Corporate Contracts

Office of Sponsored Programs
Date: Thursday, May 7, 2020

Time: 9–11:00 a.m.

Location: Office of Sponsored Programs Training Room

Who Should Attend: Faculty and departmental administrators submitting subrecipient

subaward requests to the Office of Sponsored Programs for funded agreements via the Contraxx Electronic Subaward Request Form

This workshop offers an introduction to the Contraxx Electronic Subaward Request Form utilized by faculty and departmental administrators submitting subrecipient subaward requests to the Office of Sponsored Programs for funded agreements. Content includes introductions into logging into the system, creating a new subaward request, submitting a request, checking the status of a request, and how/who to contact with questions. Participants will learn about the different areas of Contraxx to be completed.

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, May 28, 2020

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 SUBAWARD ADMINISTRATION

Presenters: Carol Chatman, Subaward Officer Caroline Magoc, Subaward Analyst

Office of Sponsored Programs

Date: Tuesday, May 12, 2020 Time: 9-11:00 a.m. Location: 300 Murdoch Building

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.

INTRODUCTION TO THE PERIS™ AWARD MODULE

Presenter: Eric Larson, CRA Electronic Research & Support Administrator

Office of Sponsored Programs

Date: Wednesday, June 17, 2020

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: Thursday, May 21, 2020

Time: 9-11:00 a.m.
Location: 300 Murdoch Building

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.controller.pitt.edu/financial-compliance-for-research/workshops-registration.

University Business and Financial Services

CAMPUS SECURITY AND THE CLERY ACT

Presenter: Kathy Buccigrossi, Clery Compliance Officer

Public Safety

 Date:
 Tuesday, June 3, 2020

 Time:
 9-11:00 a.m.

 Location:
 342 Craig Hall

Who Should Attend: University officials who have been designated as Campus

Security Authorities, as well as faculty and staff who have significant responsibility for student and campus activities

The Jeanne Clery Act requires post-secondary institutions to collect crime information from a variety of persons within the institution who are identified as Campus Security Authorities. University staff and faculty who have significant interaction with student groups and/or who are responsible for campus activities are defined as Campus Security Authorities. This workshop will provide an overview of the Clery Act requirements, with particular emphasis on the role and responsibilities of Campus Security Authorities.

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

Presenter: Kevin Starke

Payment Processing and Compliance

Date: Tuesday, April 23, 2020 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: Caity Miller, Student Employment Administrator

Student Employment & Placement Assistance

Karin Asher, Associate Director

Office of Career Development & Placement Assistance

Date: Friday, May 29, 2020 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 a student employee, 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 successful student employment structure within departments.

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 quests. 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

Completion of Purchasing Fundamentals Training satisfies Note:

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, Assisstant Vice Chancellor & Deputy Chief Legal Officer

Office of University Counsel

Patricia Mathay, University Registrar

Date: Friday, June 19, 2020 Time: 9-10:30 a.m. 342 Craig Hall Location:

Who Should Attend: All faculty and staff who handle, review, store, or disclose

student records and all other interested in professional

development in this area.

The Family Educational Rights and Privacy Act (FERPA) is the law that the University and its employees must follow with regard to student records. This workshop will give participants an overview of student privacy laws, regulations, and University policies pertaining to the confidentiality of student records. Because failure to follow FERPA can result in federal censure, loss of federal funding from the U.S. Department of Education, and adverse reflection on one's employment at the University, it is important information for all faculty and staff who handle student records. This session will help participants avoid the pitfalls of noncompliance and become the student records "go-to person" in their department. Upon completion of this session, attendees will know how and when FERPA applies at Pitt, what exceptions to disclosure of records exist, where to go for further information, and how University policy is applied to student records.

Environmental Health and Safety

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

CHEMICAL HYGIENE PLAN: LAB SAFETY TRAINING

Who Should Attend: University employees working with chemicals in laboratory or

research settings

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

OSHA BLOODBORNE PATHOGENS

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

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

RADIATION SAFETY AND RADIOACTIVE MATERIALS

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

SHIPPING INFECTIOUS SUBSTANCES OR BIOLOGICAL MATERIALS

Who Should Attend: University employees preparing or shipping infectious

substances, specimens, or biological materials or any shipment that uses dry ice

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

Certificate In Organizational Leadership And Ethics (COLE)

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

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

COLE consists of the following eight workshops offered on a rotating basis each fall and spring:

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

Who Should Attend: Faculty and staff who are supervisors or administrators or

those who have made the transition from technical or administrative positions into managerial career paths where effectively managing people is part of competency

development and overall effectiveness

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

LEADERSHIP DEVELOPMENT

(CANCELLED) BUILDING SOCIAL CAPITAL BY MANAGING RELATIONSHIPS, CONFLICT. AND INCIVILITY IN THE WORKPLACE*

Presenter: Ray Jones, Clinical Associate Professor of Business Administration

College of Business Administration

Joseph M. Katz Graduate School of Business

 Date:
 Tuesday, June 16, 2020

 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 consider how and why some individuals choose not to acknowledge, or respond in the face of, such behavior.

(CANCELLED) MENTORING AND LEADING OTHERS*

Presenter: Audrey Murrell, Acting Dean

Pitt Honors College Tuesday, May 19, 2020 9:00 a.m.-12:00 p.m.

Time: 9:00 a.m.-12:00 p.m. Location: 2400 Sennott Square

Materials Fee: \$30

Date:

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.

(CANCELLED) LEADERSHIP AND EFFECTIVE TALENT DEVELOPMENT*

Presenter: Debbie Good, Clinical Assistant Professor of Business Administration

College of Business Administration

Joseph M. Katz Graduate School of Business

Date: Tuesday, May 12, 2020 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 "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.

(CANCELLED) THE CHANGING AMERICAN WORKPLACE: RIGHTS, RESPONSIBILITIES, AND CHALLENGES*

Presenter: Paul Klein, Clinical Associate Professor of Business Administration

College of Business Administration

Joseph M. Katz Graduate School of Business

 Date:
 Thursday, April 30, 2020

 Time:
 9:00 a.m.-12:00 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 at 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 is 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. 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 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: Tuesday, June 2, 2020 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

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: Alison Lloyd, Employee Relations Specialist

Employee and Labor Relations, Office of Human Resources

Anthony Payne, Benefits Analyst Benefits, Office of Human Resources

Date: Thursday, May 21, 2020

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.

(VIRTUAL) 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: Wednesday, April 1, 2020

Time: 9-11:00 a.m.

Location: VIRTUAL - This workshop will be presented remotely using

Microsoft Teams. Specific login information will be sent to registrants via email two days before the above date. Please

register as you normally would.

Note: This workshop is available via web conference to Pitt's

regional campuses. Specific details sent via email prior to

workshop date.

TECHNOLOGY

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.

(VIRTUAL) MANAGING STAFF PERFORMANCE: ADDRESSING THE NEED FOR IMPROVEMENT

Presenters: Tenecia Ross, Director

Employee and Labor Relations, Office of Human Resources

Date: Thursday, April 30, 2020

Time: 1-3:00 p.m.

Location: VIRTUAL – This workshop will be presented remotely using

GoToMeeting. Specific login information will be sent to registrants via email two days before the above date. Please

register as you normally would.

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," provide a productive way to address the need for improvement in staff performance.

(VIRTUAL) MANAGING STAFF PERFORMANCE: MAXIMIZING YOUR STAFF'S POTENTIAL

Presenters: Mark Burdsall, Director

Organization Development, Office of Human Resources

Date: Wednesday, April 8, 2020

Time: 9-11:00 a.m.

Location: VIRTUAL – This workshop will be presented remotely using

Microsoft Teams. Specific login information will be sent to registrants via email two days before the above date. Please

register as you normally would.

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.

(VIRTUAL) NAVIGATING TALENT CENTER - FOR SUPERVISORS

Presenter: Bree Houck, Manager

Talent Acquisition, Office of Human Resources Jordan Miller, Learning and Development Specialist Organization Development, Office of Human Resources

Date: Friday, April 24, 2020

Time: 9-11:00 a.m.

Location: VIRTUAL – This workshop will be presented remotely using

an online meeting platform. Specific login information will be sent to registrants via email two days before the above

date. Please register as you normally would.

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: Bree Houck, Manager

Talent Acquisition, Office of Human Resources

Date: Friday, May 22, 2020
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 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: Alison Lloyd, Employee Relations Specialist

Employee and Labor Relations, Office of Human Resources

Date: Wednesday, June 3, 2020

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

DOCUSIGN BASICS: GATHER ESIGNATURES AND MANAGE DOCUMENT WORKFLOW

Presenter: Mark Mercier

Pitt Information Technology

Date 1: Wednesday, April 1, 2020 from 1–2:30 p.m. (CANCELLED)

Date 2: Tuesday, June 9, 2020 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).

(CANCELLED) IT SECURITY: PROTECTING YOURSELF & THE UNIVERSITY FROM CYBER THREATS

Presenter: Joel Garmon

Pitt Information Technology

Date 1: Thursday, May 14, 2020 from 1-2:00 p.m.
Date 2: Tuesday, June 2, 2020 from 2-3:00 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

TECHNOLOGY

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.

(CANCELLED) LINKEDIN LEARNING: PROFESSIONAL DEVELOPMENT ON DEMAND

Presenter: Vernon Franklin, Technical Trainer

Pitt Information Technology

Date: Tuesday, April 7, 2020
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.

(VIRTUAL) MICROSOFT EXCEL 2019: UNLEASH THE POWER OF PIVOT TABLES

Presenter: Vernon Franklin, Technical Trainer

Pitt Information Technology

Date 1: Thursday, April 2, 2020 from 10-11:00 a.m.
Date 2: Tuesday, April 21, 2020 from 1-2:00 p.m.

Location: VIRTUAL – This workshop will be presented remotely using

Zoom. Specific login information will be sent to registrants via email two days before the above date. Please register as

you normally would.

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.

(CANCELLED) MICROSOFT EXCEL 2019: WORKSHEET, FORMULA, AND CHART FUNDAMENTALS

Presenter: Vernon Franklin, Technical Trainer

Pitt Information Technology
Date: Tuesday, March 31, 2020

Time: 10-11:30 a.m. Location: 302 Bellefield Hall

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

(VIRTUAL) MICROSOFT OFFICE 2019: WORD, EXCEL, AND POWERPOINT QUICK START

Presenter: Vernon Franklin, Technical Trainer

Pitt Information Technology

Date: Thursday, April 16, 2020 Time: 9:00 a.m.-12:00 p.m.

Location: VIRTUAL – This workshop will be presented remotely using

Zoom. Specific login information will be sent to registrants via email two days before the above date. Please register as

you normally would.

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.

(CANCELLED) MICROSOFT OUTLOOK 2019: ORGANIZE YOUR INBOX

Presenter: Vernon Franklin, Technical Trainer

Pitt Information Technology Thursday, April 9, 2020

Date: Thursday, April 9, 2020 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, April 30, 2020

Time: 9-10:30 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.

NEW! MICROSOFT TEAMS: COMMUNICATE & COLLABORATE LIKE NEVER BEFORE

Presenter: Mark Mercier

Pitt Information Technology

Date 1: Tuesday, May 26, 2020
Date 2: Thursday, June 11, 2020

Time: 9-11:00 a.m. Location: 302 Bellefield Hall

This introductory session demonstrates how you and your students, staff, or colleagues can improve communication and collaboration using Microsoft Teams. Discover ways to leverage chat, meetings, video conferencing, file storage, collaboration tools and third-party plug-ins through this powerful app integrated with Microsoft Office.

QUALTRICS BASICS: CREATE YOUR OWN ONLINE SURVEYS

Presenter: Mark Mercier

Pitt Information Technology

Date 1: Tuesday, March 24, 2020 from 9–10:30 a.m. (CANCELLED)

Date 2: Tuesday, May 5, 2020 from 2:30-4 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, March 26, 2020 from 9:30–11 a.m. (CANCELLED)

Date 2: Thursday, May 7, 2020 from 2:30–4 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.

UNIVERSITY OF PITTSBURGH

OTHER RESOURCES

HEALTH AND FITNESS PROGRAM

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

UNIVERSITY CENTER FOR TEACHING AND LEARNING

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

THE WRITING CENTER

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

ORAL COMMUNICATIONS LAB

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

UNIVERSITY LIBRARY SYSTEM

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

ONLINE LEARNING

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 to access thousands of online training courses that include software applications and other topics to enhance your business knowledge and skills. In addition to over 1000 technical training courses in a broad range of areas, you will also find courses in areas such as Leader Fundamentals, Managing Your Operation; Engaging Talent; Communication Skills, Project Management; time Management and Productivity; and a variety of Self-Development topics.

FSDP Registration Procedures

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

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

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

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

Email this registration form to https://mexito.org/https://mexito.org/https://mexito.org/https://mexito.org/https://mexito.o

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