FACULTY & STAFF DEVELOPMENT PROGRAM

60+ courses

4 certificate programs

Office of Human Resources | Organization Development

FACULTY & STAFF DEVELOPMENT PROGRAM

Workshops for March-June 2017 // Register at hr.pitt.edu/fsdp

Ready to build your professional knowledge and skills?

With over 60 courses, including four 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. Review course descriptions to help identify which programs will help maximize your professional growth.

Professional Development

Workplace Knowledge & Skills
An Introduction to Social Media: Networking on the Web
Effective Interpersonal Communication
Grammar, Punctuation, and Proofreading: Ensuring Professional Presentation
Managing Staff Performance: Addressing the Need for Performance Improvement
Navigating the University Library System
Problem Solving Skills for the Wrokplace
Public Speaking in a Nutshell
Strategies for Excellence in Written Professional Communication
NEW! Time Management
Writing with Style – University Style, That Is!
Working through Conflict

Administrative Professionals Certificate Program
Effective Interpersonal Communication
Problem Solving Skills for the Workplace
NEW! Time Management

Human Resources
Discrimination and Harassment Prevention (online)
Family & Medical Leave Act (FMLA) - for Supervisors
Fostering Diversity & Inclusion in the Workplace - A Supervisor's Role
Managing Staff Performance: Addressing the Need for Performance Improvement
Managing Staff Performance: Maximizing Your Staff's Potential
PRISM TRKS - Employee Timecard (online)
PRISM TRKS - Supervisor Timecard
Talent Acquisition: Understanding the Staff Hiring Process at Pitt – for Supervisors

Diversity and Inclusion Certificate Program
Fostering a Diverse and Inclusive Environment: The WHY and HOW
NEW! Individuals with Disabilities: Creating an Accommodating and Inclusive Environment
Intercultural Competency: Beyond the Basics
NEW! Microaggression: Recognizing and Challenging a Subtle form of Bias
Preventing Sexual Misconduct: Understanding Your Responsibility
NEW! Veterans on Campus: Understanding Resources and Opportunity
Workplace Bullying: Understanding a Barrier to Equal Opportunity

International Services Development
Intercultural Competency: Beyond the Basics
International Scholars and Employees @ Pitt
International Students @ Pitt
Working with International Populations @ Pitt

Career Development
Developing Your Career at the University of Pittsburgh
NEW! Interview Skills: Making a Good Impression
Resume Writing and Cover Letters
Starting or Completing an Undergraduate Degree or Certificate at the University of Pittsburgh
Using Social Media for Career Networking

Continuing Education

Personal Finance
Financial Freedom: Strategies for Reducing Debt and Saving More
Tomorrow in Focus
NEW! TIAA Webinars

University Business and Financial Services
Advanced SPAR – Cost Sharing
Basics of Effort Reporting
Basics of Federal Contract Administration
Campus Security and the Clery Act
Electronic Certification of Effort
Everything You Wanted to Know About Capital Assets But Were Afraid to Ask
Financial Information Overview (online)
Hiring and Supervising Student Employees
Office of Research Orientation
P Card Administration
PantherExpress System
PRISM Financial Applications
Protecting Children (online)
Purchasing Fundamentals Training (online)
SPAR Introduction
Student Privacy and FERPA
University Archives and Records Management

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

Leadership Development

Leadership Essentials
Behavioral-Based Interviewing
Making Meetings Work
Managing Staff Performance: Maximizing Your Staff's Potential

The Respectful Workplace
Supervisor Foundation Skills Program

Certificate in Organizational Leadership and Ethics (COLE)
Mentoring and Leading Others
Leadership and Effective Talent Development
Building Social Capital by Managing Relationships, Conflict, and Incivility in the Workplace
NEW! The Changing American Workplace: Rights, Responsibilities, and Challenges

Human Resources Administration Certificate Program
Family & 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
Talent Acquisition: Understanding the Staff Hiring Process at Pitt – for Supervisors

Organization Development
Building Culture
Customer Service Training
Group Dynamics Using Myers Briggs Type Indicator (MBTI)
Performance Management/Performance Appraisals

Technology

Instructor-Lead Technology Workshops
Computer Security
Microsoft Excel 2013 Fundamentals
    Excel 2013 Quick Start: Charts and Pivot Tables (Level One)
    Excel 2013 Quick Start: Pivot Tables (Level Two)
    Office 2013 Quick Start: Word, Excel, PowerPoint
    Outlook 2013 Fundamentals
    PowerPoint 2013 Fundamentals
    Word 2013 Fundamentals
    Word 2013 Quick Start: Mail Merge, Graphics Illustration
My Pitt Video Quick Start
Using lynda.com for Professional Development

Online Learning with Lynda.com

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

Workplace Knowledge and Skills

AN INTRODUCTION TO SOCIAL MEDIA: NETWORKING ON THE WEB

Presenters: Dan Camarda, Communications Coordinator
Office of University Communications
Tyler Perrino, Social Media Coordinator
Alumni Relations
Date: Wednesday, April 12, 2017
Time: 9–11 a.m.
Location: 342 Craig Hall

Who Should Attend: Faculty and staff who want to know what it means to "tweet," "facebook," and get "LinkedIn"

The ability to navigate social media is priceless in this increasingly digital society. Participants of this workshop will take away an introductory knowledge of today's upwardly popular online social networking tools, such as Facebook, Twitter, YouTube, and LinkedIn. The workshop features a discussion on social media best practices and possible pitfalls. Participants will find this course helpful as they begin their exploration of social media.

EFFECTIVE INTERPERSONAL COMMUNICATION

Presenters: Diane Chabal, Learning and Development Specialist
Organization Development
Date: Wednesday, June 21, 2017
Time: 9–11:30 a.m.
Location: 342 Craig Hall

Who Should Attend: Front-line staff who would like to enhance their communication skills

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

GRAMMAR, PUNCTUATION, AND PROOFREADING: ENSURING PROFESSIONAL PRESENTATION

Presenter: Beth Bateman Newborg, outreach director
The Writing Center
Date: Thursday, June 1, 2017
Time: 9–11 a.m.
Location: 342 Craig Hall

Who Should Attend: Staff and faculty who do considerable writing—such as correspondence, memos, proposals, and/or reports—in their professional positions

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

NAVIGATING THE UNIVERSITY LIBRARY SYSTEM

Presenter: Leslie Poljak, Liaison Librarian
University Library System
Date: Thursday, June 1, 2017
Time: 9–11 a.m.
Location: Hillman Library Ground Floor, Amy Knapp Room G-74

Who Should Attend: All faculty and staff

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

PROBLEM SOLVING SKILLS FOR THE WORKPLACE

Presenter: Mark Burdsall, Director
Organization Development
Date: Thursday, April 13, 2017
Time: 9:00 a.m. - noon
Location: 342 Craig Hall

Who Should Attend: All Faculty and staff

This workshop will provide participants with an overview of how to identify, approach and, solve problems creatively and effectively in the workplace. The facilitator will use interactive skill-building exercises to guide participants through the stages of the problem-solving process using specific examples of problems. Participants will learn the process from defining the problem through making an appropriate recommendation to solve the problem. The objective of this workshop is to allow participants to feel prepared to find their own solutions to problems they uncover in their work environment.

PUBLIC SPEAKING IN A NUTSHELL

Presenter: Michael Bannon, Director
Communication Lab
Date: Thursday, April 27, 2017
Time: 9:00 a.m. - noon
Location: 342 Craig Hall

Who Should Attend: Faculty and staff who speak in public, discussion groups, press conferences, or other forms as part of their professional positions

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

STRATEGIES FOR EXCELLENCE IN WRITTEN PROFESSIONAL COMMUNICATION

Presenter: Beth Bateman Newborg, outreach director
The Writing Center
Date: Thursday, May 4, 2017
Time: 9 a.m.–11:30 a.m.
Location: 342 Craig Hall

Who Should Attend: Staff and faculty who do considerable writing—such as correspondence, memos, proposals, and/or reports—in their professional positions

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

NEW! TIME MANAGEMENT

Presenter:	Diane Chabal, Learning and Development Specialist
	Organization Development
Date:	Wednesday, May 3, 2017
Time:	9–11 a.m.
Location:	342 Craig Hall

Who Should Attend: All faculty and staff

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

WRITING WITH STYLE—OFFICIAL UNIVERSITY STYLE, THAT IS!

Presenter:	Sarah Jordan Rosenson, proofreader
	Department of Communications Services
Date:	Thursday, May 18, 2017
Time:	9–11 a.m.
Location:	342 Craig Hall

Who Should Attend: Faculty and staff who are responsible for writing promotional materials and/or Web sites for their departments

Is it PhD or Ph.D.? Is it 4 p.m. or 4 PM? This workshop will answer those questions and many more by serving as an introduction to the University of Pittsburgh writing style. A consistent writing style, like a consistent graphic image, helps to present our University to its many audiences in a professional manner. The Department of Communications Services has developed the University of Pittsburgh Writing Style Manual, a handy guide that describes the University's writing style in detail. Workshop participants will receive an overview of the manual, which provides guidelines for print materials and Web sites produced by and for the University of Pittsburgh.

WORKING THROUGH CONFLICT*

Presenter:	Maureen Lazar, Manager, Learning and Development
	Organization Development
Date:	Wednesday, April 26, 2017
Time:	9–11 a.m.
Location:	342 Craig Hall
Materials Fee:	$20.00

Who Should Attend: All faculty and staff

Every organization has conflict. Many people try to avoid situations involving conflict at all costs. However, conflict can be healthy in organizations! The key is to determine how best to address conflict. In this workshop participants will identify their preferred way to handle conflict and recognize alternatives that can ultimately lead to positive change in the workplace.

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

NEW! 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 finally, a capstone session that reviews what has been learned and how it can be applied. It is recommended

that the Administrative Professional Certificate be completed in two years. The core courses are offered on a rotating basis each fall and spring through FSDP. Participants must track their own progress and submit the completion and tracking form to Organization Development at hr-odcont@mail.pitt.edu. After the form is submitted, participants will receive an invitation to the capstone session. Certificates are issued in January and June.

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

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

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

EFFECTIVE INTERPERSONAL COMMUNICATION

Presenters:	Diane Chabal, Learning and Development Specialist
	Organization Development
Date:	Wednesday, June 21, 2017
Time:	9–11:30 a.m.
Location:	342 Craig Hall

Who Should Attend: Front-line staff who would like to enhance their communication skills

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

PROBLEM SOLVING SKILLS FOR THE WORKPLACE

Presenter:	Mark Burdsall, Director
	Organization Development
Date:	Thursday, April 13, 2017
Time:	9:00 a.m. - noon
Location:	342 Craig Hall

Who Should Attend: All Faculty and staff

This workshop will provide participants with an overview of how to identify, approach and, solve problems creatively and effectively in the workplace. The facilitator will use interactive skill-building exercises to guide participants through the stages of the problem-solving process using specific examples of problems. Participants will learn the process from defining the problem through making an appropriate recommendation to solve the problem. The objective of this workshop is to allow participants to feel prepared to find their own solutions to problems they uncover in their work environment.

NEW! TIME MANAGEMENT

Presenter:	Diane Chabal, Learning and Development Specialist
	Organization Development
Date:	Wednesday, May 3, 2017
Time:	9–11 a.m.
Location:	342 Craig Hall

Who Should Attend: All faculty and staff

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

Human Resources

The workshops listed below 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 HARASSSMENT PREVENTION (online)

It is the responsibility of everyone in the University community to maintain a campus environment that is free from discrimination and harassment. This online training program is available to all University of Pittsburgh faculty and staff to help you identify, avoid, and report wrongful behaviors. The program outlines basic legal considerations relating to employment discrimination and the University's policies and procedures that prohibit discrimination and harassment. To complete this course, go to https://slate.workplaceanswers.com/univpittsburgh or contact Employee Relations at 412-624-4645 for further information.

FAMILY AND MEDICAL LEAVE ACT (FMLA) – for Supervisors*

Presenter: Keith Kapusta, Employee Relations Specialist
Employee and Labor Relations
Amelia Kephart, Benefits Analyst
Benefits, Office of Human Resources
Date: Wednesday, March 29, 2017
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Note: This workshop is available via web conference to Pitt's regional campuses. Specific details sent via email prior to workshop date.
Who Should Attend: Individuals who directly manage or supervise the work of other staff

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

FOSTERING DIVERSITY AND INCLUSION IN THE WORKPLACE - A Supervisor's Role*

Presenter: Cheryl Ruffin, manager of affirmative action
Office of Diversity and Inclusion
Warren McCoy, diversity specialist
Office of Diversity and Inclusion
Date: Tuesday, April 25, 2017
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.

The 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, micro-aggression, implicit bias and other relevant terms and through dialogue, videos and exercises, will examine the ways they impact the workplace. The participants will discuss the benefits of diversity and inclusion in the workplace and review the additional resources and training opportunities available at the University.

MANAGING STAFF PERFORMANCE: ADDRESSING THE NEED FOR IMPROVEMENT*

Presenter: Jane Volk, Director
Employee and Labor Relations
Date: Tuesday, May 23, 2017
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Note: This workshop is available via web conference to Pitt's regional campuses. Specific details sent via email prior to workshop date.
Who Should Attend: Individuals who directly manage or supervise the work of other staff

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

MANAGING STAFF PERFORMANCE: MAXIMIZING YOUR STAFF'S POTENTIAL*

Presenter: Maureen Lazar, Manager, Learning & Development
Organization Development
Date: Tuesday, May 16, 2017
Time: 9–12:00 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

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.

PRISM TRKS – EMPLOYEE TIMECARD (online)

Online employee training will provide step by step instructions for staff members using the University's automated time and attendance system, PRISM TRKS. Training will provide "how to" instructions on:
- Creating and submitting timecards
- Viewing accrual balances
- Creating weekly templates
- Revising submitted time cards

….and much more! Visit the PRISM TRKS online training site at http://www.bc.pitt.edu/prism/prismtrks/compTraining.html

PRISM TRKS – Supervisor Timecard Approval (online)

Online supervisor training will provide step by step instructions for supervisors using the University's automated time and attendance system, PRISM TRKS. Training will provide "how to" instructions on:
- Approving submitted staff timecards
- Modifying submitted time cards on behalf of your employee
- Viewing standards reports such as the Missing Time Card and Time Off Balances Reports
- Assigning alternative or assigned approvers

….and much more! Visit the PRISM TRKS online training site at http://www.bc.pitt.edu/prism/prismtrks/compTraining.html

TALENT ACQUISITION: UNDERSTANDING THE STAFF HIRING PROCESS
            AT PITT – for Supervisors*
Presenter: Sarah Morgan, Manager, Recruiting and Client Services
Date: Thursday, April 6, 2017
Time: 9–11:30 a.m.
Location: 342 Craig Hall
Note: This workshop is available via web conference to Pitt's regional campuses. Specific details sent via email prior to workshop date.
Who Should Attend: Individuals who directly manage or supervise the work of other staff

This workshop is designed for supervisors who are responsible for any part of the staff recruitment process within their department. The foundation of a successful workforce relies on selecting, hiring, and retaining the best candidates. This session will provide participants with an overview of the recruitment process and a supervisor's role in partnering with their Recruiting & Client Services 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.

Diversity and Inclusion Certificate Program

The Diversity and Inclusion Certificate Program (DICP) is designed to reinforce the University's core values of diversity and inclusion through a series of six introductory-level workshops open to all faculty and staff. The workshops address both individual behaviors and University policies that can impact an environment of opportunity and success for all members of the University community. Participants will leave these workshops with an increased awareness of the importance of diversity and inclusion to an environment of academic and workplace success. The Program requires completion of two required workshops, four elective workshops, and participation in a capstone conversation session facilitated by a member of the Diversity and Inclusion Office. All workshops required to earn the DICP certificate will be offered on a rotating basis each fall and spring through the Faculty and Staff Development Program (FSDP). Participants can take these workshops in any order. Participants are expected to track their own progress and report completion of required courses to rzepecki@pitt.edu.

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

Two required core workshops
•   Fostering a Diverse and Inclusive Environment: The WHY and HOW
•   Preventing Sexual Misconduct: Understanding Your Responsibility

Choose four elective workshops
•   Different Like You: Recognizing Stereotypes and Removing Barriers
•   Understanding Harassment: How to Recognize and Respond
•   Individuals with Disabilities: Creating an Accommodating and Inclusive Environment
•   Baby Boomers to Millennials: Respect and Productivity in the Workplace
•   Cross-Cultural Awareness and Understanding
•   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

FOSTERING A DIVERSE AND INCLUSIVE ENVIRONMENT:
            THE WHY AND HOW
Presenter: Cheryl Ruffin, Manager of Affirmative Action
                    Office of Diversity and Inclusion
                    Warren McCoy, Diversity Specialist
                    Office of Diversity and Inclusion
Date: Wednesday, May 17, 2017
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

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

NEW! INDIVIDUALS WITH DISABILITIES: CREATING AN ACCOMMODATING AND INCLUSIVE ENVIRONMENT
Presenter: Disability Resources and Services
Date: Tuesday, May 2, 2017
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

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

INTERCULTURAL COMPENTENCY: BEYOND THE BASICS
Presenter: Office of International Services Staff
Date: Friday, May 5, 2017
Time: 9 a.m.–noon
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

Working and providing services in a diverse environment requires a knowledge and understanding of cultural differences, values, and behaviors. This fun, yet informative, session will help participants gain understanding to enhance the quality of their interactions with international and diverse students, faculty, and staff at the University and elsewhere.

NEW! MICROAGGRESSION: RECOGNIZING AND CHALLENGING A SUBTLE
            FORM OF BIAS
Presenter: Warren McCoy, Diversity Specialist
Date: Tuesday, April 4, 2017
Time: 9 a.m.–11:00 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

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

PREVENTING SEXUAL MISCONDUCT: UNDERSTANDING YOUR RESPONSIBILITY

Presenter: Kristy Rzepecki, Senior Title IX and Diversity Specialist
                   Office of Diversity and Inclusion
Date: Wednesday, April 19, 2017
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

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

NEW! VETERANS ON CAMPUS: UNDERSTANDING RESOURCES AND OPPORTUNITY

Presenter: Office of Veterans Services
Date 1:   Tuesday, March 28, 2017
Time: 10 a.m – 12:00 p.m.
Location: 342 Craig Hall
Date 2:   Thursday, March 30, 2017
TIme: 10 a.m. - 12:00 p.m.
Location: Dining Room B, William Pitt Union
Who Should Attend: All faculty and staff

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

WORKPLACE BULLYING; UNDERSTANDING A BARRIER TO EQUAL OPPORTUNITY

Presenter: Paula K. Davis, Assistant Vice Chancellor for Diversity
                   Office of Health Sciences Diversity
                   Cheryl Ruffin, Manager of Affirmative Action
                   Office of Diversity and Inclusion
Date: Tuesday, June 6, 2017
Time: 9 – 11:00 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.

International Services Development Track

The International Services Development Track (ISDT) is designed for departmental administrators, faculty, and research supervisors who work with the Office of International Services (OIS) to recruit, select, and retain international faculty, students, and staff. These workshops will provide an opportunity to learn about different cultures represented on campus, their needs, challenges, and the resources available to them. Basic legal and regulatory concepts, and Pitt-specific policies and procedures will be reviewed as well. The focus is on making immigration-related issues understandable and providing the basics to make informed administrative decisions, and creating a foundation for partnering efficiently and effectively with OIS.

The track consists of a Foundations workshop and three Professional Practice workshops, all listed below. The Foundations workshop should be taken prior to taking the Professional Practice workshops, with the exception of Intercultural Competency: Beyond the Basics, which can be taken at any time. Upon completion of the Foundations workshop, the Professional Practice workshops can be taken in any order and over a period of years.

FOUNDATIONS WORKSHOP

•   Working with International Populations @ Pitt

PROFESSIONAL PRACTICE WORKSHOPS

•   International Students at Pitt
•   International Scholars and Employees @ Pitt
•   Intercultural Competency: Beyond the Basics

INTERCULTURAL COMPENTENCY: BEYOND THE BASICS

Presenter: Office of International Services Staff
Date: Friday, May 5, 2017
Time: 9 a.m.–noon
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

Working and providing services in a diverse environment requires a knowledge and understanding of cultural differences, values, and behaviors. This fun, yet informative, session will help participants gain understanding to enhance the quality of their interactions with international and diverse students, faculty, and staff at the University and elsewhere.

INTERNATIONAL SCHOLARS AND EMPLOYEES @ PITT

Presenter: Office of International Services Staff
Date: Tuesday, April 18, 2017
Time: 9 a.m.–11 a.m.
Location: 342 Craig Hall
Who Should Attend: Faculty and staff who work with the OIS concerning international employees

Pitt hosts more than just international students! Learn about all aspects of an international scholar's or employee's experience, from the initial offer to arrival on campus. Presenters will review pertinent immigration information as it relates to University administrators.

INTERNATIONAL STUDENTS @ PITT

Presenter: Office of International Services Staff
Date: Friday, April 7, 2017
Time: 9 a.m.–11:00 a.m.
Location: 342 Craig Hall
Who Should Attend: Faculty and staff who work with the OIS concerning international undergraduate and graduate students

Learn about all aspects of an international student's experience, from applying for admission to post-graduate employment authorization. Presenters will review pertinent immigration information as it relates to University administrators.

WORKING WITH INTERNATIONAL POPULATIONS @ PITT

Presenter: Office of International Services Staff
Date: Thursday, March 23, 2017
Time: 9:00 a.m.–11:00 a.m.
Location: 342 Craig Hall
Who Should Attend: Faculty and staff who work with the OIS concerning international faculty, students, and staff

Learn about the different cultures represented on campus. What are their needs and challenges? What resources are available to them? What is the role of the Office of International Services? This interactive session will educate participants about how they can better support the international populations on campus in culturally appropriate ways.

Career Development

DEVELOPING YOUR CAREER AT THE UNIVERSITY OF PITTSBURGH
Presenter: Sherry Miller Brown, faculty
University of Pittsburgh
Date: Tuesday, May 9, 2017
Time: 9–11:30 a.m.
Location: McCarl Center Conference Room, 1400 Posvar Hall
Who Should Attend: All staff interested in exploring career possibilities

This session is designed for any staff members who want to be sure that they are utilizing all of the resources available at the University to develop meaningful career opportunities. In this workshop participants will be introduced to a four-step career planning process that incorporates many of the cultural, educational, and/or career development opportunities available through the University of Pittsburgh. Modeled after the Pitt Pathway—a career planning process developed for students at the University of Pittsburgh—this plan encourages employees to take personal responsibility for their careers while employed at the University. In this workshop we will discuss ways to get personal career counseling, how to develop personal academic portfolios, and how to gain experience through the University system.

NEW! INTERVIEWING SKILLS: MAKING A GOOD IMPRESSION
Presenter: Mark Burdsall, Director
Organization Development
Date: Wednesday, May 24, 2017
Time: Noon–1:30 p.m.
Location: 342 Craig Hall
Who Should Attend: Staff who would like to prepare for job interviews

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

RÉSUMÉ WRITING AND COVER LETTERS
Presenter: Mark Burdsall, Director
Organization Development
Date: Tuesday, May 2, 2017
Time: Noon–1:30 p.m.
Location: 342 Craig Hall
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.

Note: Supervisor approval is not required for this workshop if time is not taken away from regular work hours (i.e. lunch hour)

STARTING OR COMPLETING AN UNDERGRADUATE DEGREE OR CERTIFICATE
Presenter: Kaitlin Yacob, Director of Recruitment and Enrollment
College of General Studies
Kim Phillips, Benefits Representative
Office of Human Resources
Date: Tuesday, May 23, 2017
Time: 12:30PM-1:30PM
Location: The 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 and summer programs, external study programs, and day and night classes are all available with your tuition reimbursement benefit through the College of General Studies (CGS). CGS pre-professional programs also can prepare you for programs at other schools and colleges at Pitt. In this workshop you will learn about the variety of ways the needs of nontraditional students can be met at the University. Topics include choosing the right undergraduate program, navigating the admission process, and how your staff tuition benefits can be used.

USING SOCIAL MEDIA FOR CAREER DEVELOPMENT
Presenter: Kyshira Moffett, Assisdant Director of Career Management
Katz Graduate School of Business
Date: Wednesday, June 7, 2017
Time: 9:00AM-11:00AM
Location: 342 Craig Hall
Who Should Attend: All staff interested in developing their career

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

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

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

Personal Finance

FINANCIAL FREEDOM: STRATEGIES FOR REDUCING DEBT AND SAVING MORE
Presenter: Vanguard Group
Date: Wednesday, May 31, 2017
Time: 12–1 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.

TOMORROW IN FOCUS: SAVING FOR YOUR IDEAL RETIREMENT
Presenter(s): Andrew Scibetta, Field Consultant,
Institutional Retirement
TIAA
Date: Thursday, May 18, 2017
Time: 12 p.m.–1:00 p.m.
Location: 342 Craig Hall

Believe it or not, your retirement starts now. No matter how old or young you are, or where you are in your career, your retirement begins when you start saving for it. Join us for an interactive exploration of retirement saving and learn how to help create an effective plan to help maximize your retirement potential. TIAA-CREF's workshop facilitator will help you:
- Understand the real benefit of time in regards to saving
- Learn the essential features of retirement investments
- Gain the confidence you need to create or modify your own retirement plan

TIAA WEBINARS
TIAA has live webinars on investing and more! For more information on schedules and registration for second quarter of 2017, please visit the Benefits Department web site at www.hr.pitt.edu/benefits

University Business and Financial Services

ADVANCED SPAR – COST SHARING

Who Should Attend: This workshop is mandatory for employees whose SPAR responsibilities include administration of sponsored research activity

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 Financial Compliance: cfo.pitt.edu/fcr/workshops/register.php.

Note: Basics of Effort Reporting and SPAR Introduction are pre-requisites of this workshop.

BASICS OF EFFORT REPORTING

Who Should Attend: This workshop is mandatory for employees 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, visit: www.cfo.pitt.edu/fcr/workshops/register.php

BASICS OF FEDERAL CONTRACT ADMINISTRATION

Presenter: Heide Eash, Assistant Director for Federal Contracts
Shannon Kendall Hukriede, Federal Contracts Officer
Office of Research
Date: Wednesday, May 31, 2017
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: Faculty and staff who support federal research funding activities, and staff charged with research administration support and related activities

This workshop will offer a basic overview of the federal contract process including an orientation to locating, applying, and interpreting FAR clauses and the various steps of the federal contract award pathway. Content will include a glossary of acronyms and definitions, a submission process overview, an overview of key issues, financial stewardship requirements, an overview of compliance issues unique to federal contracts, and an overview of the closeout process. Participants will learn the difference between federal grants and contracts with a focus on applying for, and managing, federal research contracts and key areas of risk.

CAMPUS SECURITY AND THE CLERY ACT

Who Should Attend: University officials who have been designated as Campus Security Authorities as well as faculty and staff who have significant responsibility for student and campus activities

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

ELECTRONIC CERTIFICATION OF EFFORT (ecrt): EFFORT COORDINATOR RESPONSIBILITIES

Who Should Attend: This workshop is mandatory for staff whose responbilities include managing effort certification by research faculty.

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, visit: cfo.pitt.edu/fcr/workshops/register.php.

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

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

Presenter: Kevin Starke, Payment Processing and Compliance
Date: Wednesday, May 10, 2017
Time: 10–11 a.m.
Location: 2nd Floor Conference Room, 116 Atwood Street
Who Should Attend: Staff who have responsibility for ordering and maintaining capital equipment

This workshop will review University policies and procedures involving capital assets (individual pieces of equipment costing at least $5000) and will cover asset inventories, record maintenance, asset retirements, principal investigator transfers, plus other topics.

FINANCIAL INFORMATION OVERVIEW–NON-RESEARCH (online)

Who should participate: Recently hired staff responsible for initiating, monitoring, and/or reporting financial information (excludes research accounts).

In this online course, participants will receive a brief overview of the PRISM financial system. Topics will also include account number structure and subcode usage, reading and understanding level reports for operating and discretionary accounts, identifying charges and resolving inquiries on level reports, and monthly closing schedule information. Reference materials will include lists of valid subcode and reference values, sample level reports, information on batch-naming conventions, a Responsibility Center approver list, key contact lists, and other valuable information for anyone new to Pitt's financial organization. This online course can be accessed at any time, and can be completed as the employee's time permits. To register for this course, please contact Cathy Lewis, clewis@cfo.pitt.edu.

HIRING AND SUPERVISING STUDENT EMPLOYEES

Presenter: Bill Charleroy, Student Employment Administrator
Student Employment and Placement Assistance
Karin Asher, Associate Director, Office of Career Development
& Placement Assistance
Date: Friday, May 19, 2017
Time: 9–11:30 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff who are responsible for the employment
and management of student employees

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

OFFICE OF RESEARCH ORIENTATION

Presenter: Kelly Downing, Associate Director of Contract Operations
Christine McClure, Associate Director for Grant Operations
Office of Research
Date: Thursday, April 27, 2017
Time: 9–11 a.m.
Location: Office of Research Suite
Lower Level, B21 University Club
Who Should Attend: University of Pittsburgh research community members who
are new to interacting with the Office of Research

This workshop will orient those new to the University's research community to the mission and services of the University's Office of Research. Participants will receive an overview of the office and web site as well as a review of the various teams within the Office of Research highlighting the teams that process grant and contract proposals. Office of Research information systems and services will also be discussed. Workshops facilitators will also provide an outline of individuals/departments around the University with a role in the research proposal and contract processing path.

P CARD ADMINISTRATION

Presenters: Margie Jazcesko & Shane Moughiman
Payment Processing Department
Date: Wednesday, May 3, 2017
Time: 9–11 a.m.
Location: 2nd Floor Conference Room, 116 Atwood Street
Who Should Attend: Faculty and staff who hold University P Cards, department
administrators or managers that are responsible for
P Card account reconciliation

This session is designed to familiarize participants with the University P Card policies and procedures including allowable and unallowable purchases. Workshop facilitators will also provide participants with instruction on what is expected of both the P Card holder and their department administrator with regard to reconciliation of P Card statements and P Card audits.

PANTHER EXPRESS SYSTEM

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

PRISM FINANCIAL APPLICATIONS

For information on PRISM financial applications training, visit: cfo.pitt.edu/prism/

PROTECTING CHILDREN

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

PURCHASING FUNDAMENTALS TRAINING (online)

Who should participate: Faculty and staff who are responsible for purchasing goods
and/or services for their departments

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

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

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 cfo.pitt.edu/fcr/workshops/register.php.

STUDENT PRIVACY AND FERPA

Presenters: Jennifer Seng, Associate General Counsel
Office of General Counsel
Patricia Mathay, University Registrar
Date: Wednesday, June 14, 2017
Time: 9–10:30 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff who handle, review, store, or disclose
student records and all others interested in professional
development in this area

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

UNIVERSITY ARCHIVES AND RECORDS MANAGEMENT

Presenters: Zach Brodt, University Archivist
Alex Toner, Records Manager
Archives Service Center
Date: Friday, April 28, 2017
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: Faculty and staff responsible for administering, storing, reviewing and disposing of University records

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

Environmental Health and Safety

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

Leadership Essentials

The Leadership Essentials workshops are designed for supervisors and managers who want to maximize their leadership potential and effectiveness. The workshops combine knowledge and skill building to help participants learn the essentials of effective leadership and skills for building and maintaining a high-performing team, as well as key employment principles and policies and the role they play in managing day-to-day human resources issues for their departments.

Leadership programs are also available for individual departments. Please contact Organization Development at 412-624-8044 to discuss further.

BEHAVIORAL-BASED INTERVIEWING

Presenters: Mark Burdsall, Director, Organization Development
Michelle Fullem, Director, Recruiting & Client Services
Date: Tuesday, June 13, 2017
Time: 9 a.m.–12:30 p.m.
Location: 342 Craig Hall
Who Should Attend: Individuals who directly manage or supervise the work of other staff

The foundation of a successful workforce relies on selecting, hiring, and retaining the best candidates. This session will provide participants with an introduction to a structured, behavior-based interview process. A variety of tools and practical techniques will be applied to promote an effective and legally defensible interview. Emphasis will be placed on enhancing the interviewing skills necessary for a hiring manager to arrive at accurate selection decisions.

MAKING MEETINGS WORK*

Presenters: Maureen Lazar, Manager, Learning & Development
Diane Chabal, Learning & Development Specialist
Organization Development
Date: Thursday, June 8, 2017
Time: 9:00 a.m.–12:30 p.m.
Location: 342 Craig Hall
Materials Fee: $58
Who Should Attend: Individuals who directly manage or supervise the work of other staff

Meetings can be a source of frustration or they can be productive use of everyone's time and talent. It often depends on the meeting leader's ability to make the right decisions - including knowing when a meeting is - and is not - needed. This workshop is designed to give employees the skills they need to lead meetings that run efficiently, generate good decisions, and result in clear action. Participants will learn steps for preparing effectively for meetings, conducting successful meetings, and intervention techniques to resolve problems to keep meetings on track. Participants will discuss characteristics of an effective meeting and also practice skills to overcome obstacles to meeting success.

MANAGING STAFF PERFORMANCE: MAXIMIZING YOUR STAFF'S POTENTIAL*

Presenter: Maureen Lazar, Manager, Learning & Development
Organization Development
Date: Tuesday, May 16, 2017
Time: 9:00 a.m. –12:00 p.m.
Location: 342 Craig Hall
Note: This workshop is available via web conference to Pitt's regional campuses. Specific details will be 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.

THE RESPECTFUL WORKPLACE

Presenter: Jane Volk, Director
                       Keith Kapusta, Employee Relations Specialist
                       Employee and Labor Relations, Office of Human Resources
          Date: Thursday, May 25, 2017
          Time: 9–11 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.

Supervisor Foundation Skills Program

The Supervisor Foundation Skills program provides supervisors with skills needed to successfully manage their staff. Learn more about this unique certificate program at http://hr.pitt.edu/node/1093

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

Certificate In Organizational Leadership And Ethics (COLE)

The Certificate in Organization Leadership and Ethics (COLE) is a series of 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

MENTORING AND LEADING OTHERS*

Presenter: Audrey Murrell, Associate Dean and Associate Professor of Business Administration, College of Business Administration
          Date: Wednesday, April 12, 2017
          Time: 9:00 a.m.–12:00 p.m.
     Location: 531 Alumni Hall
   Materials Fee: $30

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

LEADERSHIP AND EFFECTIVE TALENT DEVELOPMENT*

Presenter: Ron Magnuson, Clinical Associate Professor, Joseph M. Katz Graduate School of Business and College of Business Administration
          Date: Wednesday, May 17, 2017
          Time: 9:00 a.m.–12:00 p.m.
     Location: 532 Alumni Hall
   Materials Fee: $30

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

BUILDING SOCIAL CAPITAL BY MANAGING RELATIONSHIPS, CONFLICT, AND INCIVILITY IN THE WORKPLACE*

Presenter: Ray Jones, Clinical Associate Professor of Business Administration, Joseph M. Katz Graduate School of Business and College of Business Administration
          Date: Wednesday, June 14, 2017
          Time: 1:00–4:00 p.m.
     Location: 531 Alumni Hall
   Materials Fee: $30

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

NEW! THE CHANGING AMERICAN WOKRPLACE: RIGHTS, RESPONBILITIES, AND CHALLENGES*

Presenter: Paul Klein, Clinical Associate Professor of Business Administration, Joseph M. Katz Graduate School of Business and College of Business Administration
          Date: Wednesday, March 22, 2017
          Time: 9:00 a.m.–12:00 p.m.
     Location: 531 Alumni Hall
   Materials Fee: $30

This workshop examines the evolving workplace, looking at both legal and ethical dimensions of the world of work. A problem/case-oriented apparaoch 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 responsbilities and how to navigate the many moral dilemmas for which the law does not provide clear guidance; only the minimum standard of behavior for which it was intended.

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

Human Resources Administration Certificate Program

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

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

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

FAMILY AND MEDICAL LEAVE ACT (FMLA) – for Supervisors

Presenters: Keith Kapusta, Employee Relations Specialist
Employee and Labor Relations
Amelia Kephart, Benefits Analyst
Benefits, Office of Human Resources
Date: Wednesday, March 29, 2016
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Who Should Attend: Individuals who directly manage or supervise the work of other staff
Note: This workshop is available via web conference to Pitt's regional campuses. Specific details will be emailed prior to workshop date.

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

FOSTERING A DIVERSE AND INCLUSIVE ENVIRONMENT: A SUPERVISOR'S ROLE*

Presenter: Cheryl Ruffin, Manager of Affirmative Action
Office of Diversity and Inclusion
Warren McCoy, Diversity Specialist
Office of Diversity and Inclusion
Date: Tuesday, April 25, 2017
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff
Note: This workshop is available via web conference to Pitt's regional campuses. Specific details will be emailed 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 diversity, micro-aggression, implicit bias, and other relevant terms and through dialogue, videos and exercises, will examine that wasy they impact the workplace. The participants will discuss the benefits of diversity and inclusion in the workplace and review the additional resources and training opportunities available at the University.

MANAGING STAFF PERFORMANCE: ADDRESSING THE NEED FOR IMPROVEMENT

Presenter: Jane Volk, Director of Employee and Labor Relations
Date: Tuesday, May 23, 2017
Time: 9–11:00 a.m.
Location: 342 Craig Hall
Who Should Attend: Individuals who directly manage or supervise the work of other staff.
Note: This workshop is available via web conference to Pitt's regional campuses. Specific details will be emailed prior to workshop date.

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 facilitator will discuss how supervisors can partner with Pitt's Employee Relations department to administer tools such as a Performance Improvement Plan, performace and coduct 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.

MANAGING STAFF PERFORMANCE: MAXIMIZING YOUR STAFF'S POTENTIAL*

Presenter: Maureen Lazar, Manager, Learning & Development
Organization Development
Date: Tuesday, May 16, 2017
Time: 9:00 a.m. –12:00 p.m.
Location: 342 Craig Hall

Note: This workshop is available via web conference to Pitt's regional campuses. Specific details will be 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.

TALENT ACQUISITION: UNDERSTANDING THE STAFF HIRING PROCESS AT PITT–for Supervisors

Presenter: Sarah Morgan, Manager of Recruiting and Client Services
Office of Human Resources
Date: Thursday, April 6, 2017
Time: 9–11:30 a.m.
Location: 342 Craig Hall
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 Recruiting & Client Services 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.

Organizational Development

Organization Development consultants can deliver workshops based on the following topics at the request of individual departments:

- Building Culture
- Customer Service Training
- Group Dynamics Using Myers Briggs Type Indicator (MBTI)
- Performance Management/Performance Appraisals

Please contact Organization Development at 412-624-8044 for more information.

Instructor-Led Technology

COMPUTER SECURITY

Presenter:	Sean Sweeney, Information Security Officer
	Computing Services and Systems Development (CSSD)
Date:	Thursday, April 20, 2017
Time:	10–11:00 a.m.
Location:	302 Benedum Hall
Who Should Attend:	All faculty and staff

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

EXCEL 2013 QUICK START: CHARTS & PIVOT TABLES (level one)

Presenter:	Vernon Franklin, Technical Trainer
	Computing Services and Systems Development (CSSD)
Date 1:	Tuesday, May 2, 2017
Date 2:	Tuesday, May 30, 2017
Time:	10–11 a.m.
Location:	302 Bellefield Hall

The goal of this Quick Start session is to familiarize University faculty and staff with the Microsoft Excel Charts and PivotTables 2013 features. The workshop will cover how to manage and summarize large amounts of data, in a concise format for easy reporting and analysis.

EXCEL 2013 QUICK START: CHARTS & PIVOT TABLES (level two)

Presenter:	Vernon Franklin, Technical Trainer
	Computing Services and Systems Development (CSSD)
Date 1:	Thursday, May 18, 2016
Date 2:	Thursday, June1, 2017
Time:	10–11 a.m.
Location:	302 Bellefield Hall

The goal of this Quick Start session is to familiarize University faculty and staff with additional Microsoft Excel PivotTables features. The workshop will cover the following topics: managing Subtotals and Grand Totals, grouping data, conditional formatting for data subsets, and creating macros.

MICROSOFT EXCEL 2013 FUNDAMENTALS

Presenter:	Vernon Franklin, Technical Trainer
	Computing Services and Systems Development (CSSD)
Date 1:	Tuesday, April 25, 2017
Date 2:	Thursday, May 25, 2017
Time:	10 a.m.–noon
Location:	302 Bellefield Hall

Microsoft Excel 2013 is a powerful electronic spreadsheet program designed to visualize data in a spreadsheet, perform calculations, and analyze information. This is a hands-on workshop to help University faculty and staff become more proficient with the Excel application in organizing data and to perform a wide variety of tasks. Topics will include building spreadsheets, worksheet fundamentals, working with basic

MICROSOFT OUTLOOK 2013 FUNDAMENTALS

Presenter:	Vernon Franklin, Technical Trainer
	Computing Services and Systems Development (CSSD)
Date:	Tuesday, March 28, 2017
Time:	10–11 a.m.
Location:	302 Bellefield Hall

Microsoft Outlook 2013 is a powerful communications tool to which all University faculty and staff have access. This is a hands-on workshop to cover the basics of what Outlook can do as well as to provide tips and tricks to help participants take full advantage of this tool. Topics will include window options, email formatting, keeping email organized, managing contact information, scheduling individuals appointments and group meetings, and tracking personal and group tasks. Discussion will cover email etiquette along with help to those who are upgrading to Outlook 2013 from previous versions.

MICROSOFT POWERPOINT 2013 FUNDAMENTALS

Presenter:	Vernon Franklin, Technical Trainer
	Computing Services and Systems Development (CSSD)
Date:	Thursday, May 4, 2017
	10 a.m.–noon
Location:	302 Bellefield Hall

Microsoft PowerPoint 2013 is a presentation application that enables an individual from any technical level to create a dynamic and professional-looking presentation. This is a hands-on workshop to help University faculty and staff learn the fundamental features of PowerPoint. Participants learn how to develop a slide presentation that will engage and inform an audience. Topics include:

- Learn about the new Ribbon interface in PowerPoint 2013
- Learn how to create slides, use themes and, apply color schemes
- Learn how to format text, colors and, bullets
- Create maximum impact slides by inserting and editing pictures
- Learn how to include transition and animation effects
- Organization and manage slides using view options

MICROSOFT WORD 2013 FUNDAMENTALS

Presenter:	Vernon Franklin, Technical Trainer
	Computing Services and Systems Development (CSSD)
Date:	Thursday, April 13, 2017
Time:	10 a.m.–noon
Location:	302 Bellefield Hall

Microsoft Word 2013 is a powerful word processing application. This is a hands-on workshop to help University faculty and staff become more proficient with Microsoft Word in creating and editing documents. Topics covered include:

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

OFFICE 2013 QUICK START: WORD, EXCEL, POWERPOINT

Presenter: Vernon Franklin, Technical Trainer
Computing Services and Systems Development (CSSD)
Date 1: Tuesday, April 18, 2017
Date 2: Tuesday, May 9, 2017
Time: 10 a.m.–noon
Location: 302 Bellefield Hall

The goal of this Quick Start session is to provide a brief, one-stop-shop session to familiarize University faculty and staff with the fundamental features of Microsoft Word, Excel, and PowerPoint 2013. The topics covered include:

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

MY PITT VIDEO QUICK START

Presenter: Vernon Franklin, Technical Trainer
Computing Services and Systems Development (CSSD)
Date Tuesday, April 11, 2017
10–11:00 a.m.
Location: 302 Bellefield Hall

This quick start workshop is an introductory overview for staff who are interested in learning how to use the My Pitt Video service. This is a video capture service that enables faculty and staff to record lectures, meetings, and department training sessions. Participants will learn My Pitt Video's recording features along with how to upload and share your video captures.

WORD 2013 QUICK START: MAIL MERGE, GRAPHICS ILLUSTRATION

Presenter: Vernon Franklin, Technical Trainer
Computing Services and Systems Development (CSSD)
Date: Tuesday, May 16, 2017
Time: 10–11:00 a.m.
Location: 302 Bellefield Hall

The goal of this Quick Start session is to familiarize University faculty and staff with the Microsoft Word Mail Merge and Graphics Illustration 2013 features. The workshop will cover how to create a personalized mail Merge for multiple recipients and will demonstrate the Illustration features in Word that make a more creative document.

USING LYNDA.COM FOR PROFESSIONAL DEVELOPMENT

Presenter: Vernon Franklin, technical trainer
Computing Services and Systems Development (CSSD)
Date: Tuesday, April 4, 2017
Time: 10–11:00 a.m.
Location: 302 Bellefield Hall

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

FSDP Registration Procedures

To register for the workshops in this brochure, go to hr.pitt.edu/fsdp and select the workshop group that interests you. From there, you may register online. Once your information is received, you and your supervisor (for staff only) will be notified by email that your request has been received and what the status of your registration is: enrolled or wait-listed.

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

If you have a disability for which you may need an accommodation, you are encouraged to contact Disability Resources & Services (DRS), 140 William Pitt Union, 412-648-7890 or 412-383-7355 (TTY), as early as possible when registering for any of the FSDP workshops. DRS will confirm and determine reasonable accommodations.

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, visit: physicalactivity.pitt.edu/healthandfitness.aspx.

UNIVERSITY CENTER FOR TEACHING AND LEARNING

The University Center for Teaching and Learning supports faculty, instructors, and teaching assistants throughout the university with individual consultations, in-person workshops, and online workshops. For more information, 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 visit: 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, 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, visit: library.pitt.edu/instruction-services

ONLINE LEARNING with lynda.com

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

Email this registration form to hr-odcont@mail.pitt.edu, fax to 412.624.4781, or campus mail to the Faculty and Staff Development Program, 500 Craig Hall. Email confirmations will be sent when registration is received. For further information, please call 412.624.8044.

Registration Form
FACULTY AND STAFF DEVELOPMENT PROGRAM

Name (please print) _____   Department _____

Circle one: Faculty   Staff

Campus Address _____

Campus Phone _____   (pitt.edu) email address _____

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

Circle one: Yes   No

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

Workshop Title	Date	Fee*

* Fees are only applicable to select workshops.

Withdrawals
Please notify Organization Development at least two weeks before the scheduled workshop if you must withdraw. There will be no refunds made after that deadline.

Cancellation
If a workshop fails to meet its required enrollment of eight students two weeks before its scheduled date, it will be canceled and registrants will be notified. There will be no charge.

I accept the terms and conditions listed above.

signature

Staff Supervisor's Name (please print) _____

Staff Supervisor's Signature _____

Staff Supervisor's E-mail _____

WORKSHOP AUTHORIZATION

If any of the workshops listed above have a fee attached, please complete the following information:

Payment Information

Interdepartmental Account # _____   Amount to be Charged (from above) _____

Supervisor's Approval (print) _____

Supervisor's Approval (signature)_____

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