The Office of Human Resources, through the Faculty and Staff Development Program (FSDP), offers a variety of workshops to enhance the professional and personal development of University of Pittsburgh faculty and staff.

These workshops are divided into the following development areas. Please read through the learning opportunities in each category to identify which programs will help you to maximize your professional growth.

**PROFESSIONAL DEVELOPMENT**

### Workplace Knowledge and Skills
- An Introduction to Social Media: Networking on the Web
- Cross-Cultural Awareness and Understanding
- Grammar, Punctuation, and Proofreading: Ensuring Professional Presentation
- Managing Up
- Navigating the University Library System
- Public Speaking in a Nutshell
- Strategies for Excellence in Written Professional Communication
- Writing with Style–University Style, That Is!

### Human Resources Administration
- Compensation Administration for Supervisors
- Navigating PittSource for Supervisors
- Family and Medical Leave Act
- Preventing Employment Discrimination (online)
- PRISM TRKS–Employee Timecard (online)
- PRISM TRKS–Supervisor Timecard Approval (online)
- Sexual Harassment Prevention (online)
- Understanding the Staff Hiring Process at Pitt–for Supervisors

### International Services Development Track
- Cross-Cultural Awareness and Understanding
- Introduction to the Office of International Services and Basic Concepts in U.S. Immigration Law
- Immigration Services: Student Visa Classifications (F-1/F-2 and J-1/J-2)

### Diversity and Inclusion
- Accommodating Employees with Disabilities
- Cross-Cultural Awareness and Understanding
- Different Like You!
- Is That Really Harassment?
- Please Respect My Generation
- Title IX: Understanding Compliance at the University of Pittsburgh

### Career Development
- Developing Your Career at the University of Pittsburgh
- Resume Writing and Cover Letters
- Continuing Education

### Personal Finance
- Financial Freedom: Strategies for Reducing Debt and Saving More
- Tomorrow in Focus: Saving for Your Ideal Retirement

### 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
- Export Controls Fundamentals
- Faculty Effort Reporting
- Financial Information Overview (online)
- Introduction to Research Administration
- P Card Administration
- PantherExpress System
- PRISM Financial Applications
- PRISM TRKS–Employee Timecard (online)
- PRISM TRKS–Supervisor Timecard Approval (online)
- Protecting Children (online)
- Purchasing Fundamentals Training (online)
- Research Contract Administration
- SPAR Introduction
- Student Privacy and FERPA
- The Student Employment Process
- Traveling on University Business
- Workers’ Compensation for Supervisors

### 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
- Feedback: An Essential Leadership Skill
- Getting Started as a New Leader
- Myers Briggs: Understanding Your Personality in the Workplace
- The Respectful Workplace

### Certificate in Organizational Leadership and Ethics (COLE)
- Principles and Practices of Servant Leadership
- The Ethical Use of Power
- Solving Problems and Ethical Dilemmas

### Human Resources Administration Certificate Program
- Compensation Administration for Supervisors
- Navigating Pitt Source for Supervisors
- 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
- Excel 2013 Quick Start: Charts and Pivot Tables
- Microsoft Excel 2013 Fundamentals
- Office 2013 Quick Start: Word, Excel, PowerPoint
- Microsoft Outlook 2013 Fundamentals
- Microsoft PowerPoint 2013 Fundamentals
- Microsoft Word 2013 Fundamentals
- My Pitt Video
- Word 2013 Quick Start: Mail Merge, Graphics Illustration
- Using Lynda.com for Professional Development

### Online Technology Courses
- Lynda.pitt.edu–Tech Training and Other Professional Development Topics at www.lynda.pitt.edu

### ONLINE LEARNING

- Lynda.pitt.edu–Tech Training and Other Professional Development Topics at www.lynda.pitt.edu
Workplace Knowledge and Skills

AN INTRODUCTION TO SOCIAL MEDIA: NETWORKING ON THE WEB
Presenters: Joe Miksch, interim director, university news
Office of University Communications
Tyler Perrino, social media coordinator
Alumni Relations
Date: Wednesday, October 21, 2015
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: Faculty and staff

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.

CROSS-CULTURAL AWARENESS AND UNDERSTANDING
Presenters: Office of International Services
Date: Thursday, November 19, 2015
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 to gain understanding to enhance the quality of their interactions with international and diverse students, faculty, and staff at the University and elsewhere. Topics include the cultural adjustment process and core cultural variables that shape the way people look at their world; for example, concepts of time, communication style, and status and hierarchy. Session will include interactive exercises.

GRAMMAR, PUNCTUATION, AND PROOFREADING: ENSURING PROFESSIONAL PRESENTATION
Presenter: Beth Bateman Newborg, outreach director
The Writing Center
Date: Tuesday, November 17, 2015
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.

MANAGING UP
New
Presenter: Maureen Lazar, Consultant
Organization Development
Date: Wednesday, December 9, 2015
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff

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

NAVIGATING THE UNIVERSITY LIBRARY SYSTEM
Presenter: Leslie Eibl, liaison librarian
University Library System
Date: Tuesday, November 17, 2015
Time: 9–11 a.m.
Location: Hillman Library Ground Floor, Digital Scholarship Commons
Who Should Attend: All faculty and staff

Through a hands-on session in Hillman Library, 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. 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.

PUBLIC SPEAKING IN A NUTSHELL
Presenter: Michael Bannon, director
Communication Lab
Date: Wednesday, November 11, 2015
Time: 9 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, October 29, 2015
Time: 9–11:30 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.
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 an * require that you supervise the work of other staff.

COMPENSATION ADMINISTRATION FOR SUPERVISORS*

Presenters: Compensation Staff
Office of Human Resources
Date: Wednesday, November 4, 2015
Time: 9–11:00 a.m.
Location: 342 Craig Hall
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.

Navigating PittSource for Supervisors*

Presenters: Michelle Fullem, director
Kaitlyn Konkle, recruiter
Recruiting and Client Services,
Office of Human Resources
Date: Friday, October 23, 2015
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. Workshop facilitators will provide a review of how to navigate and best-utilize the University’s online applicant tracking system - PittSource. Participants will leave this session with a good understanding of how to create and approve a job description and selection requests, how to review applicant documents and change applicant status, how to customize your search screens and export these results, and much more.

Preventing Employment Discrimination (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 training.newmedialearning.com/ped/pitt or contact Employee Relations at 412-624-4645 for further information.

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 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 bc.pitt.edu/prism/prismtrks/compTraining.html.

Sexual Harassment Prevention (Online)

To promote a professional academic and working environment, as well as to ensure compliance with the University’s policies on sexual harassment, faculty and staff are required to complete sexual harassment prevention training. The training course is available to all faculty and staff online. You must complete this course by going to training.newmedialearning.com/psh/pitt. In addition, you can call Organization Development at 412-624-8044 to discuss whether a facilitated workshop within your department may be appropriate.

Understanding the Staff Hiring Process at Pitt—For Supervisors*

Presenters: Amy Miller, senior recruiter
Sarah Morgan, senior recruiter
Recruiting and Client Services,
Office of Human Resources
Date: Wednesday, December 16, 2015
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.
**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 provide general information, basic legal and regulatory concepts, and Pitt-specific policies and procedures related to E3, F, H, J, O, and TN visa statuses and employment-based lawful permanent residence. The focus is on making immigration-related issues understandable, 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 four Professional Practice workshops, all listed below. The Foundations workshop must be taken prior to taking the Professional Practice workshops, with the exception of Beyond Regulations: Cross-cultural Awareness and Understanding, 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**

- Introduction to the Office of International Services and Basic Concepts in U.S. Immigration Law

**PROFESSIONAL PRACTICE WORKSHOPS**

- Immigration Services: Student Visas (F and J)
- Immigration Services: Employment-based Visas (J-1, H-1b, O-1, TN, and E3)
- Immigration Services: U.S. Lawful Permanent Resident Status
- Cross-cultural Awareness and Understanding

**CROSS-CULTURAL AWARENESS AND UNDERSTANDING**

Presenters: Office of International Services Staff  
Date: Thursday, November 19, 2015  
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 to gain understanding to enhance the quality of their interactions with international and diverse students, faculty, and staff at the University and elsewhere. Topics include the cultural adjustment process and core cultural variables that shape the way people look at their world; for example, concepts of time, communication style, and status and hierarchy. Session will include interactive exercises.

**INTRODUCTION TO THE OFFICE OF INTERNATIONAL SERVICES AND BASIC CONCEPTS IN U.S. IMMIGRATION LAW**

Presenters: Office of International Services Staff  
Date: Tuesday, October 27, 2015  
Time: 9–11 a.m.  
Location: 342 Craig Hall  
Who Should Attend: Faculty and staff who work with the Office of International Services (OIS) concerning international faculty, students, and staff

This workshop is the initial and foundational overview needed for all other workshops within the International Services Development Track. Its objective is not to train faculty and staff to advise international students on their immigration status. Rather, the workshop’s objective is to familiarize faculty, staff, and department administrators with the Office of International Services, its resources, and the basic policies and procedures governing immigration-related issues at the University. Major topics include introductions to OIS, basic immigration concepts and terminology, visa statuses, employment-based permanent residence (the “green card”), and responsibilities for the “team” (department, OIS, and the foreign national).

**IMMIGRATION SERVICES: F-1/F-2 and J-1/J-2 STUDENT VISA CLASSIFICATIONS**

Presenters: Office of International Services Staff  
Date: Tuesday, December 1, 2015  
Time: 9 a.m.–noon  
Location: 342 Craig Hall  
Who Should Attend: Faculty and staff who work with the OIS concerning international undergraduate and graduate students in the F or J visa classifications

This workshop is designed to familiarize those who work with international students in the F-1/F-2 and J-1/J-2 student visa classifications. Topics to be covered include an overview of the federal regulations for these visa classifications as well as the related OIS policies and procedures that have been developed in response to these regulations to support international students during their time at Pitt. Arrival/check-in procedures for international students; travel outside the United States, and re-entry; extending the period of authorized stay for international students; special requirements for international students seeking to drop below full-time status or change majors, schools, or departments; and employment issues for international students will all be discussed.

**Diversity and Inclusion**

The following workshops create an opportunity for faculty and staff to further their understanding and respect for the importance of diversity and inclusion in a successful academic environment.

**ACCOMMODATING EMPLOYEES WITH DISABILITIES**

It is imperative that supervisors understand the process of providing reasonable accommodations to staff with disabilities and/or serious medical conditions. This session reviews the Americans with Disabilities Act, as well as the Amendment Act of 2008, and its regulations. The University’s recommended process for providing reasonable accommodations in the workplace is also reviewed. This workshop is available for presentation to individual departments by contacting the Office of Disability Resources and Services at (412) 648-7890.

**CROSS-CULTURAL AWARENESS AND UNDERSTANDING**

Presenters: Office of International Services Staff  
Date: Thursday, November 19, 2015  
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 to gain understanding to enhance the quality of their interactions with international and diverse students, faculty, and staff at the University and elsewhere. Topics include the cultural adjustment process and core cultural variables that shape the way people look at their world; for example, concepts of time, communication style, and status and hierarchy. Session will include interactive exercises.

**DIFFERENT LIKE YOU!**

Presenter: Warren McCoy, diversity specialist  
Office of Diversity and Inclusion  
Date: Tuesday, November 3, 2015  
Time: 9–11 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 diversity of each person as an individual. This workshop is an overview intended to help participants increase their awareness of diversity issues and to gain a better understanding of acceptance and appreciation of the differences between us. Participants will learn to identify and examine one’s own stereotypes and prejudices and how these may guide 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 at least one way to promote respect and dignity for others.

Date: Thursday, November 19, 2015  
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 to gain understanding to enhance the quality of their interactions with international and diverse students, faculty, and staff at the University and elsewhere. Topics include the cultural adjustment process and core cultural variables that shape the way people look at their world; for example, concepts of time, communication style, and status and hierarchy. Session will include interactive exercises.

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Who Should Attend: All faculty and staff

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IS THAT REALLY HARASSMENT?
The workshop explores the negative consequences of harassment covering such topics as age, race, sexual orientation, political affiliation, pregnancy, ethnicity, sexual harassment, and much more. Participants will learn the definition of harassing behavior and the various types of harassment in the workplace through the use of personalized stories, legal and policy definitions, group activities, and discussion. Participants will also learn specific University policies and what to do if they are harassed. This workshop is available for presentation to individual departments by contacting the Office of Affirmative Action, Diversity and Inclusion at 412-648-7860.

PLEASE RESPECT MY GENERATION
Presenter: Warren McCoy, diversity specialist
Office of Diversity and Inclusion
Date: Tuesday, November 24, 2015
Time: 9–11 a.m.
Location: 342 Craig Hall
Who Should Attend: All faculty and staff
For the first time, we have as many as five different generations working together in a single workplace. This workshop presents methods for bridging the gap between generations and shows participants how to avoid conflict and increase productivity in their generationally diverse workplaces. Workshop participants will learn about generational differences, generational similarities, how generational traits impact the workplace, and how good communication skills can develop a more respectful workplace.

TITLE IX: UNDERSTANDING COMPLIANCE AT THE UNIVERSITY OF PITTSBURGH
Presenter: Kristy Rzepecki, senior title ix and diversity specialist
Office of Diversity and Inclusion
Date: Thursday, November 12, 2015
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 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.

Career Development
DEVELOPING YOUR CAREER AT THE UNIVERSITY OF PITTSBURGH
Presenter: Sherry Miller Brown, faculty
University of Pittsburgh
Date: Wednesday, November 11, 2015
Time: 9–11:30 a.m.
Location: McCarl Center Conference Room, 1400 Posvar Hall
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.

RÉSUMÉ WRITING AND COVER LETTERS
Presenters: Mark Burdsall, senior consultant
Organization Development
Date: Thursday, November 12, 2015
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)

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 cgs.pitt.edu.

Personal Finance
FINANCIAL FREEDOM: STRATEGIES FOR REDUCING DEBT AND SAVING MORE
Presenters: Vanguard staff
Date: Thursday, December 17, 2015
Time: 9–11 a.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: Chris Yoest, financial advisor
TIAA-CREF
Date: Thursday, December 3, 2015
Time: 9–10:30 a.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
University Business and Financial Services

ADVANCED SPAR – COST SHARING
Who Should Attend: Employees whose SPAR responsibilities include areas with 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 the Financial Compliance for Research Web site at 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 intended for staff whose responsibilities include administration of federally 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 Web site: cfo.pitt.edu/fcr/workshops/register.php.

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

BASICS OF FEDERAL CONTRACT ADMINISTRATION
Presenter: Heide Eash, assistant director for federal contracts
Office of Research
Date: Tuesday, November 10, 2015
Time: 9–11 a.m.
Location: Office of Research Conference Room B
Lower Level, B21 University Club

Who Should Attend: Faculty and staff who support federal research funding activities, and staff charged with research administration support and related activities.

This workshop 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
Presenter: Kathleen Schreiber, commander
University of Pittsburgh Police Department
Date: Friday, November 13, 2015
Time: 9–11 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. Covered topics include the definition of a Campus Security Authority, what crimes must be reported, the geographical boundaries involving crime reports, and how to prepare and submit a crime report to the police department. In addition, safety policies involving timely warnings and emergency notification will be discussed. Participants will receive the new 2014 Annual Safety and Fire Report for reference.

ELECTRONIC CERTIFICATION OF EFFORT (ecrt): EFFORT COORDINATOR RESPONSIBILITIES
Who Should Attend: New department administrators or other staff whose responsibilities 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, please visit the Financial Compliance for Research Web site at cfo.pitt.edu/fcr/workshops/register.php.

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

EVERYTHING YOU WANTED TO KNOW ABOUT CAPITAL ASSETS BUT WERE AFRAID TO ASK
Presenter: Kevin Starke
Payment Processing and Compliance
Date: Wednesday, November 18, 2015
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.

EXPORT CONTROLS FUNDAMENTALS
Presenters: Allen DiPalma, director
Sandy Laverne, export controls analyst
Biologicals Expert
Office of Export Controls Services
Kelly Stefano Cole, associate director
Regional Biocontainment Laboratory and associate professor, Department of Immunology

Date: Friday, December 4, 2015
Time: 9–11 a.m.
Location: 342 Craig Hall

Who Should Attend: All faculty and staff involved with shipping, visitors, foreign nationals, foreign travel, foreign collaborations, biologicals, or research.

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

Who Should Attend: University faculty who perform sponsored research on federally funded awards.

This workshop is designed to help PIs develop an understanding of effort reporting requirements for federally sponsored research as mandated by the Federal Office of Management and Budget 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 as they pertain to PI responsibilities and personal risk. Sample effort situations will be presented and effort frequently-asked-questions will be answered. To register for this workshop, please visit www.pitt.edu/lr/worksheets/register.php

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 at the employee’s convenience. To register for this course, please contact Cathy Lewis, clewis@cfo.pitt.edu.

INTRODUCTION TO RESEARCH ADMINISTRATION

Presenters: Laurie Mejia, grants and contracts officer
Carol Chatman, senior grants coordinator
Office of Research
Date: Friday, November 6, 2015
Time: 9–11 a.m.
Location: 342 Craig Hall

Who Should Attend: Faculty and staff who support grant preparation, and unit staff charged with proposal support and related activities

This workshop will offer a basic overview of pre-award grants administration policy and procedure for the University. Content will include definitions, proposal transmission, major agency requirements, stewardship, compliance, and electronic research administration developments

P CARD ADMINISTRATION

Presenter: Rachel Walsh, payment card specialist
Payment Processing Department
Date: Thursday, December 3, 2015
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, please visit cfo.pitt.edu/pexpress/pbuytraining.php

PRISM FINANCIAL APPLICATIONS

For information on PRISM financial applications training, please 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 reportabuse.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, publicly available training program. More information from the Department of Human Services on training requirements and services is available at keepkidsafe.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 requirements, 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.

RESEARCH CONTRACT ADMINISTRATION

Presenter: Kelly Downing, assistant director for clinical and corporate contracts
Office of Research
Date: Wednesday, December 9, 2015
Time: 9–11 a.m.
Location: B211 University Club

Who Should Attend: Department administrators who are new to University research

In this workshop, participants will learn the types of contracts that are appropriate to the purview of the clinical and corporate contracts section of the Office of Research. They also will learn the correct process for routing a contract to the Office of Research for maximum efficiency and the requirements for submission review. Facilitators also will present information on research compliance issues that relate to contracts, compliance monitoring, and what must be achieved to meet University standards in research contracts.

SPAR INTRODUCTION

Who Should Attend: New 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 Web site at cfo.pitt.edu/lr/worksheets/register.php.
STUDENT PRIVACY AND FERPA

Presenters: Jennifer Seng, associate general counsel
Office of General Counsel
Patricia Mathay, university registrar
Department of Student Life

Date: Tuesday, December 15, 2015
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.

THE STUDENT EMPLOYMENT PROCESS

Presenter: Bill Charleroy, student employment administrator
Student Employment and Placement Assistance

Date: Friday, December 18, 2015
Time: 9–11 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 and guidelines for managing student employees effectively.

TRAVELING ON UNIVERSITY BUSINESS

Presenters: Vincent Johns, travel manager
Office of Travel Management
Rebecca Marcej, manager
Payment Processing

Date: Thursday, December 10, 2015
Time: 9 a.m.–noon
Location: 342 Craig Hall

Who Should Attend: All faculty and staff who are responsible for making travel arrangements for University business

Intricacies of the Prism expense reporting system will be demonstrated and University travel policy will be explained. This workshop is recommended for both travel planners and travelers.

WORKERS’ COMPENSATION FOR SUPERVISORS

Presenters: Yvonne Keafer, director
Risk Management and Insurance
Betsy Richard, claims manager and risk analyst
Rick Schultz, manager of safety programs, general safety, and accident investigation
Environmental Health and Safety

This workshop will provide an introduction to supervisors’ responsibilities in the workers’ compensation process, as well as an overview of Pennsylvania workers’ compensation law. Also discussed will be the overall impact of workers’ compensation claims to the University. To schedule an appointment for yourself or a workshop for your department, please contact the Office of Risk Management at 412-624-1198.

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.

FEEDBACK: AN ESSENTIAL LEADERSHIP SKILL

Presenter: Maureen Lazar, consultant
Organization Development
Date: Wednesday, October 28, 2015
Time: 9-11:30 a.m.
Location: 342 Craig Hall
Who Should Attend: Individuals who directly manage or supervise the work of other staff

Providing feedback to employees can be challenging, but is crucial to creating an environment of success in any organization. This workshop introduces multiple tools to assist supervisors in offering and documenting feedback that will reinforce and change behaviors of individuals. Participants will have the opportunity to practice using feedback tools and strategies.

GETTING STARTED AS A NEW LEADER*

Presenter: Mark Burdsall, senior consultant
Organization Development
Date: Wednesday, December 2, 2015
Time: 9 a.m.–12:30 p.m.
Location: 342 Craig Hall
Materials Fee: $58
Who Should Attend: Individuals who are new to directly managing or supervising the work of other staff

A new leader is faced with conflicting expectations from team members, managers, and others. In this workshop, participants will learn how to focus their time and efforts on tasks that are most important to their organization’s success and how to achieve these results through others. The following topics will be discussed: transitioning into a new role, building trust, inspiring others, planning and organizing, and understanding and communicating strategic goals.

MYERS BRIGGS: UNDERSTANDING YOUR PERSONALITY IN THE WORKPLACE*

Presenter: Maureen Lazar, consultant
Organization Development
Date: Thursday, November 5, 2015
Time: 9 a.m.–12:30 p.m.
Location: 342 Craig Hall
Materials Fee: $35
Who Should Attend: Individuals who directly manage or supervise the work of other staff

Have you wondered how two people can view the outcome of a meeting so differently? Or, how some people like the details of a project, while others focus on the big picture? This workshop will help you better understand how you prefer to function in the workplace through the use of the Myers Briggs Type Indicator (MBTI). The MBTI is a personality instrument that helps provide reasoning for individual difference in work style, problem solving, conflict, response to stress, and communication needs. Through multiple activities, you will recognize how personality types function most productively and effectively.

THE RESPECTFUL WORKPLACE

Presenter: Jane Volk, director
Employee and Labor Relations, Office of Human Resources
Date: Thursday, October 22, 2015
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.

*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 their 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 six 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 all six workshops over a maximum 5-year period. COLE consists of the following six 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)

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**

**PRINCIPLES AND PRACTICES OF SERVANT LEADERSHIP**

*Presenter:* Audrey Murrell, associate dean and associate professor of business administration, College of Business Administration

*Date:* Wednesday, October 28, 2015

*Time:* 9 a.m.–noon

*Location:* 532 Alumni Hall

*Materials Fee:* $30

This workshop combines knowledge, interactive discussion and skill-building exercises to help participants understand the principles of servant leadership in dynamic environments. Participants will also identify the role, skills and tactics of highly effective servant leaders, and how they can build their competencies to be an effective servant leader.

**THE ETHICAL USE OF POWER**

*Presenter:* Ray Jones, clinical associate professor of business administration

*Date:* Tuesday, November 17, 2015

*Time:* 1–4 p.m.

*Location:* 531 Alumni Hall

*Materials Fee:* $30

Description: This workshop combines knowledge, interactive discussion and skill-building exercises to help participants understand the ethical use of power and influence, and, a look beyond the “dark side” of power in organizations.

**SOLVING PROBLEMS AND ETHICAL DILEMMAS**

*Presenter:* Ron Magnuson, clinical assistant professor of business administration

*Date:* Tuesday, December 15, 2015

*Time:* 9 a.m.–noon

*Location:* 532 Alumni Hall

*Materials Fee:* $30

Description: This workshop combines knowledge, interactive discussion and skill-building exercises to familiarize participants with:

- “Beyond compliance”– ethical decision-making in complex environments
- Ethical decision making– a stewardship approach
- Accountability and transparency in problem-solving and decision-making
- Ethical decision-making in crisis and uncertainty
- Review of opportunities and situations wherein participants can apply knowledge within the University of Pittsburgh environment

*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.*

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**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 Test. 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:

- Navigating PittSource for Supervisors
- Understanding the Staff Hiring Process at Pitt–for Supervisors
- Compensation Administration for Supervisors
- Managing Staff Performance: Maximizing Your Staff’s Potential
- Managing Staff Performance: Addressing the Need for Improvement
- Understanding Policies and Procedures for Staff Time Off–for Supervisors
- FMLA for Supervisors
- Fostering Diversity and Inclusion in the Workplace–A Supervisor’s Role

**COMPENSATION ADMINISTRATION FOR SUPERVISORS**

*Presenters:* Compensation Staff

*Office of Human Resources*

*Date:* Wednesday, November 4, 2015

*Time:* 9–11:00 a.m.

*Location:* 342 Craig Hall

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.

**NAVIGATING PittSource FOR SUPERVISORS**

*Presenters:* Michelle Fullem, director

*Kaitlyn Konkle, recruiter

*Recruiting and Client Services, Office of Human Resources*

*Date:* Friday, October 23, 2015

*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. Workshop facilitators will provide a review of how to navigate and best-utilize the University’s online applicant tracking system–PittSource. Participants will leave this session with a good understanding of how to create and approve a job description and selection requests, how to review applicant documents and change applicant status, how to customize your search screens and export these results, and…much more!
UNDERSTANDING THE STAFF HIRING PROCESS AT PITT-FOR SUPERVISORS

Presenters: Amy Miller, senior recruiter
Sarah Morgan, senior recruiter
Recruiting and Client Services, Office of Human Resources
Date: Wednesday, December 16, 2015
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 and 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

MICROSOFT EXCEL 2013 FUNDAMENTALS

Presenter: Vernon Franklin, technical trainer
Computing Services and Systems Development (CSSD)
Date 1: Thursday, October 29, 2015—10 a.m.—noon
Date 2: Tuesday, December 8, 2015—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 formulas, and creating charts.

EXCEL 2013 QUICK START: CHARTS & PIVOT TABLES

Presenter: Vernon Franklin, technical trainer
Computing Services and Systems Development (CSSD)
Date: Thursday, November 19, 2015
Time: 10–11 a.m.
Location: 302 Bellefield Hall

The goal of this Quick Start session is to provide a brief session that focuses specifically on the charts and pivot table features in Microsoft Excel 2013. University faculty and staff will become familiar with how to manage and summarize large amounts of data, in a concise format for easy reporting and analysis.

OFFICE 2013 QUICK START: WORD, EXCEL, POWERPOINT

Presenter: Vernon Franklin, technical trainer
Computing Services and Systems Development (CSSD)
Date 1: Tuesday, November 10, 2015
Date 2: Thursday, December 3, 2015
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
- Organization and manage slides using view options

MICROSOFT EXCEL 2013 FUNDAMENTALS

Presenter: Vernon Franklin, Technical Trainer
Computing Services and Systems Development (CSSD)
Date: Thursday, November 17, 2015
Time: 10 a.m.—noon
Location: 302 Bellefield Hall

The goal of this Quick Start session is to provide a brief session that focuses specifically on the Mail Merge and Graphics Illustration features in Microsoft Word 2013. 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, November 5, 2015
Time: 10–11 a.m.
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
- Printing a document
- Mail Merge
MY PITT VIDEO powered by Panopto

Presenters: Vernon Franklin, Technical Trainer
Computing Services and Systems Development (CSSD)
Date: Tuesday, October 20, 2015
10–11 a.m.
Location: 302 Bellefield Hall

This workshop is an introductory overview for staff who are interested in learning how to use the new 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.

USING LYNDACOM FOR PROFESSIONAL DEVELOPMENT

Presenters: Vernon Franklin, technical trainer
Computing Services and Systems Development (CSSD)
Date: Thursday, October 22, 2015
Time: 10–11 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.

Tech Training Online

Learn Web design, photography, video, programming, animation and more. Made available by Computing Services and Systems Development (CSSD), lynda.pitt.edu is available 24/7 and offers free unlimited access to an online library of technology courses and other professional topics. Visit lynda.pitt.edu.
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 physicalactivity.pitt.edu/healthandfitness.aspx.

CENTER FOR INSTRUCTIONAL DEVELOPMENT AND DISTANCE EDUCATION (CIDDE)

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

Computing Services and Systems Development (CSSD) makes online learning available to all students, faculty, and staff through a partnership with lynda.com. Visit www.lynda.pitt.edu to access thousands of online training courses that include software applications and other topics to enhance your business knowledge and skills.

Registration Procedures

To register for the workshops in this brochure, go to 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 via fax or campus mail (due to signatures required for authorization).

If you do not have access to a computer, please complete the registration form below and fax it to 412-624-4781, or 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.
Registration Form
FACULTY AND STAFF DEVELOPMENT PROGRAM

Name (please print) ____________________________________________ Department ______________________________________

Circle one: Faculty Staff

Campus Address __________________________________________________________________________________________________

Campus Phone ___________________________________________ pitt.edu E-mail 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? ______

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* Fees are only applicable to select workshops.

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) ______________________________

Withdrawals

Please notify Organization Development at least two weeks before the scheduled workshop at 412-624-8044 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

Please submit this registration form via fax to 412.624.4781 or campus mail to the Faculty and Staff Development Program, 500 Craig Hall. For further information, please call 412.624.8044.