

RESET FOR A NEW FUTURE TOGETHER

Fall

2021

HUMAN RESOURCES
PROFESSIONAL DEVELOPMENT
CATALOG

SlipperyRock
University

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Please register for workshops on-line at

www.sru.edu/ld-workshops

(Pre-registration for all workshops is advised as space is limited and unforeseen cancelations)



Notice of Non-Discrimination

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Self Service Banner

Constance Edwards, director, Academic Records and Registration

Date and Time: Sept. 23, 2-3 p.m.

Location: Leadership Development Center

Description: Participants will learn what information is available under the Advising and Faculty tabs in MySRU and how to use them. Examples include Advising Profile, Advisee Listing and Registration Overrides.

Student Employment: Navigating Handshake and eTime

Amanda Nichols, manager of student employment, Payroll

Susan Patton, management technician, Payroll

Dates and Times: Oct. 14, 1-2 p.m.

Location: Bailey Library,
Description: This session will address navigating Handshake for student employment, hiring a student employee and eTime. Attendees will learn how to create an employer account in Handshake, post student positions, respond to student’s messages and send communication through Handshake. Also covered will be the payroll student hiring process and eTime reporting tools, functions and approving deadlines. Attending this training is strongly encouraged for all faculty, staff and administrators who employ students.

Application Navigator

Constance Edwards, director, Academic Records and Registration

Date and Time: Oct. 28, 2-3 p.m.

Location: Leadership Development Center

Description: This workshop is geared toward department chairs and secretaries who have access to Application Navigator in Banner. We will review some of the more common screens such as SGAADVR, SFASRPO and SGASTDN.

OFFICE 365 SERIES

Mikaila Leonard, IT student specialist

Office 365 - Outlook and Calendar

Date and Time: Sept. 27, 11 a.m. to 12 p.m.

Location: Bailey Library,

Description: Learn and master the following tips: email signature, auto reply, establishing specific settings for emails, keyboard shortcuts, adding a

photo on your account, setting inbox rules for messages, creating a calendar event through email, organizing the calendar, discovering a calendar and creating a calendar.

Office 365 - OneNote and OneDrive

Date and Time: Oct. 4, 11 a.m. to 12 p.m.

Location: Bailey Library

Description: Learn and master the following tips: getting started with OneNote, inserting a file into OneNote, keyboard shortcuts in OneNote, drawing on a OneNote page, adding tags to a OneNote, saving documents to OneDrive, sharing OneDrive links, saving a file from Outlook to OneDrive, viewing SharePoint sites in OneDrive and viewing files that were shared with you.

Office 365 - SharePoint

Date and Time: Oct. 18, 11 a.m. to 12 p.m.

Location: Bailey Library

Description: SharePoint is a server-based platform that enables groups of people to share and edit documents that are saved securely to the SharePoint cloud. SharePoint has other capabilities including creating “websites” for easier content control. Attendees will learn and master getting started with SharePoint and managing a SharePoint site.

Office 365 - Sway and Forms

Date and Time: Oct. 25, 11 a.m. to 12 p.m.

Location: Bailey Library

Description: Sway is a visual presentation tool that utilizes templates to enable a creative and easy workflow. Attendees will learn and master how to use and edit the templates and how to share the Sway Forms is an easy way to create surveys, quizzes and polls. Attendees will learn and master how to create a Form as well as how to view the Forms’ responses.

EXCEL SERIES: TIPS FOR PRODUCTIVITY WITH EXCEL

Mikaila Leonard, IT student specialist

Productivity with Excel 1

Date and Time: Nov. 1, 11 a.m. to 12 p.m.

Location: Bailey Library

Description: Learn and master the following tips: creating a new worksheet, utilizing office clipboard, deleting/ inserting rows and columns, formatting cells, using formulas, applying a number format, creating charts, sorting lists (descending/ascending/alphabetical), freezing panes and using tables.

Productivity with Excel 2

Date and Time: Nov. 8, 11 a.m. to 12 p.m.

Location: Bailey Library

Description: Learn and master the following tips: creating a new worksheet, utilizing office clipboard, deleting/ inserting rows and columns, formatting cells, using formulas, applying a number format, creating charts, sorting lists (descending/ascending/alphabetical), freezing panes and using tables.

Productivity with Excel 3

Date and Time: Nov. 15, 11 a.m. to 12 p.m.

Location: Bailey Library

Description: Learn and master the following tips: absolute referencing; indexing and matching; If formula; using and/or functions; combining if, and/or; =SumProduct() formula; creating forms.

Productivity with Excel 4

Date and Time: Nov. 22, 11 a.m. to 12 p.m.

Location: Bailey Library

Description: Learn and master the following tips: text to column, string manipulation, concatenate, data validation and V-Lookup.

Getting to Zero

Paul Scanlon, director of sustainability, Office of Administration, Global Engagement and Economic Development

Sponsored by the President’s Commission on Sustainability

Date and Time: Oct. 29, 10-10:45 a. m.

Location: Leadership Development Center

Description: SRU’s Climate Commitment is to achieve carbon neutrality by 2037. That’s just 16 years from now. Because the impacts of global warming have been more severe and more frequent in recent years, there is even more urgency to address what is now considered a climate crisis. Attend this workshop/Q&A session to find out how SRU is responding to meet this challenge and our strategic sustainability plan to (a) eliminate burning fossil fuels in our central heating plant and (b) commit to using solar-powered, renewable electricity instead of purchasing “brown” power.

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LEADERSHIP & INTERPERSONAL SKILLS

SRU's Leadership Development Center has invited Transforming Culture Consultants to present a series of workshops for attendees to earn a **certificate in Transforming Workplace Culture** by attending all five workshops listed below. Participants are also welcome to attend individual trainings that fit their schedules and match their interests. These trainings are open to all campus community members. If you would like further information about TCC, visit www.transformingcultureconsultants.com

What is an Empowered Culture? Understanding the Elements and Recognizing the Benefits

Rhonda Clark, associate professor of management and marketing

Date and Time: Sept. 29, 11 a.m. to 12 p.m.

Location: 322 Smith Student Center

Description: The pandemic has changed a lot in our lives, and our world often feels more divided than ever. Our workplaces can sometimes feel like an emotional battle ground. How can we better understand what is needed to move from a battle ground culture to one that is blooming, where stakeholders feel respected, valued and appreciated and can get along and thrive? In this workshop, we will share a foundational approach so any person at any level of the organization can nurture transformation and be happier and more fulfilled.

Creating an Inclusive Culture

Cindy LaCom, professor of interdisciplinary programs

Date and Time: Oct. 13, 11 a.m. to 12 p.m.

Location: 322 Smith Student Center

Description: After months of working remotely, do you feel like you need to make an extra effort to engage with others? After being bombarded with conflicting and negative media messages, does engaging in dialogue with others about current events in the workplace seem like it involves risk taking? Is the diversity, equity and inclusion language a bit overwhelming in that you don't know what to say and what not to say? In this workshop, participants will discuss action steps and develop strategies for building an inclusive workplace culture where people belong, are valued and respected.

Positive Organizational Behavior

Rhonda Clark, associate professor of management and marketing

Date and Time: Oct. 27, 11 a.m. to 12 p.m.

Location: 322 Smith Student Center

Description: Oftentimes we tend to get stuck in our ways of thinking, and this can negatively impact the functioning of an organization or group. Who wouldn't want

to work in a positive environment? This workshop provides tools for you to train your brain to think more positively, increase your well-being, and experience greater fulfillment in your job and in your life.

The Power of Mindset Management to Transform Your Life and Your Organization!

Sharon Wilson, chief mindset and growth officer, Transforming Culture Consultants

Date and Time: Nov. 10, 11 a.m. to 12 p.m.

Location: 322 Smith Student Center

Description: Do you ever feel that things are out of your control? Do you want to know how you can use simple tools to leverage your power of thinking to get results beyond logic? Look no further. In this lively workshop, we will explore how to use practical mindset management tools in the workplace and at home to experience more happiness and success in all areas of our lives and work.

Understanding, Recognizing, and Responding More Effectively to Workplace Violence

Cindy LaCom, professor of interdisciplinary programs

Date and Time: Dec. 1, 11 a.m. to 12 p.m.

Location: 322 Smith Student Center

Description: How many times have you heard in the wake of a workplace shooting, "I had a feeling that might happen." We can't always identify a perpetrator of violence or predict its occurrence, but there are ways to recognize warning signs, whether it's bullying, harassment or chronic meanness. This workshop provides an overview of the definition and contexts for different kinds of workplace violence and offers strategies for recognizing those warning signs and responding more effectively. And while reporting workplace violence might seem like an obvious step, there are a number of barriers for doing so that should be addressed - and participants in this workshop will walk out better prepared to proactively address and diminish the potential for workplace violence.

An Introduction to PCRED: Anti-Racism-the Key to Change at SRU

Sponsored by the President's Commission for Racial and Ethnic Diversity

Jenny Kawata, director of global exchanges and partnerships, Office for Global Engagement PCRED members

Dates and Times: Sept. 24, 11 a.m. to 12 p.m., Oct. 29, 1-2 p.m., Nov. 19, 11 a.m. to 12 p.m.

Location: Leadership Development Center

Description: This workshop provides an overview of the mission, goals and current initiatives of the President's Commission on Race and Ethnic Diversity. PCRED promotes a climate of acceptance, inclusion, safety and equity for all students, faculty and staff. By exploring the question "Am I an anti-racist?" and discussing why anti-racism is the key to change at SRU, this session allows participants to explore how they can work toward change within their roles at the University. This introductory conversation will leave participants with tools and language to respectfully and responsibly enter discussions about racism today. Participants will also learn how they can get involved with PCRED and support the commission's efforts.

Project Management Workshop: Tooling-up

Rhonda Clark, associate professor of management and marketing

Date and Time: Oct. 6, 10 a.m. to 12 p.m.

Location: Leadership Development Center

Description: Designed as an interactive workshop with hands-on activities to manage projects and events that are either large or small. We will focus on tools for better organization and efficiency skills for projects and events.

Staff Professional Development Day, The Inclusive Mindset

Justin Jones-Fuso, founder and CEO, Work Meaningful

Date and Time: Oct. 11, 8:30 a.m. to 12 p.m.

Location: Robert M. Smith Student Center, Ballroom

Description: Jones-Fuso will help us move the needle of diversity and inclusion within our University. He will present on three modules which are

engaging, valuable and full of practical takeaways to make meaningful progress.

MODULE 1: What is the Inclusive Mindset?: This module is the foundation of the Inclusive Mindset and provides the catalyst to how to approach diversity and inclusion. We will cover the Inclusive/Exclusion Mindset Continuum, Growth vs. Fixed Mindset, and how to fully embrace the Inclusive Mindset.

MODULE 2: Rediscovering Dialogue and Exercising Empathy: In this module, we will cover how to communicate with almost anyone. Learn practical strategies to have deeper more meaningful conversations by communicating with dialogue. Learn the three areas of empathy to better understand the perspective and positions of others.

MODULE 3: The Moving Walkway: In this module, we will cover how to be a better advocate and ally toward others. Learn the 3x5 Beginner Allyship Model and the four types of people on the Moving Walkway. Identify practical ways to stand up for others who are different than you.

Know Your Strengths! So, You Can ROCK as a Leader!

Erin Strain, director, Leadership Development Center

Date and Time: Nov. 2, 10 a.m. to 12 p.m.

Location: Leadership Development Center

Description: Strain is a Gallup-certified strength coach and will help you identify your natural talents and develop them into strengths. You will discover your top five strengths provided by the StrengthsFinder Assessment and learn ways to apply them in order to be a more productive in your life and become a better leader.

Collaboration Across Departments: How to make it work for you

Heather Fritz, assistant professor, Physician Assistant Program

Elise Somers, assistant professor, Physician Assistant Program

Date and Time: Nov. 9, 12:30-1:30 p.m.

Location: Leadership Development Center

Description: SRU has many departments and areas of expertise, but often times we don't connect and collaborate. As

Earn an SRU Leadership Development certificate in "Foundations in Creative Leadership and Design Thinking" by attending all three workshops, including Emotional Intelligence in the Workplace, Empathic Listening and Designing Your Life. Please see the descriptions below.

*Emotional Intelligence in the Workplace

John Golden, assistant professor of health care administration and information systems

Date and Time: Sept. 30, 10 a.m. to 12 p.m.

Location: Leadership Development Center

Description: Knowing one's internal states, preferences, resources and intuitions is important in the workplace because of the need to recognize them and their effects on those around us. Do you know your strengths and limits? Build self-confidence and sureness about your self-worth and capabilities. Additionally, develop an intuitive sense of others' feelings and perspectives, and learn to show an active interest in their concerns and interest. Strengthen your ability to sense what others need in order to grow and develop. Leverage diversity to cultivate opportunities through diverse people.

*Empathic Listening

John Golden, assistant professor of health care administration and information systems

Date and Time: Nov. 4, 10 a.m. to 12 p.m.

Location: Leadership Development Center

Description: Most of us do not listen with the intent to understand. Rather, we listen with the intent to respond with everything getting filtered through our own experiences. Empathic listening is different. The basic principle is to "seek first to understand before being understood." This workshop will teach specific listening techniques that will not only help you to develop important personal and professional relationships, but also help you manage and avoid disruption and insulting behaviors. This workshop is packed with opportunities to learn, develop skills and have fun.

*Designing Your Life

John Golden, assistant professor of health care administration & information systems

Jennifer Willford, associate professor of psychology

Date and Time: Dec. 2, 10 a.m. to 12 p.m.

Location: Leadership Development Center

Description: Life really is about the journey. According to "Designing Your Life" co-authors Bill Burnett and Dave Evans, "the design thinking approach lends itself especially well to the challenge of designing your life and vocation, large and vaguely defined tasks, because it allows you to start where you are - and build from there." Throughout life, we are presented with opportunities in life and career that allow us to try a few things and learn as we go. The steps along the way are prototypes to learn from and enjoy; they are not failures. This session introduces faculty, staff and students to design thinking and how to apply it to their lives and careers.

faculty and staff, we have an opportunity to learn from each other's expertise. That can then translate to collaboration between our students. In this workshop, we will define interprofessional education and practice; discuss

barriers to each of these as it applies to education; and discuss opportunities to collaborate to benefit us and our students. Additionally, we will give examples of what we have done and what we plan to do in the future.

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Leadership & Interpersonal Skills

How to Run Your Day from an Index Card

Justin Zackal, communication specialist, University Communication and Public Affairs

Date and Time: Nov. 10, 1-2 p.m.

Location: Leadership Development Center

Description: If you are at the mercy of a never-ending to-do list, distractions from your emails and smartphone, or spells of inattentiveness, then take control of your day with a low-tech tool to get the right things done at the right time. Learn practical, evidence-based advice collected from experts to help you organize your day by determining the best time to perform different types of tasks, develop habits to increase productivity, reduce cognitive fatigue and be more engaged and effective with your work.

Being Bullied in the Workplace

Erin Strain, director, Leadership Development Center

Date and Time: Nov. 16, 11 a.m. to 12 p.m.

Location: Leadership Development Center

Description: This workshop will examine the difference between being bullied and being harassed. We will cover the effects and cost the bully has on an individual and to the organization. We will also cover the best way to respond to the workplace bully.

Facilitating a Discussion for Understanding and Learning

Erin Strain, director, Leadership Development Center

Date and Time: Nov. 17, 10 a.m. to 12 p.m.

Location: Leadership Development Center

Description: Effective facilitation of a discussion involves the recognition of different perspectives and skills to create an inclusive environment. In order to do so, it is important to consider the features of effective discussions and conditions that promote interaction and engagement. Discussion is a powerful mechanism for active learning as a well-facilitated discussion allows the participants to explore new ideas while recognizing and valuing the contributions of others. Learn tips and strategies of how to create an inclusive environment, do's and don'ts and how to keep the discussion constructive and positive.

Green Zone and GI Bill 101

Sponsored by the President's Commission on Veterans

Ryan Ahl, outreach program specialist, Veterans Administration

Amber Korcok, management technician, Transfer Admissions and Orientation

Date and Time: Nov. 19, 12:30-2 p.m.

Description: Veteran and military students face unique challenges including navigating earned benefits across multiple agencies, transitioning from the military to a campus environment, and just being nontraditional students. Green Zone training is designed to provide faculty and staff with a deeper understanding and appreciation of the

veteran and military experience as well as developing tools and resources to better serve our military affiliated students. GI BILL® 101 provides a brief explanation of the different chapters of GI BILL® and the differences that military-affiliated students have in regard to using their GI BILL®. It is important for faculty and staff to know the differences so they can better advise and support students to solve educational issues. Faculty and staff wishing to be military liaisons are encouraged to attend.

Internship Preparedness and Transition

Olivia Buterbaugh, assistant professor, Physician Assistant Program

Heather Rapp, assistant professor, Physician Assistant Program

Date and Time: Nov. 30, 12:30-1:30 p.m.

Location: Virtual on Zoom

Description: Transitioning from traditional classroom-based learning to off-campus supervised experiences can be challenging for both educators and students, especially throughout the stages of a pandemic. A focus on bridging this gap through student expectations and performance can result in improved student awareness, mindset, and overall success during internships as well as required assessments. This session will discuss strategies utilized from both a programmatic standpoint, as well as curricular changes that identify the deficits and address the needs of students prior to internships. At the conclusion of the session, attendees are encouraged to collaborate and discuss successful techniques utilized from their own departments to prepare for internship experiences.

Prevention and Emergency Management

Campus Emergency Preparedness, Active Shooter Awareness and Survival

Paul Novak, executive director, Planning and Environmental Health and Safety

Date and Time: Oct. 26, 10 a.m. to 12 p.m.

Description: SRU is committed to the safety and health of its students, faculty and staff. As part of ongoing efforts in emergency management and preparedness, the Department of Environmental Health and Safety is presenting a campuswide training session on emergency preparedness. Attendees will be presented an overview of emergency planning initiatives to date, including emergency exercises and planned drills, guidance on preparing individual departmental emergency evacuation plans, and will conclude with training on active shooter awareness and survival.

Understanding Indoor Air Quality: Health Perspectives

Paul Novak, executive director, Planning and Environmental Health and Safety

Date and Time: Nov. 18, 10 a.m. to 12 p.m.

Description: As a population, we spend the majority of our time indoors. When references are made to pollution we automatically think of outdoor air and the presence of smog or chemicals from manufacturing. In reality, the quality of our indoor air can be compromised by a number of situations. This workshop is designed to provide parameters of indoor air quality, circumstances in which indoor air quality can be compromised, and the science and myths involving a person's health and surrounding the presence of mold and mildew on indoor air quality.

Early Intervention Tools for a Healthy Professional Community

Erin Strain, director, Leadership Development Center

Date and Time: Dec. 8, 10-10:45 a.m.

Description: With a variety of to-do lists and busy work schedules, it can seem overwhelming, costly and implausible to cope or deal with personal problems when they arise. Thanks to the State Employees' Assistance Program, you and your family can receive no-cost, confidential, personal support when you encounter these challenges. SEAP offers emotional, legal and/or financial support for issues including, but not limited to: grief and loss, anxiety, stress, parenting concerns, debt problems, abuse, relationship issues and addiction. Join us for this informative workshop and discover how you can access these tools to increase both personal and professional satisfaction, productivity and balance.

Health and Wellness

Herb Drying & Tea Blending

Adehl Schwaderer, graduate assistant, The Macoskey Center for Sustainability Education and Research

Date and Time: Sept. 22, 12-1 p.m.

Location: Macoskey Center

Description: As the summer gardening season ends, you want to make sure you make the most of everything you grew this season. Do you have an herb garden that produces more than you can utilize every week? The Macoskey Center wants to help you prolong the benefits of your garden. Drying your herbs is an easy method that increases the shelf life of your herbs and prevents any of your crops from going to waste. Join us in learning how to dry different kinds of herbs and make your own personalized tea blends. If possible, attendees should consider bringing their own glass jar or container to take their tea blend home with them. Cost for supplies is \$5.

Possibilities In Glass

Luke Gardner, semiskilled labor, Facilities and Planning

Date and Time: Oct. 4, 3-4 p.m.

Location: Leadership Development Center

Description: Attendees will be shown various glass blowing techniques using a torch and borosilicate glass. A brief overview of the history, physics and chemistry of glass will also be covered. Questions will be welcomed and encouraged.

Homemade Bath & Body Products: For Beginners!

Adehl Schwaderer, graduate assistant, The Macoskey Center for Sustainability Education and Research

Date and Time: Oct. 20, 12-1:30 p.m.

Location: Macoskey Center

Description: Have you always wanted to learn more about all-natural Bath & Body products? Well, everything you've wanted to know and more is waiting for you at The Macoskey Center. Join us as we learn about the benefits of using all-natural Bath & Body products while making our own bug spray, healing salve and lip balm. Cost for supplies is \$10.

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EVERFI Online Courses:

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Tools for an Ethical Workplace

Description: A foundation ethics course to help employees make good choices. The course begins with the perspective that employees know the difference between right and wrong, but certain circumstances can make it difficult to act upon that knowledge. Touchstone helps employees make better decisions by providing insight into competing pressures that affect daily decisions while practicing the overcoming of obstacles to doing what is right.

Diversity: Inclusion in the Modern Workplace

Description: As the world around us continues to change and become more complex, so does the workplace. Since people, in general, are not comfortable with change or the unfamiliar, employees

must learn to collaborate with those who are both like and unlike themselves for maximum individual productivity and organizational effectiveness. This course is designed to help employees successfully work together with diverse coworkers by encouraging respectful behavior, reducing bias and explaining how cooperation can overcome conflict. The course also identifies the challenges and opportunities arising from human diversity and helps employees understand the need for respectful workplaces and the barriers that prevent full participation.

Bridges: Building a Supportive Community - Clery Act and Title IX

Description: This session highlights Clery Act and Title IX in taking a close look at the issue of sexual harassment, including sexual assault, relationship violence and stalking in higher education.

Bridges: Taking Action

Description: This session provides ongoing education addressing how to identify and report different types of sexual misconduct committed against students, ways to prevent sexual violence and maintaining a safe campus community.

Injury & Illness Prevention

Description: This session will share ideas to promote a safe workplace, prevent injuries and illnesses, and reduce accidents, thereby encouraging all to think and prepare ahead.

Clery Act Basics

Description: This session provides faculty, staff and other University employees with an overview of Clery Act reporting requirements.

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Assistant Vice President of Diversity and Equal Opportunity/Title IX Coordinator

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