Kenneth P. Dietrich School of Arts and Sciences and College of General Studies Professional Development Program
Spring 2024

Workshop Topics:

Concur Training
Course Scheduling
Dietrich School's Diversity, Equity, and Inclusion (DEI)Training Foundation
Faculty Actions
Faculty Recruitment
Perceptive Content Training
Show Me the DASH Data- Personnel Data
Show Me the DASH Data – Student Data
Understanding the DASH Ancillary Budget Tool

Check out several On-Demand Trainings available through KennyNet!

All of the workshops will take place on Teams or ZOOM. Once registered, you will receive a meeting invitation within one week.

Remote Trainings

Workshop Title	Presenter(s)	Description	Target Audience	Dates/Times/Registration Information
Concur Training	Kristin Hopkins	Getting started in Concur – This session will provide Concur users with foundational knowledge needed to navigate the Concur Travel System successfully. Topics covered will include basics on profile settings, delegate access, booking travel, creating expense reports, how OneCards work with Concur, what informational resources are available, how to check the status of a submitted expense report, and tips for troubleshooting some of the most frequently encountered issues.	All Faculty and Staff	February 13, 2024 – 11:00 am – 12:00 pm Register today!
Faculty Actions	Jaime Wesoloski	This session provides an overview of faculty actions, the process for uploading documents to Perceptive Content, and answers any questions presented.	All Staff	February 22, 2024 – 11:00 am – 12:00 pm Register today!

Remote Trainings

Workshop Title	Presenter(s)	Description	Target Audience	Dates/Times/Registration Information
Understanding the DASH Ancillary Budget Tool	Kristy Bodnar	This session will provide an overview of the DASH Ancillary Budget tool. You will learn about how to enter data for Ancillary Budget reporting, Additional Funds Request, an Overload entry, a Cancellation Fee, and Replacement Requests in DASH. You will also learn how to understand the information available in the Ancillary Budget Reports.	All Staff and Faculty	February 27, 2024 – 10:00 am – 11:00 am Register today!
Faculty Recruitment	Jaime Wesoloski	This session provides an overview of the faculty recruitment process. Jaime will address questions throughout the presentation.	All Department Staff	March 11, 2024 - 11:00 am – 12:00 pm Register today!
Dietrich School's Diversity, Equity, and Inclusion (DEI)Training Foundation	Maureen Lazar, Antonio Glaze	The Dietrich School's DEI workshops are anti-bias educational programs that establish welcoming, inclusive, and diverse environments where faculty and staff can engage in productive conversations on topics such as identity, the impact of stereotypes, bias, and discrimination. Participants experience each of the four consecutive sessions as a cohort through interactive and engaging discussions and activities. Each individual gains strategies to positively impact the campus climate in the Dietrich School and CGS. This is a 4-part, cohort style series.	All Faculty and Staff	March 11, 2024 – 1:00 – 3:00 pm March 12, 2024 – 1:00 – 3:30 pm March 13, 2024 – 9:00 – 11:30 am March 14, 2024 – 9:00 – 11:30 am Register for March dates!

Remote Trainings

Workshop Title	Presenter(s)	Description	Target Audience	Dates/Times/Registration Information
Show me the DASH Data-Personnel Tools	Kristy Bodnar	This session will teach you about the type of data you can find in **Personnel** tools, reports in DASH, and where you can find the data (sometimes you can access the same data from multiple tools). Kristy will also review how to use the export report data to Excel and how to export list data for a mail merge.	DASH users who access the Personnel Reports and Tools	March 28, 2024 – 9:00 am – 10:00 am Register today!
Course Scheduling	Meg Caruso	Are you responsible for course scheduling? Register for this session to discuss challenges and tips pertaining to course scheduling. Participants will learn and work together to exchange strategies, ask questions, and focus on preparation for Spring 2025 that will occur over the summer. Participants will learn how Tableau Class Schedule Reports can be an effective timesaver.	Staff and faculty responsible for course scheduling	April 2, 2024 – 2:00 pm – 3:00 pm Register today!
Show Me the DASH Data – Student Data	Kristy Bodnar	This session will teach you about the type of data you can find in **Students** tools, reports in DASH, and where you can find the data (sometimes you can access the same data from multiple tools). We will also review how to use the export tool with data in Excel and exporting list data for a mail merge.	DASH users who access the Student Data Tools and Reports	April 8, 2024 – 11:00 am - 12:00 pm Register today!

Remote Trainings

Workshop Title	Presenter(s)	Description	Target Audience	Dates/Times/Registration Information
Perceptive Content Training	Cody Fetters Lisa Shartle	Curious about Perceptive Content, referred to often as just 'Perceptive' or 'PC'? This session will overview what it is, how to use it, and best practices to make using it more efficient. We will review adding documents to PC, best practices for the Notes function, how to assign the document to someone else, and how to complete the Document Keys and Custom Properties of uploads. We will overview the importance of naming conventions by delving into how PC works, creating filters and arranging columns. Bring any and all questions!	All Staff- particularly departmental and graduate	April 11, 2024 – 2:00 – 3:00 pm Register today!
Dietrich School's Diversity, Equity, and Inclusion (DEI)Training Foundation	Maureen Lazar, Antonio Glaze	The Dietrich School's DEI workshops are anti-bias educational programs that establish welcoming, inclusive, and diverse environments where faculty and staff can engage in productive conversations on topics such as identity, the impact of stereotypes, bias, and discrimination. Participants experience each of the four consecutive sessions as a cohort through interactive and engaging discussions and activities. Each individual gains strategies to positively impact the campus climate in the Dietrich School and CGS. This is a 4-part, cohort style series.	All Faculty and Staff	May 2, 2024 – 9:00 am- 11:00 am May 3, 2024 – 9:00 am- 11:30 am May 6, 2024 – 1:00 pm- 3:30 pm May 7, 2024 – 1:00 pm- 3:30 pm Register for May dates!
Dietrich School's Diversity, Equity, and Inclusion	Maureen Lazar, Antonio Glaze	The Dietrich School's DEI workshops are anti-bias educational programs that establish welcoming, inclusive, and diverse environments where faculty and staff can engage in productive conversations on topics such as identity, the impact of	All Faculty and Staff	July 15, 2024 – 1:00 – 3:00 pm July 16, 2024 – 1:00 – 3:30 pm July 17, 2024 – 9:00 – 11:30 am July 18, 2024 – 9:00 – 11:30 am Register for July dates!

Remote Trainings				
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(DEI)Training Foundation		stereotypes, bias, and discrimination. Participants experience each of the four consecutive sessions as a cohort through interactive and engaging discussions and activities. Each individual gains strategies to positively impact the campus climate in the Dietrich School and CGS. This is a 4-part, cohort style series.		