**Dietrich School Staff Development Series 2018-2019**

Fall Workshops – Updated October 10, 2018

For questions about the staff development series, please contact Jocelyn Figurel ([jrf89@pitt.edu](mailto:jrf89@pitt.edu)).

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| **Workshop Title** | **Presenters** | **Description** | **Target Audience** | **Dates/Times** |
| Advancing Your Staff’s Careers in the Dietrich School (for supervisors) | Maureen Lazar  Michele Montag | How can you help support and develop your employees? How can you be an advocate for your employee’s next position? Did you know one of the best compliments a supervisor can receive is when an employee is promoted to a high-level role that aligns with their career objectives? This workshop encourages supervisors to help build a culture where promotion and advancement are a regular discussion. A discussion tool will be provided to help kick start the conversation. | Supervisors | Oct 11th 11:00 AM – 12:00 PM  910 CL  <https://pitt.co1.qualtrics.com/jfe/form/SV_enfA9fe5BMiNNeR> |
| Hot Topics Sessions for Graduate Administrators | Graduate Studies Staff | Monthly Meeting | Graduate Administrators | Oct 16th 10:00 AM – 11:00 AM  5601 Sennott Square |
| Dietrich School and CGS Staff Brown Bag | Michele Montag | These monthly sessions that serve as an opportunity for all interested Arts and Sciences and College of General Studies staff to share ideas, ask questions, and discuss important issues. | All Staff Employees | Oct 16th 11:30 – 12:30 PM  Martin Room, 4127 Sennott Square  No RSVP Required |
| Open Door Project: What is Immigrant Justice and Why Do We Need It? | Monica Ruiz | Gain a better understanding of the current political climate. Understand what options immigrants have to come to the United States. Learn struggles immigrants face once they are here in the United States and discuss ways to support immigrant justice work. | All Faculty, Staff, Students, & Community | Oct 18th 2:00 PM – 3:00 PM  U Club, Conference Room A  <http://opendoor.pitt.edu/event/what-immigrant-justice-and-why-do-we-need-it>  No RSVP Required |
| Transformative Intergroup Dialogues | Mario C. Browne &  Erika G. Kestenberg | This session is designed to introduce University of Pittsburgh Dietrich School faculty and staff to Transformative Intergroup Dialogues, to support participants in gaining courage and skill to have uncomfortable conversations through the creation of safe and brave spaces that deepen relationships within and across social identities in meaningful ways. Participants will begin to discuss their social identities and better understand their blocks to having difficult conversations about topics, including race, gender identity, etc. Developing the ability to have such conversations is immensely important to fostering and nurturing healthy, connected relationships and a culture and climate where everyone thrives throughout the Dietrich School.  Transformative Intergroup Dialogues are facilitated, face-to-face encounters that aim to cultivate meaningful engagement and strive to create new levels of understanding, relating, and action. | All Faculty & Staff | Oct 24th 10:30 AM – 12:30 PM  U Club, Conference Room A  <https://pitt.co1.qualtrics.com/jfe/form/SV_6o0TV4qoOLyjbut> |
| Advancing Your Career in the Dietrich School | Maureen Lazar  Michele Montag | Are you ready to look for the next position in your career and are not sure how to start? How can your supervisor help you? This workshop will provide you with resources to open this dialogue with your supervisor. Your most pressing questions will be addressed. | All Staff Employees | Oct 25th 11:00 AM – 12:00 PM  910 CL  <https://pitt.co1.qualtrics.com/jfe/form/SV_8HBzX7tAhKbZ2ux> |
| Leading Productive meetings | Maureen Lazar | All meetings can be productive with great planning, facilitation, and follow up. Through interactive experiences, participants practice techniques introduced, are provided with effective tools for planning and strategies to overcome meeting distractors. | All Faculty & Staff Employees | Oct 29th 11:00 AM – 12:30 PM  910 CL  <https://pitt.co1.qualtrics.com/jfe/form/SV_0BuGhe9BH6SNitf> |
| Open Door Project: Curiosity Dialogues: Practicing Cultural Humility | anupama jain | How can we use critical self-reflection and ongoing personal development to cultivate empathy for others and challenge power imbalances, even when we’re the ones in power? | All Faculty, Staff, Students, & Community | Oct 30th 1:00 PM – 2:30 PM  Hillman Library, G 74 (Amy Knapp Room)  <http://opendoor.pitt.edu/event/curiosity-dialogues-practicing-cultural-humility>  No RSVP Required |
| Working with Distressed Students | Undergraduate Studies | Two members of the University’s Concern and Resource Support (CARS) Team – Alexandra Magee and Lisa Schoon – will lead a discussion on ways you can effectively work with students who are experiencing distress. | All faculty, staff | Nov 6th 1:00 PM – 2:00 PM  140 Thackeray Hall  <https://pitt.co1.qualtrics.com/jfe/form/SV_6FE2yOzwWEgsBLv> |
| Open Door Project: Combating Food Insecurity | Ciara Stehley & Brooke McEvoy | How can the University community compassionately respond to students who are unable to meet their basic needs? | All Faculty, Staff, Students, & Community | Nov 9th 10:00 AM – 11:30 AM  U Club, Conference Room A  <http://opendoor.pitt.edu/event/combating-food-insecurity>  No RSVP Required |
| Hot Topics Sessions for Graduate Administrators | Graduate Studies Staff | Monthly Meeting | Graduate Administrators | Nov 12th 10:00 AM – 11:00 AM  5601 Sennott Square |
| Dietrich School and CGS Staff Brown Bag | Michele Montag | These monthly sessions that serve as an opportunity for all interested Arts and Sciences and College of General Studies staff to share ideas, ask questions, and discuss important issues. | All Staff Employees | Nov 13th 11:30 – 12:30 PM  Martin Room, 4127 Sennott Square  No RSVP Required |
| Ready to Update Your Resume? | Maureen Lazar  Michele Montag | Once we are in a position, many forget the importance of keeping a resume updated. Each staff member in the Dietrich School and CGS gains incredible skills that should be highlighted on a resume to communicate strengths and accomplishments. This workshop will share some quick tips and provide each person an opportunity to get feedback on their resume. | All Staff Employees | Nov 14th 11:00 AM – 12:00 PM  910 CL  <https://pitt.co1.qualtrics.com/jfe/form/SV_3fRr8TisIhzuR37> |
| Open Door Project: Creating Compassion Through Deep Listening and Shared Humility | Erika Gold Kestenberg | What do you wish people knew about you and why do you think they don't yet? And how can we get beyond our fears to truly be “in relationship” with others? | All Faculty, Staff, Students, & Community | Nov 14th 1:00 PM – 2:30 PM  U Club, Conference Room A  <http://opendoor.pitt.edu/event/creating-compassion-through-deep-listening-and-shared-humanity>  No RSVP Required |
| Transformative Intergroup Dialogues | Mario C. Browne &  Erika G. Kestenberg | This session is designed to introduce University of Pittsburgh Dietrich School faculty and staff to Transformative Intergroup Dialogues, to support participants in gaining courage and skill to have uncomfortable conversations through the creation of safe and brave spaces that deepen relationships within and across social identities in meaningful ways. Participants will begin to discuss their social identities and better understand their blocks to having difficult conversations about topics, including race, gender identity, etc. Developing the ability to have such conversations is immensely important to fostering and nurturing healthy, connected relationships and a culture and climate where everyone thrives throughout the Dietrich School.  Transformative Intergroup Dialogues are facilitated, face-to-face encounters that aim to cultivate meaningful engagement and strive to create new levels of understanding, relating, and action. | All Faculty & Staff | Nov 27th 10:30 AM – 12:30 PM  U Club, Conference Room A  <https://pitt.co1.qualtrics.com/jfe/form/SV_8AkOYhQiXTVUUh7> |
| Ready to Update Your Resume? Working Session | Maureen Lazar | Looking for some feedback on your resume? This working session provides each person an opportunity to gain feedback on their resume from colleagues in the school. | All Staff Employees | Nov 29th 11:00 AM – 12:00 PM  910 CL  <https://pitt.co1.qualtrics.com/jfe/form/SV_9LcUdKPqju2857f> |
| Ready to Write a Cover Letter? | Maureen Lazar | Cover letters are a great way to showcase your skills and experiences to get that interview! This workshop reviews the essential components of a cover letter and how to best market yourself to the reviewer. Cover letters will be shared for review. | All Staff Employees | Dec 6th 1:00 PM – 2:00 PM  910 CL  <https://pitt.co1.qualtrics.com/jfe/form/SV_a5lSeGOaEzlaWK9> |
| Ready to Write a Cover Letter? Working Session | Maureen Lazar | Looking for some feedback on a cover letter? This working session provides each person an opportunity to gain feedback on their cover letter from colleagues in the school. | All Staff Employees | Dec 12th 11:00 AM – 1:00 PM  910 CL  <https://pitt.co1.qualtrics.com/jfe/form/SV_4ZnvCDev9A6arFb> |
| Hot Topics Sessions for Graduate Administrators | Graduate Studies Staff | Monthly Meeting | Graduate Administrators | Dec 13th 10:00 AM – 11:00 AM  5601 Sennott Square |
| Ready to Interview? | Maureen Lazar | Has it been awhile since you have interviewed for a position? Learn about the various types of interview formats and questions that may occur in an interview. This workshop provides helpful tips on effective interviewing. | All Staff Employees | Jan 9th 11:00 AM – 12:00 PM  910 CL  <https://pitt.co1.qualtrics.com/jfe/form/SV_243Kkx3rUcCnqYt> |
| Project Management Basics in Higher Education | Rebecca Roadman | Many of us participate in project-based work, but formal project management is not prevalent in higher education. In this workshop, we will discuss fundamentals in the field of project management that can be used and adapted to projects that you coordinate every day.  Unlike operations, projects are temporary endeavors undertaken to create unique products or services. This development workshop is intended for staff who do some project work, or who are interested in learning about project-based work.  The workshop will address the foundations of project management. Participants will receive resources that can be used and adapted to their project work. Participants must come to the session with at least one project example to develop. | All Staff Employees | Jan 15th & 22nd 1:30 – 4:30 PM  910 CL  [https://pitt.co1.qualtrics.com/jfe/form/SV\_3f1WtzytBNF8Roh](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpitt.co1.qualtrics.com%2Fjfe%2Fform%2FSV_3f1WtzytBNF8Roh&data=02%7C01%7C%7Cbbd019b977af435a433108d622366768%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1%7C0%7C636734014378338738&sdata=ubJs%2B1qudmGpCvsjTVHIng%2BiyZeAqb%2FWQ12b7vhYyTg%3D&reserved=0) |
| Dietrich School and CGS Staff Brown Bag | Michele Montag | These monthly sessions that serve as an opportunity for all interested Arts and Sciences and College of General Studies staff to share ideas, ask questions, and discuss important issues. | All Staff Employees | Jan 22nd 11:30 – 12:30 PM  Martin Room, 4127 Sennott Square  No RSVP Required |
| Ready to Interview? Working Session | Maureen Lazar | Through mini-mock interviews, participants will have an opportunity to practice interviewing skills and gain feedback from a colleague in the school. | All Staff Employees | Jan 24th 11:00 AM – 12:00 PM  910 CL  <https://pitt.co1.qualtrics.com/jfe/form/SV_8dY3CBb1V6OQwvP> |
| Tips & Tricks for Using Qualtrics | Rebecca Roadman | Qualtrics is a powerful and time-saving survey tool that is available to Pitt staff. It can be used for a range of data collection needs, from formal surveys to applications and registrations. Qualtrics comes with built-in reporting features and data-export capabilities for complex analyses.  This staff development workshop is intended for users at all levels—whether new to Qualtrics or interested in exploring advanced features. *Participants should come to the session with at least one data-collection idea or need (real or fake), that they will develop during the session.*  The workshop will address: How to create new surveys, basic survey design, display and skip logic, quotas, custom messages, auto and standard reports, sharing surveys, survey distribution, and data exports. Questions on additional topics are encouraged!  During the second half of the workshop, participants will develop their own survey with support from the facilitator and colleagues. | All Staff Employees | DATE TBD,  Stats Lab, 1201 Posvar |
| Dietrich School and CGS Staff Brown Bag | Michele Montag | These monthly sessions that serve as an opportunity for all interested Arts and Sciences and College of General Studies staff to share ideas, ask questions, and discuss important issues. | All Staff Employees | Feb 26th 11:30 AM – 12:30 PM  Martin Room, 4127 Sennott Square  No RSVP Required |
| Dietrich School and CGS Staff Brown Bag | Michele Montag | These monthly sessions that serve as an opportunity for all interested Arts and Sciences and College of General Studies staff to share ideas, ask questions, and discuss important issues. | All Staff Employees | March 26th 11:30 AM – 12:30 PM  Martin Room, 4127 Sennott Square  No RSVP Required |
| Promotion and Tenure Workshop | Jennifer Bates | Question and Answer session. Will discuss general guidelines, timeline, and promotion and tenure process. | Chairs Assistants & Division Directors | May 3rd 10:00 AM – 11:00 AM  910 – CL  <https://pitt.co1.qualtrics.com/jfe/form/SV_dnZiL4EHdVFhgwd> |