

Dietrich School Staff Development Series 2018-2019

Fall Workshops – Updated September 20, 2018

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

Workshop Title	Presenters	Description	Target Audience	Dates/Times
Tips & Tricks for Using Qualtrics	Rebecca Roadman	<p>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.</p> <p>This staff development workshop is intended for users at all levels—whether new to Qualtrics or interested in exploring advanced features. <i>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.</i></p> <p>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!</p> <p>During the second half of the workshop, participants will develop their own survey with support from the facilitator and colleagues.</p>	All Staff Employees	DATE TBD, Stats Lab, 1201 Posvar
The Matter of Money	Patricia Boswell	<p>How do factors such as generational learning, relational styles, and emotional expression define and impact our experience with money? And how can we move beyond our experiences to best support our economically disadvantaged students?</p>	All Faculty, Staff, Students, & Community	Sept 24 th 1 – 3 PM U Club, Conference Room A
Advancing Your Staff's Careers in the Dietrich School (for supervisors)	Maureen Lazar Michele Montag	<p>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 kickstart the conversation.</p>	Supervisors	Oct 11 th 11- 12 PM 910 CL
Hot Topics Sessions for Graduate Administrators	Graduate Studies Staff	Monthly Meeting	Graduate Administrators	Oct 16 th 10 - 11 AM
What is Immigrant Justice and Why Do We Need It?	Monica Ruiz	<p>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.</p>	All Faculty, Staff, Students, & Community	Oct 18 th 2 – 3 PM U Club, Conference Room A
Advancing Your Career in the Dietrich School	Maureen Lazar Michele Montag	<p>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 will resources to open this dialogue with your supervisor. Your most pressing questions will be addressed.</p>	All Staff Employees	Oct 25 th 11- 12 PM 910 CL

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 30 th 1 – 2:30 PM Hillman Library, G 74 Amy Knapp Room
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 6 th 1 – 2 p.m. 140 Thackeray Hall
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 9 th 10 – 11:30 AM U Club, Conference Room A
Hot Topics Sessions for Graduate Administrators	Graduate Studies Staff	Monthly Meeting	Graduate Administrators	Nov 12 th 10 – 11 AM
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 14 th 11- 12 PM 910 CL
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 14 th 1 – 2:30 PM U Club, Conference Room A
Ready to Interview?	Maureen Lazar Michele Montag	Has it been awhile since you have interviewed for a position? This workshop provides helpful tips on effective interviewing and provides the participants an opportunity to practice their skills through mini-mock interviews.	All Staff Employees	Nov 29 th 11- 12 PM 910 CL
Hot Topics Sessions for Graduate Administrators	Graduate Studies Staff	Monthly Meeting	Graduate Administrators	Dec 13 th 10 – 11 AM
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 15 th & 22 nd 1:30 – 4:30 PM 910 - CL
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 3 rd 10 – 11 AM 910 - CL