

## Dietrich School Staff Development Series 2019-2020

Updated August 16, 2019

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

Workshop Title	Presenters	Description	Target Audience	Dates/Times/Location/Registration
Supervising Undergraduate Student Employees	Rebecca Roadman Maureen Lazar	Student employees are a great resource for our departments. We hire hundreds of students each year and for many of our students, this is their first job. Are you and your student workers getting the most from this experience? Join us to gain strategies for onboarding, supervising, and supporting your student workers to provide an exceptional experience. Through interactive activities and discussions, supervisors of undergraduate students will learn best practices to engage them.	Supervisors of Undergraduate Student workers	Tuesday, August 20, 2019 10:30am – 12:00pm 532, Alumni Hall  <a href="#">Register</a>
Advanced Outlook Email and Calendar	Maureen Lazar, Rebecca Roadman, IT Team	Outlook offers many helpful tools to increase efficiency and productivity in the workplace. Participants will learn some of the less commonly known aspects of Outlook calendar and email. If you complete both the Basic and Advanced Outlook trainings, a certificate of completion will be awarded.	Faculty & Staff	Thursday, August 22, 2019 2:00 pm – 3:00 pm 1201 Posvar Hall  <a href="#">Register</a>
Faculty Records Q&A	Jaime Wesoloski, Kelly Lloyd	Question and Answer session.	All Staff	Wednesday, September 4, 2019 2:00 pm – 3:00 pm 910 CL  No registration required.
Outlook Email & Calendar Basics	Maureen Lazar, Rebecca Roadman, IT Team	With the number of emails, projects, and meetings that take place daily in the Dietrich School, we need to utilize the tools available at the University to their fullest ability. Participants will learn the core functionality in both Outlook email and calendar functionality. This will help faculty and staff more effectively manage communication, projects, and meetings.	Faculty & Staff	Tuesday, September 17, 2019 2:00 pm – 4:00 pm 302 Bellefield Hall  <a href="#">Register</a>
Dietrich School and CGS Brown Bag Session	Michele Montag	These sessions 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	Wednesday, September 25, 2019 11:30 am – 12:30 pm 527, WPU  No registration required.
Allies Training		Co-sponsored by the Division of Student Affairs and the Anti-discriminatory Policies Committee of the University Senate, in collaboration with the Rainbow Alliance, the	All Staff	Friday, September 27, 2019 9:00am – 12:30pm TBD

		<p><b>Allies Network program</b> is designed to improve visibility and support to lesbian, gay, bisexual, transgender, queer, intersex/asexual, and allied (LGBTQIA) students and employees. For further information on the Allies Network, please see <a href="http://www.studentaffairs.pitt.edu/ccld/crosscultural/allies-training-2/">http://www.studentaffairs.pitt.edu/ccld/crosscultural/allies-training-2/</a>.</p>		<p><a href="#">Register</a></p>
Data Literacy in the Dietrich School	Chris March	<p>The ability to read, write, understand, and communicate with data is becoming an increasingly essential skill in the modern workplace. This workshop will provide an overview of what it means to be data literate, how to increase your data literacy, and provide an overview of the data resources and analytical tools available within the Dietrich School.</p>	All Staff	<p>Tuesday, October 1, 2019 11:00 am – 12:00 pm 910 CL</p> <p><a href="#">Register</a></p>
Perceptive Content Workshop Series: Intro to Perceptive Content for Staff	Rebecca Roadman	<p>Perceptive Content software is used across the Dietrich School for payroll/personnel file document management. In this workshop, you will:</p> <ul style="list-style-type: none"> <li>• Learn about Perceptive Content fundamentals for payroll/personnel file document management</li> <li>• Learn about payroll/personnel processing resources that are available to you</li> </ul>	New Staff who work with payroll/personnel documents	<p>Thursday, October 3, 2019 9:00am-10:00am 910 CL</p> <p><a href="#">Register</a></p>
Perceptive Content Workshop Series: Intro to Perceptive Experience	Rebecca Roadman	<p>Perceptive Content software is used across the Dietrich School for payroll/personnel file document management. In this workshop, you will:</p> <ul style="list-style-type: none"> <li>• Learn about the web-based Perceptive Content platform for faculty administrators: Perceptive Experience</li> <li>• Learn how to open and view payroll/personnel documents in the Perceptive Experience platform</li> </ul>	Faculty Administrators who work with payroll/personnel documents & staff who support them	<p>Monday, October 7, 2019 3:30pm -4:30pm 910 CL</p> <p><a href="#">Register</a></p>
Your Dietrich School Story – Communicating effectively and engaging your Audience	Amanda Gilman Pat McGrane	<p>There is so much happening in the Dietrich School every day- news, events, student accomplishments, interesting courses, faculty achievements- and we are here to help. Join us as we review the many ways the Dean’s Office communications team can help share your stories through strategic, effective marketing and communications planning. We will cover branding, methods and venues, best practices, and goal setting.</p>	All Staff	<p>Tuesday, October 8, 2019 10:00 am – 11:00 am 910 CL</p> <p><a href="#">Register</a></p>

Budget & Finance Q&A	Barbara Vattimo	Question and Answer session.	All Staff	Thursday, October 10, 2019 9:00 am – 10:30 am 910 CL  No registration required.
Communicating with Parents: What can – or should – I say?	Undergraduate Studies	Sue Crain and Jessica Hatherill will lead a discussion on best practices for communicating with parents/guardians and complying with FERPA regulations.	All Staff	Thursday, October 10, 2019 1:00pm – 2:00pm 910 CL  <a href="#">Register</a>
Hot Topics Sessions for Graduate Administrators	Graduate Studies Staff	Monthly Meeting: <b>Students in Distress</b>	Graduate Administrators	Tuesday, October 15, 2019 10:00am – 11:00am 5601 Sennott Square  No registration required.
Bystander Intervention	Michele Welker Carrie Benson	This interactive program geared towards staff and faculty will offer participants the opportunity to identify themselves as active bystanders when they observe others in distressing situations. Participants will begin to identify strategies and utilize communication skills necessary for intervention in unsafe situations. Information about resources for mental health services and sexual violence on campus are included in this program.	All Staff	Wednesday, October 16, 2019 11:00am – 12:30 pm (TBD)  <a href="#">Register</a>
Advancing Your Staff Employee's Careers in the Dietrich School (for supervisors)	Maureen Lazar and 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 kickstart the conversation.	Supervisors	Tuesday, October 22, 2019 12:00 pm – 1:00 pm 910 CL  <a href="#">Register</a>
Perceptive Content Workshop Series: How to Maximize Functionality of Custom Filters	Rebecca Roadman	Perceptive Content software is used across the Dietrich School for payroll/personnel file document management. In this workshop, you will: <ul style="list-style-type: none"> <li>• See a demo of example filters users can use to view relevant payroll/personnel documents</li> <li>• Receive recommendations to get the most out of your custom filters and views</li> </ul>	Staff who use Perceptive Content software	Wednesday, October 23, 2019 9:30am-10:30am 901 CL  <a href="#">Register</a>

Advancing Your Career in the Dietrich School (for all staff)	Maureen Lazar and 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	Thursday, October 24, 2019 12:00 pm – 1:00 pm 910 CL  <a href="#">Register</a>
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 Staff	Tuesday, November 5, 2019 1:00pm – 2:00pm 140 Thackeray Hall  <a href="#">Register</a>
Perceptive Content Workshop Series: How to Use Search Features	Rebecca Roadman	Perceptive Content software is used across the Dietrich School for payroll/personnel file document management. In this workshop, you will: <ul style="list-style-type: none"> <li>• Learn about different types of searches within Perceptive Content to find the payroll/personnel documents you need</li> <li>• See a demo of searches by various document keys, document properties, and custom properties</li> </ul>	Staff who use Perceptive Content software	Wednesday, November 6, 2019 9:30am -10:30am 901 CL  <a href="#">Register</a>
Ready to Update Your Resume and Cover Letter?	Maureen Lazar	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. If you have a resume, bring it with you for a quick review! This workshop will share some quick tips on resumes, cover letters, and provides an opportunity to ask questions to a panel of experienced resume reviewers.	All Staff	Monday, November 11, 2019 12:00 pm - 1:30 pm 910 CL  <a href="#">Register</a>
Hot Topics Sessions for Graduate Administrators	Graduate Studies Staff	Monthly Meeting: <b>Medical Leaves &amp; Mental Health</b>	Graduate Administrators	Tuesday, November 12, 2019 10:00am– 11:00am 5601 Sennott Square  No registration required.
Fundamentals of Sponsored Projects Administration	Jeff Petsis, Marcie Conrad, Dawna Kasper, & Jason Rosol	Do you interact with the sponsored projects team? Does your job require you to delve into the mysterious world of research administration, including involvement with personnel appointments, effort certification, purchasing, T&Bs, human subjects, vertebrate animals, or anything else relating to the realm of -05 accounts? Then this is the session for you. We will start with an overview of research	All Staff	Tuesday, November 12, 2019 10:00 am – 11:30 am Dining Room, O'Hara Student Center  <a href="#">Register</a>

		administration, exploring concepts like gifts vs. grants, allowable/unallowable expenses, intellectual property, export controls, and much more. Then, we will do a Q&A and answer questions on everything you ever wanted to know about research administration but were afraid to ask.		
Dietrich School and CGS Brown Bag Session	Michele Montag	These sessions 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	Wednesday, November 13, 2019 527, WPU  No registration required.
Supporting Veteran Students Training	Aryanna Berringer	In order for advisors, faculty, and staff to better serve veteran students, they all need to be aware of the potential challenges a service member, student veteran and their families might face when attending college. This training will provide faculty and staff with an understanding of the military experience of military-connected students and families as they transition from the military to campus life. This training opportunity will also bring awareness of community resources available to military-connected students and families on and off our campus.	All Staff	Thursday, November 14, 2019 TBD  <a href="#">Register</a>
Hot Topics Sessions for Graduate Administrators	Graduate Studies Staff	Monthly Meeting: <b>GATS, Admission Process</b>	Graduate Administrators	Tuesday, December 10, 2019 2:00pm – 3:00pm 5601 Sennott Square  No registration required.
Qualtrics: Survey Development	Rebecca Roadman	<p>Qualtrics is a powerful and time-saving survey tool that is available to Pitt staff, faculty, and students. It can be used for a range of data collection needs, from formal surveys to applications and event 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 who are new to Qualtrics, and those with intermediate experience who are interested in exploring advanced features. <i>Participants should come to the session with at least one data-collection idea or need 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, sharing surveys, survey distribution, basic data exports, and simple reports.</p>	All Staff	Tuesday, December 17, 2019 1:00pm-2:00pm Stats Lab, 1201 Posvar  <a href="#">Register by December 1</a>

		During the second half of the workshop, participants will develop their own survey with support from the facilitator and colleagues.		
Qualtrics: Data Export & Reporting	Rebecca Roadman	<p>Qualtrics is a powerful and time-saving survey tool that is available to Pitt staff, faculty, and students. It can be used for a range of data collection needs, from formal surveys to applications and event 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 who have administered surveys or forms using Qualtrics. Participants should come to the session with at least one data set in Qualtrics from a survey or form that they have administered.</p> <p>The workshops will address: Qualtrics default reports, report visualizations, report filters, report sharing, Qualtrics data analysis features, and data export to Excel.</p>	All Staff	<p>Tuesday, December 17, 2019 2:30pm-3:30pm Stats Lab, 1201 Posvar</p> <p><a href="#">Register by December 1</a></p>
PivotTable Training	Chris March Amer Kahwash	Are you looking to improve your Microsoft Excel skills? PivotTables are a powerful Excel features that allow you to summarize and gain new insight from your data. This workshop will cover how to build PivotTables from your data, improve the look and function of your pivot table with filtering and formatting, and how to visualize your results with interactive charts.	All Staff	<p>Tuesday, December 17, 2019 3:30 pm – 4:30 pm Stats Lab, 1201 Posvar</p> <p><a href="#">Register</a></p>
Hot Topics Sessions for Graduate Administrators	Graduate Studies Staff	Monthly Meeting: <b>Milestones, Admission to Candidacy, Remote Participation, Leaves and Statutes</b>	Graduate Administrators	<p>Tuesday, January 14, 2020 10:00am – 11:00am 5601 Sennott Square</p> <p>No registration required.</p>
Advancing Your Staff Employee's Careers in the Dietrich School (for supervisors)	Maureen Lazar and 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</p>	Supervisors	<p>Tuesday, January 21, 2020 12:00 pm – 1:00 pm 910 CL</p> <p><a href="#">Register</a></p>

		discussion. A discussion tool will be provided to help kickstart the conversation.		
Advancing Your Career in the Dietrich School (for all staff)	Maureen Lazar and 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 will resources to open this dialogue with your supervisor. Your most pressing questions will be addressed.	All Staff	Thursday, January 23, 2020 12:00 pm – 1:00 pm 910 CL  <a href="#">Register</a>
Dietrich School and CGS Brown Bag Session	Michele Montag	These sessions 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	Wednesday, January 29, 2020 11:30 am – 12:30 pm TBD  No registration required.
Ready to Update Your Resume and Cover Letter?	Maureen Lazar	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. If you have a resume, bring it with you for a quick review! This workshop will share some quick tips on resumes, cover letters, and provides an opportunity to ask questions to a panel of experienced resume reviewers.	All Staff	Monday, February 3, 2020 12:00 pm – 1:30 pm 910 CL  <a href="#">Register</a>
Outlook Email & Calendar Basics	Maureen Lazar, Rebecca Roadman, IT Team	With the number of emails, projects, and meetings that take place daily in the Dietrich School, we need to utilize the tools available at the University to their fullest ability. Participants will learn the core functionality in both Outlook email and calendar functionality. This will help faculty and staff more effectively manage communication, projects, and meetings.	Faculty & Staff	Wednesday, February 5, 2020 2:00 pm – 4:00 pm 302 Bellefield  <a href="#">Register</a>
Hot Topics Sessions for Graduate Administrators	Graduate Studies Staff	Monthly Meeting: <b>Graduation</b>	Graduate Administrators	Tuesday, February 11, 2020 10:00am – 11:00am 5601 Sennott Square  No registration required.
Budget & Finance Q&A	Barbara Vattimo	Question and Answer session. We will discuss the ins and outs of Budget and Finance.	All Staff	Wednesday, February 12, 2020 9:00 am – 10:30 am 910 CL  No registration required.
Dietrich School and CGS Brown Bag Session	Michele Montag	These sessions 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	Wednesday, March 18, 2020 11:30 am – 12:30 pm TBD

				No registration required.
Advanced Outlook Email and Calendar	Maureen Lazar, Rebecca Roadman, IT Team	Outlook offers many helpful tools to increase efficiency and productivity in the workplace. Participants will learn some of the less commonly known aspects of Outlook calendar and email. If you complete both the Basic and Advanced Outlook trainings, a certificate of completion will be awarded.	Faculty & Staff	Thursday, March 19, 2020 9:00 am – 10:00 am 302 Bellefield  <a href="#">Register</a>
Adobe Acrobat Pro Training	Rebecca Roadman	In this fast-paced lab workshop, you will explore Adobe Acrobat Pro functionality. Learn how to: Create and convert PDFs, edit text and formatting, delete, reorder, and extract pages, create fillable forms with digital signatures, annotate documents, and redact sensitive information.	All Staff	Thursday, March 19, 2020 10:30 am – 11:30 am 302 Bellefield  <a href="#">Register</a>
Promotion and Tenure Q&A Session for Chairs Assistants	Jennifer Bates	Question and Answer session. Will discuss general guidelines, timeline, and promotion and tenure process.	Chairs Assistants	Friday, May 1, 2020 11:00am – 12:00pm 910 CL  <a href="#">Register</a>
Project Management Basics in Higher Education	Rebecca Roadman	<p>Many of us participate in project-based work, but formal project management is not prevalent in higher education. Unlike operations, projects are temporary endeavors undertaken to create unique products or services. 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. The workshop is intended for individuals who do some project work, or who are interested in learning about project-based work.</p> <p>In a fast-paced two-day format, we will address selected foundations of project management, including: Project Management (PM) Process Groups, PM Knowledge Areas, project manager roles, project scope, triple constraints in projects, project charters, Work Breakdown Structures, Activities Lists, scheduling, critical path, communication, roles &amp; responsibilities, stakeholders, risk, and project closing. Participants must come to the session with at least one project example to develop. Participants will receive resources that can be used and adapted to their project work.</p>	All Staff	Tuesday, May 5, 2020 9:00am-12:00pm & Tuesday, May 12, 2020 9:00am-12:00pm  910 CL  <a href="#">Register by April 24.</a>