**Dietrich School Staff Development Series 2022**

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| **Workshop Title** | **Presenters** | **Description** | **Target Audience** | **Dates/Times/Registration Info** |
| Ancillary Budget Submissions | Matt SlaterKelly Lloyd | Participants will gain a general understanding of the ancillary budget and will get exposure to using the ancillary budget web interface for submitting and requesting their ancillary budget.  | Department Chairs and Chairs Assistants | Thursday, February 10, 202210:00 a.m. - 11:00 a.m. |
| Staff Hiring Series | Maureen Lazar | Participants watch webinar and then participate in a follow up session.  | Staff Supervisors | Email Maureen (lazarm@pitt.edu). Next follow up session is scheduled for Feb 15th  |
| Faculty Recruitment | Jaime WesoloskiKelly Lloyd | Question and Answer session. Overview of faculty recruitment process.  | Chairs Assistants & Department Coordinators | February 16 from 1-2pm |
| Working with Distressed Students | Lisa Dibas, Undergraduate Studies | Members of the University’s Concern and Resource Support (CARS) Team will lead a discussion on ways you can effectively work with students who are experiencing distress. | All faculty, staff | Tuesday, March 1, 202211 a.m. – 12:00 p.m.Zoom link to attend: https://pitt.zoom.us/j/97407549988  |
| DASH Training – DASH For Beginners | Amy Wildman | Agenda:* What is DASH?
* Where does the data come from?
* How to request access
* Common site functionality
* How to get help
 | For new employees or those new to DASH | 3/1/22 @ 1-1:30 pm Email Amy (amywildman@pitt.edu) to register. |
| Diversity, Equity, and Inclusion Training Series | Maureen Lazar | 4 part, cohort style DEI series  | All faculty and staff | March 7-10, May 5,6,9, 10; Register at: <https://www.as.pitt.edu/diversity/deitraining> |
| DASH Training – Payroll Tools | Amy Wildman | Agenda: * What is available?
* Where does the data come from?
* Where do I go with questions?

We will focus on:* Sabbaticals
* Promotion and tenure
* Reappointments/non-renewal
* Years of service, years in stream
 | Chairs, Chairs Assistants, etc., who have access to payroll tools like Cost Sheets and Tenure Report. Payroll and Personnel staff are also welcome to join. | 3/31/22 @ 10:30 – 11 amEmail Amy (amywildman@pitt.edu) to register. |
| Faculty Actions | Jaime Wesoloski | Question and Answer session. Overview of Faculty Actions and process for uploading to Perceptive Content. | Chairs Assistants & Department Coordinators | April 13 @ 1:00 – 2:00pmLink to be provided by Jaime Wesoloski. Please email Jaime with questions at jlw85@pitt.edu.  |
| DASH Training – Graduate Student Tools | Amy Wildman | Agenda: * What is available?
* Where does the data come from?
* Where do I go with questions?
 | Chairs, Chairs Assistants, Program Admins, etc., who have access to graduate tools like Graduate Student List and Submit Allocations. Graduate Studies Office personnel are also welcome to join. | 4/18/22 - @ 10 – 10:30 amEmail Amy (amywildman@pitt.edu) to register. |
| Supervisor Training Series | Maureen Lazar | Staff supervisors watch webinar about Dietrich School specific hiring practices. Participation in a 90 min follow up session is required. | Staff Supervisors | Email Maureen (lazarm@pitt.edu). Follow-up session will be based on supervisor schedules. |
| Effectively Dealing with Students in Distress | Jay Darr, Associate Dean of Students in Distress | Jay Darr offers strategies to deal with students experiencing stress; followed by Q+A | All faculty, staff | 5/5/22 @ 1-1:45pm<https://pitt.zoom.us/meeting/register/tJcqd-CrrDIpGtOkiH55W6gAC2OvdzqLfB5O> After registering, you will receive a confirmation email containing information about joining the meeting. |
| Promotion and Tenure Workshop | Jennifer Bates | Question and Answer session. Will discuss general guidelines, timeline, and promotion and tenure process. | Chairs Assistants & Department Coordinators | 5/5/2022 @ 10:00 am – 11:00 am5/12/2022 @ 2:00 pm – 3:00 pm5/16/2022 @ 10 am – 11:00 amE-mail Jennifer Bates jem39@pitt.edu  |
| Advancing Your Career in the Dietrich School | Maureen LazarMichele 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 |  Date to be finalized |