

**Dietrich School of Arts and Sciences and College of General Studies  
Fall 2022 Professional Development Program**

<b>Workshop Title</b>	<b>Presenter(s)</b>	<b>Description</b>	<b>Target Audience</b>	<b>Dates/Times/Registration Information</b>
DASH Training – DASH For Beginners	Amy Wildman	<p>Agenda:</p> <ul style="list-style-type: none"> <li>• What is DASH?</li> <li>• Where does the data come from?</li> <li>• How to request access</li> <li>• Common site functionality</li> <li>• How to get help</li> </ul>	For new staff or those new to DASH	August 31, 2022, 2:00pm-2:30 pm Email Amy ( <a href="mailto:amywildman@pitt.edu">amywildman@pitt.edu</a> ) to register.
Hiring and Supervising Student Employees	Jordan Ulrich	Student employees are an integral part of the workforce at the University of Pittsburgh. Participants in this workshop will learn the process for hiring a student employee, guidelines for managing student employees effectively, and techniques for building an effective supervisor-student employee relationship.	Hiring Supervisors	September 8, 2022, 1:00pm-2:00pm Register in advance for this session: <a href="https://pitt.zoom.us/meeting/register/tJckce2gqzspE9RnpmjBv3wVAfDP8uvqNLVm">https://pitt.zoom.us/meeting/register/tJckce2gqzspE9RnpmjBv3wVAfDP8uvqNLVm</a>
Faculty Recruitment	Jaime Wesoloski Kelly Lloyd	This session provides an overview of faculty recruitment process. Presenters will address questions throughout the presentation.	Chair’s Assistants & Department Coordinators	September 13, 2022, 2:00pm-3:00pm Email Jaime Wesoloski at <a href="mailto:jlw85@pitt.edu">jlw85@pitt.edu</a> to register.
Advancing Your Career in the Dietrich School	Maureen Lazar	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	September 15, 2022, 11:00am-12:00pm Register in advance for this session: <a href="https://pitt.zoom.us/meeting/register/tJEtfuupqzlvE9cxjhFpH7r0GKD2oHQbYkc0">https://pitt.zoom.us/meeting/register/tJEtfuupqzlvE9cxjhFpH7r0GKD2oHQbYkc0</a>
DASH Training – Payroll Tools	Amy Wildman	<p>Agenda:</p> <ul style="list-style-type: none"> <li>• What is available?</li> <li>• Where does the data come from?</li> <li>• Where do I go with questions?</li> </ul> <p>We will focus on:</p> <ul style="list-style-type: none"> <li>• Sabbaticals</li> <li>• Promotion and tenure</li> <li>• Reappointments/non-renewal</li> <li>• Years of service, years in stream</li> </ul>	Chairs, Chair’s Assistants, & staff who have access to payroll tools like Cost Sheets and the Tenure Report.	September 21, 2022, 11:00am-11:30am Email Amy Wildman at <a href="mailto:amywildman@pitt.edu">amywildman@pitt.edu</a> to register.

Leading Productive Meetings	Antonio Glaze	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 Staff	September 23, 2022, 1:00pm-2:00pm Register in advance for this session: <a href="https://pitt.zoom.us/meeting/register/tJlscOioqjwjHdCD2RWZ1KQ-PmHiNOdtDC04">https://pitt.zoom.us/meeting/register/tJlscOioqjwjHdCD2RWZ1KQ-PmHiNOdtDC04</a>
New Hiring Initiative in the Dietrich School of Arts & Sciences and College of General Studies	Maureen Lazar, Carol Mullen	Have you heard about the new hiring initiative launched in October 2021? To date, 45 staff have been hired by your colleagues! Hiring for all Administrative I, Administrative II, and Student Services positions occur through three centralized committees with staff from across the school. This session will overview the hiring process used by the committee, share statistics to date, and answer questions.	All Staff	September 29, 2022, 10:00-11:00am Register in advance for this session: <a href="https://pitt.zoom.us/meeting/register/tJApcu6vrT0jH9TPEJotYkIXy_NI5OAm6nml">https://pitt.zoom.us/meeting/register/tJApcu6vrT0jH9TPEJotYkIXy_NI5OAm6nml</a>
DASH Training – Graduate Student Tools	Amy Wildman	Agenda: <ul style="list-style-type: none"> <li>• What is available?</li> <li>• Where does the data come from?</li> <li>• Where do I go with questions?</li> </ul>	Chairs, Chair’s Assistants, Program Admins & staff who have access to graduate tools like Graduate Student List and Submit Allocations.	October 5, 2022, 10:00am-10:30am Email Amy at <a href="mailto:amywildman@pitt.edu">amywildman@pitt.edu</a> to register.
Ready to Update Your Resume	Antonio Glaze	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, review mock resumes, and provide an opportunity to ask questions about your resume.	All Staff	October 11, 2022, 2:00pm-3:00pm Register in advance for this session: <a href="https://pitt.zoom.us/meeting/register/tJlrf-qhrT8iHt0xgTI1QuWZ8vDPfIqbwTAL">https://pitt.zoom.us/meeting/register/tJlrf-qhrT8iHt0xgTI1QuWZ8vDPfIqbwTAL</a>
Ready to Create Your Cover Letter	Antonio Glaze	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.	All Staff	October 12, 2022, 2:00pm-3:00pm Register in advance for this session: <a href="https://pitt.zoom.us/meeting/register/tJwuc-CuqzgiHtO6IQBA69o6bx7PXEc1BNVM">https://pitt.zoom.us/meeting/register/tJwuc-CuqzgiHtO6IQBA69o6bx7PXEc1BNVM</a>

Ready to Interview	Antonio Glaze	Has it been a while 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	October 13, 2022, 2:00pm-3:00pm Register in advance for this session: <a href="https://pitt.zoom.us/meeting/register/tJwlfuGqgT0iGNDAgmyiKe261ljs99BWmF5L">https://pitt.zoom.us/meeting/register/tJwlfuGqgT0iGNDAgmyiKe261ljs99BWmF5L</a>
Dietrich School's Diversity, Equity, and Inclusion Training Series	Maureen Lazar, Antonio Glaze	The Dietrich School's Diversity, Equity, and Inclusion 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	October 20,21,24,25 Register in advance for these sessions: <a href="https://pitt.co1.qualtrics.com/jfe/form/SV_5dyxYWDOTM90tVA">https://pitt.co1.qualtrics.com/jfe/form/SV_5dyxYWDOTM90tVA</a>
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.	Chair's Assistants & Department Coordinators	October 19, 2022, 1:00pm-2:00pm Email Jaime Wesoloski at <a href="mailto:jlw85@pitt.edu">jlw85@pitt.edu</a> to register.
Self-Talk: Discovering Your Inner Coach	Ashley Boykin	How we talk to ourselves can impact our emotions, confidence, and ability to cope with stressful situations. In this workshop, you'll learn how to challenge negative patterns of thinking, quiet your inner critic, and talk to yourself in ways that promote well-being and resilience.	All Faculty and Staff	October 27, 2022, 10:00am-11:00am Email Antonio Glaze at <a href="mailto:afg32@pitt.edu">afg32@pitt.edu</a> to register.
Friend or Foe: Changing Our Relationship with Stress	Ashley Boykin	Change your perception of stress. Explore the three levels of stress management, identify your stress indicators, rediscover the importance of self-care, and review research that challenges how you think about stress.	All Faculty and Staff	November 2, 2022, 1:00pm-2:00pm Email Antonio Glaze at <a href="mailto:afg32@pitt.edu">afg32@pitt.edu</a> to register.
Stress Free Aid	Ashley Boykin	Discover evidence-based, key elements that can help you and your colleagues through adversity. You will be equipped to identify stress reactions along an impact continuum, allowing for intervention and decreasing the likelihood of a severe stress outcome.	All Faculty and Staff	November 9, 2022, 11:00am-12:00pm Email Antonio Glaze at <a href="mailto:afg32@pitt.edu">afg32@pitt.edu</a> to register.

Website Accessibility	Amanda Gilman, Dann Varley, Amy Wildman	This website accessibility training provides the foundation you need to make your digital technology accessible, so that it: works well for people with disabilities, meets international standards, and enhances the user experience for everyone.	All Faculty and Staff	November 16, 2022, 9:00am-10:00am Email Antonio Glaze at <a href="mailto:afg32@pitt.edu">afg32@pitt.edu</a> to register.
Teambuilding in a Hybrid Environment	Maureen Lazar, Antonio Glaze	How can you help connect your team? Building a team in a hybrid environment provides new opportunities and challenges for all supervisors. This workshop provides tools and resources for supervisors to foster a collaborative, inclusive environment.	All Supervisors	December 1, 2022, 10:00am-11:30am Register in advance for this session: <a href="https://pitt.zoom.us/meeting/register/tJMscO-tpz4tGtbTZFU7Qa75BK-yJW2LcOGt">https://pitt.zoom.us/meeting/register/tJMscO-tpz4tGtbTZFU7Qa75BK-yJW2LcOGt</a>
Out of Sight, Out of Mind: Staying Visible While Working Remotely	Jordan Miller	Are you finding it difficult to build relationships with colleagues while working remotely? Or maybe you're feeling like your accomplishments are being overlooked because you're not in the office? This workshop examines why it's important to stay visible and how we can jump start our careers while working remotely. Join us in discussing ways to embrace internal communication methods, share your accomplishments, cultivate great working relationships, and much more.	All Faculty and Staff	December 6, 2022, 1:00pm-3:00pm Email Antonio Glaze at <a href="mailto:afg32@pitt.edu">afg32@pitt.edu</a> to register.
Basic Excel Training	Mark Mercier	Microsoft Excel 2016 is a powerful electronic spreadsheet program designed to visualize data in a spreadsheet, perform calculations, and analyze information. This is a hands-on workshop to help University faculty and staff become more proficient with the Excel application in organizing data and to perform a wide variety of tasks. Topics will include building spreadsheets, worksheet fundamentals, working with basic formulas, and creating charts.	All Faculty and Staff	December 7, 2022, 9:30am-11:00am Register in advance for this session: <a href="https://pitt.zoom.us/meeting/register/tJwrceCtqj4vHdWctk6W37l_r3jJztzEwc6k">https://pitt.zoom.us/meeting/register/tJwrceCtqj4vHdWctk6W37l_r3jJztzEwc6k</a>

Dietrich School's Diversity, Equity, and Inclusion Training Series	Maureen Lazar, Antonio Glaze	The Dietrich School's Diversity, Equity, and Inclusion 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	December 8, 9, 12, 13; Register in advance for these sessions: <a href="https://pitt.co1.qualtrics.com/jfe/form/SV_6hSkMZMGEr4HfdY">https://pitt.co1.qualtrics.com/jfe/form/SV_6hSkMZMGEr4HfdY</a>
Pitt Communities Introduction	Antonio Glaze, Pitt Communities' Representatives	Safe spaces and belonging are crucial to an employee thriving in these times. The Office for Equity, Diversity, and Inclusion has numerous resources; however, the Pitt Communities stand out when it comes to connecting with others and building relationships. Join us for a meet and greet with representatives from our Pitt Communities.	All faculty and staff	December TBD* Email Antonio Glaze at <a href="mailto:afg32@pitt.edu">afg32@pitt.edu</a> to register.

## On-Demand Trainings

Ancillary Budget Submissions	Matt Slater Kelly 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 Chair's Assistants	Click below to view at anytime: <a href="https://pitt.sharepoint.com/sites/dsas/training/Ancillary%20Budget%20Training/Ancillary%20Budget%20Training%20Session%20-%20Thursday,%20February%2010,%202022.mp4">https://pitt.sharepoint.com/sites/dsas/training/Ancillary%20Budget%20Training/Ancillary%20Budget%20Training%20Session%20-%20Thursday,%20February%2010,%202022.mp4</a>
Microsoft Teams Training	Pitt IT	Learn how to use Microsoft Teams so everyone you work with can chat, meet, call, and collaborate in one place, no matter where you are physically located.	All Faculty and Staff	Click below to view at anytime: <a href="https://www.technology.pitt.edu/services/microsoft-teams-training">https://www.technology.pitt.edu/services/microsoft-teams-training</a>
Zoom Training	LinkedIn Learning	Zoom is an online and mobile meeting solution that combines real-time chat, content sharing, and video in an easy-to-use interface to enrich meeting, teaching, and learning.	All Faculty and Staff	Click below to view at anytime: <a href="https://www.linkedin.com/learning/zoom-essential-training/stay-connected-with-zoom-meetings?autoplay=true&amp;u=2252458">https://www.linkedin.com/learning/zoom-essential-training/stay-connected-with-zoom-meetings?autoplay=true&amp;u=2252458</a>
Outlook Training	DSAS	All Dietrich School employees should be using Microsoft Outlook. In 2019, the Dietrich School's Dean's Office created an Outlook training to overview the basics and expectations for usage.	All Faculty and Staff	Click below to view at anytime: <a href="https://prezi.com/view/KNQdOu0bLaZniMAifzsq/">https://prezi.com/view/KNQdOu0bLaZniMAifzsq/</a>