Kenneth P. Dietrich School of Arts and Sciences and College of General Studies
Professional Development Program
Spring 2023

Workshops Topics:

Remote Trainings:

Guest Management: Tips and Tricks for Hosting Research Guests, Job Candidates, and Grad Applicants

Out of Sight, Out of Mind: Staying Visible While Working Remotely

Docusign Basics: Gather eSignatures and Manage Document Workflow

Get Real, Get Wise

Digital Accessibility Training

Collaborative Hiring Initiative in the Dietrich School

Cloud Storage: One Drive for Business and Sharepoint Online

Social Media: Crafting Engaging Experiences

Outlook Training

Dietrich School's DEI Training

Healthy Boundaries: Building Gates, Not Walls

Faculty/Postdoctoral Associates- Compliance for Recruitment and Hiring

Microsoft Teams Hybrid Work Solutions

Effective Interpersonal Communication

Advancing Your Career in the Dietrich School

Promotion and Tenure: What You Need to Know!

An Introduction to Pitt Communities

Qualtrics Basics: Create Your Own Online Surveys (Remote and On-site dates)

Ready to Update Your Resume and Cover Letter

Ready to Interview

Year-Round Wellness

Processing Faculty Actions

Time Management

Qualtrics Next Steps: Do More with Online Surveys ((Remote and On-site dates)

Connect Through Conversations

On-Demand Trainings:

Ancillary Budget Submissions

Microsoft Teams Training

Zoom Training

Basic Excel Training

Remote Trainings

Workshop Title	Presenter(s)	Description	Target Audience	Dates/Times/Registration Information
Guest Management: Tips & Tricks for Hosting Research Guests, Job Candidates, and Grad Applicants	Taylor Pipkin	Interested in learning the necessary steps to successfully bring a guest to campus? Join us for this comprehensive workshop that will explore the common tasks associated with coordinating a guest visit. You will be learning about university systems that help in managing a guest visit, how to access them, and a short overview of possible contacts for efficiently coordinating their time on campus. Learn all you need to know to provide the best assistance for visiting research guests, job candidates, and prospective graduate students.	All Staff	January 19, 2023 – 11:00am-12:00pm Register and add to calendar here
Out of Sight, Out of Mind: Staying Visible While Working Remotely	Jordan Miller, Office of Human Resources	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	January 30, 2023 – 1:00pm-2:00pm Register and add to calendar here
DocuSign Basics: Gather eSignatures and Manage Document Workflow	Mark Mercier, Pitt IT	Attend this hands-on introductory session to learn how to electronically send, sign, and manage documents using the University's eSignature Service (DocuSign).	All Faculty and Staff	January 31, 2023 – 10:00am-11:30am Register and add to calendar here

Get Real Get Wise	Brigid Crawford, LifeSolutions, EAP	Have you ever wished you were a bit wiser when navigating the questions and demands that you face every day? You may need to engage in some honest introspection and get real with yourself. In this workshop, we will discuss wisdom's connection to self-awareness and decision making and explore strategies to foster greater wisdom in both work and life.	All Faculty and Staff	February 7, 2023 – 10:00am-10:45am Register and add to calendar here
Digital Accessibility Training	Dann Varley	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	February 9, 2023 – 2:00pm-3:00pm Register and add to calendar here
Collaborative Hiring Initiative in the Dietrich School of Arts & Sciences and College of General Studies	Stacey Williard, Maureen Lazar	Have you heard about the hiring initiative launched in October 2021? To date, 80 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 Faculty and Staff	February 15, 2023 – 2:00pm-3:00pm Register and add to calendar here

Cloud Storage: OneDrive for Business and SharePoint Online	Nick Christine, Microsoft	Work better together in the Cloud. OneDrive for Business connects all your files across Microsoft 365 allowing you to work smarter and faster with anyone inside and outside your organization. In this new hybrid work environment, interchanging between office and home for work, you can create, view, edit and share files on the go. The modern experience in SharePoint Online is designed to be compelling, flexible, and faster, making it easier for anyone to create beautiful, dynamic sites and pages	All Faculty and Staff	February 21, 2023 – 2:00pm-3:30pm Register and add to calendar here
Social Media: Crafting Engaging Experiences	Carly Weisenbach, Daniel Fleegle	Beyond the memes and emojis social media offers an opportunity to craft stories that do more than amuse; they can engage, inspire, and encourage audiences. What is your story? How does curiosity fuel a question? Who might know more about this idea than you? Let's explore the museums we curate online, for whom and how.	All Faculty and Staff	February 22, 2023 – 10:00am-11:00am Register and add to calendar here
Outlook Training	Mark Mercier, Pitt IT	Pitt IT has customized an Outlook session for the Dietrich School. This training overviews the many capabilities of Microsoft Outlook, including: managing your email communications, scheduling appointments and meetings, managing contact information, scheduling tasks and creating notes, customizing message response options, and organizing your email. All of the Dietrich School's Outlook expectations will be shared throughout the session.	All Faculty and Staff	February 28, 2023 – 1:30pm-3:00pm Register and add to calendar here

Dietrich School's Diversity, Equity, and Inclusion (DEI)Training Series	Maureen Lazar, Antonio Glaze	The Dietrich School's DEI 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	March 6, 2023 – 1:00pm-3:00pm March 7, 2023 – 1:00pm-3:30pm March 8, 2023 – 9:00am-11:30am March 9, 2023 – 9:00am-11:30am Register here
Healthy Boundaries: Building Gates, Not Walls	Alicia Fairman, Life Solutions, EAP	In this training, you'll begin to understand that all boundaries aren't necessarily rigid— they can be flexible and ever-changing. You'll learn how to set and communicate boundaries around your health and well-being, and you'll be guided on how to establish and maintain healthy boundaries in both your personal and professional life.	All Faculty and Staff	March 16, 2023 – 1:00pm-2:00pm Register and add to calendar here
Faculty/Postdoctoral Associates - Compliance for Recruitment and Hiring	Jaime Wesoloski	This workshop provides an overview of the Faculty and Post Doc hiring process that includes all recruitment processes and affirmative action requirements. Please bring any questions you would like to have addressed in the session.	Chair's Assistants & Department Coordinators	March 21, 2023 – 1:00pm-2:00pm Register and add to calendar here
Microsoft Teams Hybrid Work Solutions	Nick Christine, Microsoft	Hybrid work is here to stay. Employees now work from home, work remote, or do both. Now, keeping your team connected is more important than ever, and with Microsoft Teams you can enable teamwork from anywhere. Learn how to stay connected,	All Faculty and Staff	March 23, 2023 – 2:00pm-3:30pm Register and add to calendar here

		productive, and secure as you adapt to new ways of working. Teams is the all-in-one collaboration solution with everything you need to be productive in one place: meetings, calls, chat, familiar apps, and business process workflows. It's where you come together to get work done.		
Effective Interpersonal Communication	Jordan Miller, Office of Human Resources	Communicating and listening effectively in the workplace is critical to your organization's success. Participants will review different ways to communicate with and actively listen to any individual. Participants will learn their preferred way to communicate and how to adjust it based on the other person.	All Faculty and Staff	March 30, 2023 – 10:00am-11:30am Register and add to calendar here
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	April 6, 2023 – 11:00am-12:00pm Register and add to calendar here
Promotion and Tenure: What You Need to Know	Jennifer Bates	Are you responsible for submitting dossiers for faculty in the promotion and tenure process on behalf of your Department Chair? If so, this is the perfect workshop for you! The Promotion and Tenure process will be overviewed with the required documents, how to submit, timelines, and address all of your most pressing questions.	Chairs Assistants & Department Coordinators	April 11, 2023 – 11:00am-12:00pm Register and add to calendar here

An Introduction to Pitt Communities	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	April 12, 2023 – 12:00pm-1:00pm Register and add to calendar [here](#)
Qualtrics Basics: Create Your Own Online Surveys	Mark Mercier, Pitt IT	Pitt's Online Survey System (Qualtrics) allows you to easily create and distribute surveys, collect data, analyze responses, and present results using professional-quality graphs. Learn how to create a customer satisfaction survey in this hands-on workshop designed for those with little to no experience. Topics include question types, blocks, distribution options, reporting, and more.	All Faculty and Staff	April 13, 2023 – 9:30am-11:00am Register and add to calendar [here](#)
Ready to Update Your Resume and Cover Letter	Antonio Glaze	Once we are in a position, many forget the importance of keeping a resume and cover letter 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 and your cover letter should showcase those skills. This workshop will share some quick tips, review sample resumes/cover letters and provide an opportunity to ask questions about your resume.	All Staff	April 19, 2023 – 2:30pm-4:00pm Register and add to calendar [here](#)
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.	All Staff	April 20, 2023 – 2:30pm-3:30pm Register and add to calendar [here](#)

		This workshop provides helpful tips on effective interviewing.		
Year-Round Wellness	Karen Nichols, UPMC	We think of the new year as the time to start fresh, but you can work to improve your health and well-being at any time of year. The trick is choosing the right goal and making it stick. Exploring the eight areas of wellness can help you discover ways to get motivated, set effective goals, and increase your long-term commitment to those goals.	All Faculty and Staff	April 25, 2023 – 1:00pm-2:00pm Register and add to calendar here
Processing Faculty Actions	Jaime Wesoloski	Unsure about processing faculty actions? This workshop provides a high-level overview of faculty actions, where to find resources available and how to process actions through Perceptive Content.	Chair's Assistants & Department Coordinators	April 27, 2023 – 1:00pm-2:00pm Register and add to calendar here
Time Management	Amy Skukalek, LifeSolutions, EAP	Become more aware of how you spend and manage your time. Learn to prioritize projects and tasks, identify, and eliminate time wasters, and manage interruptions and distractions with more skill.	All Faculty and Staff	May 2, 2023 – 11:00am-12:00pm Register and add to calendar here
Dietrich School's Diversity, Equity, and Inclusion (DEI) Training Series	Maureen Lazar, Antonio Glaze	The Dietrich School's DEI 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	All Faculty and Staff	May 4, 2023 – 9:00am-11:00am May 5, 2023 – 9:00am-11:30am May 8, 2023 – 1:00pm-2:30pm May 9, 2023 – 1:00pm-2:30pm Register here

		Dietrich School and CGS. This is a 4-part, cohort style series.		
Qualtrics Next Steps: Do More with Online Surveys	Mark Mercier, Pitt IT	This workshop is for staff and faculty who are interested in taking their skills using Pitt's Online Survey System (Qualtrics) to the next level. Participants will use Qualtrics to create a meeting registration survey. Topics include question validation, display logic, email triggers, contact list triggers, quotas, survey flow, and more.	All Faculty and Staff	May 10, 2023 – 2:00pm-3:30pm Register and add to calendar here
Connect Through Conversations	Antonio Glaze	In this session, you'll be learning some powerful communication and conversation skills that will help you be a leader that people want to follow. You'll explore what your team needs from their daily conversations with you, so they can optimize their performance. On a very practical level, you'll have a skill set that will enable you to have the right conversations—whether impromptu or planned—at the right time and in the right way, so you can make the most of your and others' valuable time. You'll learn an approach to providing the effective feedback people need to achieve results.	Supervisors	May 25, 2023 – 2:00pm-4:00pm Register and add to calendar here

On-Site Technical Trainings

Qualtrics Basics: Create Your Own Online Surveys	Mark Mercier, Pitt IT	Pitt's Online Survey System (Qualtrics) allows you to easily create and distribute surveys, collect data, analyze responses, and present results using professional-quality graphs. Learn how to create a customer satisfaction survey in this hands-on workshop designed for those with little to no experience. Topics include question types, blocks, distribution options, reporting, and more.	All Faculty and Staff	March 7, 2023 – 10:00am-11:30am Register and add to calendar here
Qualtrics Next Steps: Do More with Online Surveys	Mark Mercier, Pitt IT	This hands-on workshop is for staff and faculty who are interested in taking their skills using Pitt's Online Survey System (Qualtrics) to the next level. Participants will use Qualtrics to create a meeting registration survey. Topics include question validation, display logic, email triggers, contact list triggers, quotas, survey flow, and more.	All Faculty and Staff	March 8, 2023 – 2:00pm-3:30pm Register and add to calendar here

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	To view at your convenience, click here
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	To view at your convenience, click here
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	To view at your convenience, click here
Basic Excel Training	Mark Mercier, Pitt IT	Microsoft Excel 2016 is a powerful electronic spreadsheet program designed to visualize data in a spreadsheet, perform calculations, and analyze information. This is a recording for DSAS/CGS from 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 include building spreadsheets, worksheet fundamentals, working with basic formulas, and creating charts.	All Faculty and Staff	To view at your convenience, click here

If you are having difficulties with any of the registration links, clear your web history and cookies. If the issue continues, try the Firefox browser and/or contact Antonio Glaze at afg32@pitt.edu.