

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

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## Remote Trainings

Workshop Title	Presenter(s)	Description	Target Audience	Dates/Times/Registration Information
<p>Guest Management: Tips &amp; Tricks for Hosting Research Guests, Job Candidates, and Grad Applicants</p>	<p>Taylor Pipkin</p>	<p>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.</p>	<p>All Staff</p>	<p>January 19, 2023 – 11:00am-12:00pm Register and add to calendar <a href="#">here</a></p>
<p>Out of Sight, Out of Mind: Staying Visible While Working Remotely</p>	<p>Jordan Miller, Office of Human Resources</p>	<p>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.</p>	<p>All Faculty and Staff</p>	<p>January 30, 2023 – 1:00pm-2:00pm Register and add to calendar <a href="#">here</a></p>
<p>DocuSign Basics: Gather eSignatures and Manage Document Workflow</p>	<p>Mark Mercier, Pitt IT</p>	<p>Attend this hands-on introductory session to learn how to electronically send, sign, and manage documents using the University's eSignature Service (DocuSign).</p>	<p>All Faculty and Staff</p>	<p>January 31, 2023 – 10:00am-11:30am Register and add to calendar <a href="#">here</a></p>

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## Remote Trainings

Workshop Title	Presenter(s)	Description	Target Audience	Dates/Times/Registration Information
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 <a href="#">here</a>
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 <a href="#">here</a>
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 <a href="#">here</a>

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## Remote Trainings

Workshop Title	Presenter(s)	Description	Target Audience	Dates/Times/Registration Information
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 <a href="#">here</a>
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 <a href="#">here</a>
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 <a href="#">here</a>

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## Remote Trainings

Workshop Title	Presenter(s)	Description	Target Audience	Dates/Times/Registration Information
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 <a href="#">here</a>
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 <a href="#">here</a>
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 <a href="#">here</a>  <a href="#">Back to index</a>
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	All Faculty and Staff	March 23, 2023 – 2:00pm-3:30pm Register and add to calendar <a href="#">here</a>

## Remote Trainings

Workshop Title	Presenter(s)	Description	Target Audience	Dates/Times/Registration Information
		Teams you can enable teamwork from anywhere. Learn how to stay connected, 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 <a href="#">here</a>
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 <a href="#">here</a>
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 <a href="#">here</a>  <a href="#">Back to index</a>

## Remote Trainings

Workshop Title	Presenter(s)	Description	Target Audience	Dates/Times/Registration Information
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 <a href="#">here</a>
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 <a href="#">here</a>

## Remote Trainings

Workshop Title	Presenter(s)	Description	Target Audience	Dates/Times/Registration Information
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 <a href="#">here</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	April 20, 2023 – 2:30pm-3:30pm Register and add to calendar <a href="#">here</a>
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 <a href="#">here</a>
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 <a href="#">here</a>

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## Remote Trainings

Workshop Title	Presenter(s)	Description	Target Audience	Dates/Times/Registration Information
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 <a href="#">here</a>
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	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 <a href="#">here</a>
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 <a href="#">here</a>
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	Supervisors	May 25, 2023 – 2:00pm-4:00pm Register and add to calendar <a href="#">here</a>

## Remote Trainings

Workshop Title	Presenter(s)	Description	Target Audience	Dates/Times/Registration Information
		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.		<a href="#">Back to index</a>

## 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 <a href="#">here</a>
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 <a href="#">here</a>

## 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 <a href="#">here</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	To view at your convenience, click <a href="#">here</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	To view at your convenience, click <a href="#">here</a>
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 <a href="#">here</a>

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## Project Management Training (LinkedIn Learning)

<p>Project Management Fundamentals (3h 32m)</p>	<p>Bonnie Biafore</p>	<p>Project management is a set of techniques that anyone can apply to achieve goals and make projects more successful. Project management can be used to guide small, simple projects as well as complex enterprise-wide initiatives. Bonnie Biafore has always been fascinated by how things work and how to make things work better. In this course, she explains the fundamentals of project management, from establishing project goals and objectives and building a project plan to managing resources and work, meeting deadlines, and closing the project. Along the way, she provides tips for communicating, holding meetings, keeping a project on track, and gaining customer acceptance. The course also provides an overview of the changes introduced in the Project Management Institute's A Guide to the Project Management Body of Knowledge Seventh Edition. This course provides exercises for most videos based on a healthcare/IT case study project.</p>	<p>All Faculty and Staff</p>	<p>To view at your convenience, click <a href="#">here</a></p>
<p>Project Management Foundations: Communication (1h 1m)</p>	<p>Doug Rose</p>	<p>As a project manager, you'll spend most of your time communicating. To keep a fast-moving project on track, you need to know how to juggle the emails, phone calls, voice mail, and documentation. In this course, instructor Doug Rose shares the secrets of managing project communication, detailing how to craft a solid communication strategy that helps your team maximize buy-in and prioritize stakeholder input. Discover how to use a communication plan to develop two-</p>	<p>All Faculty and Staff</p>	<p>To view at your convenience, click <a href="#">here</a></p>

		way communication goals, run efficient meetings, and create concise reports.		<a href="#">Back to index</a>
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<b>Conflict Resolution Training (LinkedIn Learning)</b>				
Conflict Resolution Foundations (51m)	Lisa Gates	Improve your relationships with your coworkers, clients, and managers and find your way through conflict back to cooperation. In this course, negotiation and leadership coach Lisa Gates shares the secrets of effective conflict resolution and reveals simple, repeatable techniques that apply in most business situations. She presents "The Resolution Roadmap," a practical framework for exploring and navigating conflict resolution, including identifying the issue and distinguishing fact from fiction. A scenario helps take you through best practices for opening the conflict conversation, brainstorming solutions, and coming to an agreement. In addition, she shares powerful conflict resolution techniques that can help you enhance your listening skills and reframe problems to find common ground.	All Faculty and Staff	To view at your convenience, click <a href="#">here</a>
Managing Conflict (59m)	Fred Kofman	Do you dread difficult conversations? Avoiding conflict doesn't save relationships. Managing conflict makes them stronger. Learn the tools that turn conflicts into positive outcomes in this workshop-style course with philosopher of leadership and LinkedIn Influencer Fred Kofman. He takes a real-life story of conflict and shows how careful listening, negotiation, and commitment can turn opponents into allies and create a renewed shared purpose.	All Faculty and Staff	To view at your convenience, click <a href="#">here</a>

		<p>This course is the first in a series with LinkedIn Influencers, a select group of highly influential entrepreneurs, creative thinkers, global leaders, and policy makers chosen to share their thoughts with LinkedIn members. Keep the conversation going. Share these ideas with your own friends and followers.</p>		<p><a href="#">Back to index</a></p>
<p>Asserting Yourself, an Empowered Choice (30m)</p>	<p>Emilie Aries</p>	<p>Have you ever had trouble saying no, disagreeing with colleagues, or delivering tough feedback? Being assertive is an important skill to master, especially for anyone who works in or aspires to a leadership role. Learn how to speak up and make your voice heard. This course is designed to empower people who struggle to assert themselves professionally or personally. Career expert Emilie Aries provides coaching on aspects such as assertive communication, body language, and tone. She also explains why it's sometimes difficult to be assertive and provides tactics for overcoming your fears—and getting what you want out of work and life.</p>	<p>All Faculty and Staff</p>	<p>To view at your convenience, click <a href="#">here</a></p>

## Relationship Building Training (LinkedIn Learning)

Building Your Professional Network (50m)	Dave Crenshaw	Join author and business coach Dave Crenshaw as he shows you how to build your professional connections by increasing your network and influence. This course reveals strategies to connect with people in person, build casual acquaintances into real connections, and leverage social media to increase your sphere of influence. Learn ways to build both communication channels and community as you serve your network and make yourself available for new introductions and opportunities.	All Faculty and Staff	To view at your convenience, click <a href="#">here</a>
Social Success at Work (18m)	Todd Dewett	When it comes to success, social skills are just as vital as intelligence, hard work, and expertise. Long-term success requires good communication, coordination, negotiation, and understanding. Luckily, like any talent, these “people skills” can be learned. In this short course, Dr. Todd Dewett shares his secrets for social success at work. Get tips for building productive relationships, networking effectively, navigating politics and coalitions at work, and adopting a service mentality that can benefit your whole team. By the end of the course, you can use your new skills to unlock career opportunities and a whole new level of job satisfaction.	All Faculty and Staff	To view at your convenience, click <a href="#">here</a>
Building Relationships While Working from Home (22m)	Dave Crenshaw	Working from home removes distractions, but also eliminates important face-to-face interactions. Home-based workers often report feeling disconnected, isolated, and alone. This course teaches us how to create	All Faculty and Staff	To view at your convenience, click <a href="#">here</a>

		<p>professional yet personal connections with remote team members and how to satisfy that missing element of closeness that people get when they are together at work. Productivity expert Dave Crenshaw explains how to reach out to others, be authentic online, build a great reputation, and make meaningful connections with your peers. These tips are invaluable for anyone working from home—and particularly relevant for those working under the challenging conditions brought about by the COVID-19 pandemic. Take the time to watch this course and invest the time and skills it takes to rekindle your most valuable relationships at work.</p>		<a href="#">Back to index</a>
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<b>Change Management Training (LinkedIn Learning)</b>				
Change Management Foundations (46m)	Scott Mautz	<p>The need to manage change successfully is more common and more important for a leader’s career than ever, and a specific roadmap for managing change is essential. In this course, instructor Scott Mautz gives you a playbook—a powerful, step-by-step approach to managing change, drawing from and building on key elements of change management models in practice today. Scott begins with a brief introduction to the field of change management and dives into the truths of leading change. He discusses how to conduct a change readiness assessment, then goes into the specific change management phases that follow. Scott details key steps and</p>	All Faculty and Staff	To view at your convenience, click <a href="#">here</a>



		considerations of each phase, as well as what barriers to expect and overcome. He concludes with how to build a change action plan (CAP).		
Embracing Unexpected Change (14m)	Todd Dewett	When we're caught off guard by a job loss or the crumbling of a personal relationship, it can be tough to move forward. But while we can't avoid these kinds of unexpected changes, we can control how we deal with them. In this short course, Dr. Todd Dewett explains how you can harness the power of change for your benefit and the benefit of those around you. Learn how to put change in the proper context, create the right perspective, and ultimately become more resilient.	All Faculty and Staff	To view at your convenience, click <a href="#">here</a>
Building Resilience (34m)	Tatiana Kolovou	Have trouble getting by when the going gets tough? Everyone wants to perform well when the pressure's on, but a lot of us withdraw in times of stress or adversity. If you can build your resilience, you'll have an easier time facing new challenges and earn a valuable skill to offer employers. In this course, Kelley School of Business professor and professional communications coach Tatiana Kolovou explains how to bounce back from difficult situations, by building your "resiliency threshold." She outlines five training techniques to prepare for difficult situations, and five strategies for reflecting on them afterward. Find out where you are on the resilience scale, identify where you want to be, and learn strategies to close the gap.	All Faculty and Staff	To view at your convenience, click <a href="#">here</a>  <a href="#">Back to index</a>

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](mailto:afg32@pitt.edu).