

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

## Workshops Topics:

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**Trainings with an asterisk\* require a 15-registration minimum.**

If you are having difficulties with any of the registration links, clear your web history and cookies. If the issue continues, try the Microsoft Edge browser and/or contact Antonio Glaze at [afg32@pitt.edu](mailto:afg32@pitt.edu).

Remote Trainings				
Workshop Title	Presenter(s)	Description	Target Audience	Dates/Times/Registration Information
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	September 13, 2023 – 9:00am-10:00am Register and add to calendar <a href="#">here</a>
Outlook Training, Pt. 2*	Mark Mercier, Pitt IT	Pitt IT has customized an Outlook session for the Dietrich School. This part 2 training will continue to overview 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	September 14, 2023 – 10:30am-12:00pm 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
Course Scheduling	Meg Caruso	Are you responsible for course scheduling? Register for this training to discuss challenges and tips pertaining to course scheduling. Participants will learn and work together to exchange strategies, focus on preparation for upcoming Fall 2024 and Discuss how Tableau Class Schedule Reports could be an effective timesaver.	All staff	September 20, 2023 – 2:30pm-3:30pm Register and add to calendar <a href="#">here</a>
Faculty Recruitment	Jaime Wesoloski	This session provides an overview of faculty recruitment process. Presenters will address questions throughout the presentation.	All Staff	September 26, 2023 – 2:00pm-3:00pm Register and add to calendar <a href="#">here</a>
Understanding Grad Students List tool in DASH	Kristy Bodnar	Do you need to understand the information you can find in the Graduate Students List tool? This class will teach you how to access the Graduate Students List in DASH (Dietrich Analysis Support Hub), review the information you can find in the list, how to filter data in the table as well as how to use the Excel, Student Committee and Graduate Student Management Tool Exports.	All Staff	September 28, 2023 – 11:00am-12:00pm 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
Driving Change*	Antonio Glaze	This course helps leaders implement change in the workplace so they can avoid the problems that plague 70% of failed change initiatives. Driving Change provides the skills and resources leaders need to accelerate the process of implementing change with their team members and to create an agile work environment where people are more open to change. Leaders will learn how to use three Change Accelerators to turn resistance into commitment and inspire team members to take ownership of change.	All Staff	October 3, 2023 – 10:00am-12:00pm Register and add to calendar <a href="#">here</a>
Understanding and using Ancillary Budget Reports in DASH	Kristy Bodnar	Do you need to understand the information you can find in the Ancillary Budget Report Tool? This class will teach you how to access how to access the Ancillary Budget Report Tool in DASH (Dietrich Analysis Support Hub), the information you can find in the list, how to filter data in the table as well as how to export the data to Excel. You will also learn when and how to use the 'Non-Class Related Additional Funds Request' form and the difference between requesting a new instructor or requesting a change of instructor, and how to submit these requests.	All staff	October 10, 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
Changing for Good*	Alyssa Powers, LifeSolutions	Let go of unhealthy lifestyle habits and build healthy ones by learning how to get motivated and how to set small, achievable goals. Learn how to manage the challenges of choosing and sticking to your healthy change!	All Faculty and Staff	October 12, 2023 – 12:00pm-1:00pm Register and add to calendar <a href="#">here</a>
Dietrich School's Diversity, Equity, and Inclusion (DEI) Training Foundation	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	October 12, 2023 – 9:00am-11:00am October 13, 2023 – 9:00am-11:30am October 16, 2023 – 1:00pm-3:30pm October 17, 2023 – 1:00pm-3:30pm Register and add to calendar <a href="#">here</a>
Supervisor Essentials Q & A	Antonio Glaze	This Q&A session was designed for those who completed the HR supervisor training series.	All Supervisors	October 18, 2023 – 2:30pm-3:30pm 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
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.	All Staff	October 24, 2023 – 2:00pm-3:00pm Register and add to calendar <a href="#">here</a>
Time Management: Prioritizing Your Way To Wellness*	Amy Skukalek, LifeSolutions	Research shows that setting SMART (specific, measurable, achievable, realistic, and timely) goals can help you achieve success personally and professionally. In this workshop, we will discuss the most effective ways to manage your time, what prevents you from achieving your goals, and effective habits to eliminate time wasters and manage interruptions and distractions with more skill.	All Faculty and Staff	November 2, 2023 – 11:00am-12:00pm Register and add to calendar <a href="#">here</a>
Perceptive Content Training	Kevin Hurley	This course is all about Perceptive Content, referred to often as just ‘Perceptive’ or ‘PC’. We will go over what it is, how to use it, and best practices to make using it more efficient. We will go over adding documents to PC, best practices for the Notes function, how to assign the document to someone else, and how to complete the Document Keys and Custom Properties of uploads. We will go over the importance of naming conventions by delving into how PC works, and we will also cover creating filters and arranging columns if it’s applicable to the audience.	All Staff	November 8, 2023 – 10:00am-11:00am 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
Emotional Intelligence: A Model for Success	Brigid Crawford, LifeSolutions	Your emotional quotient (EQ) is a measure of your emotional intelligence and a strong determinant of success both at work and in life. In this workshop, we'll explore the four-quadrant model for emotional intelligence and learn strategies to improve your EQ.	All Faculty and Staff	November 9, 2023 – 10:00am-11:00am Register and add to calendar <a href="#">here</a>
Microsoft OneDrive: Introduction to Pitt's New Cloud Storage Tool*	Mark Mercier, Pitt IT	Microsoft OneDrive is the University's new default save destination for all Office 365 applications, online, and web-based collaboration. This workshop provides an opportunity to learn how previously used Box features translate to OneDrive, and how to start using OneDrive today. Topics include Accessing the app, interface overview, managing files and folders, sharing and collaborating, and the OneDrive sync client.	All Faculty and Staff	November 15, 2023 – 2:00pm-3:30pm Register and add to calendar <a href="#">here</a>
Sponsored Projects Administration – Active Awards in DASH	Kristy Bodnar	Do you need to understand the information you can find in the SPA Active Awards Tool? This class will teach you how to access the SPA Active Awards Tool in DASH (Dietrich Analysis Support Hub). You will learn about the data you can find in the tool, how to interpret the data in the report and Encumbrance Data, as well as how to request access to the tool. We will also cover that the data is refreshed nightly to always provide the most recent information and who to contact if you notice discrepancies in the data.	All Staff	November 30, 2023 – 11:00am-12:00pm 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
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 mock resumes, and provide an opportunity to ask questions about your resume and cover letter.	All Staff	December 5, 2023 – 1:00pm-2:30pm Register and add to calendar <a href="#">here</a>
Microsoft PowerPoint: Punch Up Your Presentation*	Mark Mercier, Pitt IT	A dynamic presentation begins with sound fundamentals. Learn how to format slides, use themes, insert and edit pictures, apply transitions, add animation, and more.	All Faculty and Staff	December 6, 2023 – 10:00am-11:30am 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	December 7, 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
Social Media: Crafting Engaging Experiences	Daniel Fleegle, Carly Petree	Crafting engaging experiences: 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	December 12, 2023 – 11:30am-12:30pm Register and add to calendar <a href="#">here</a>
Concur Training	Kristin Hopkins	Getting started in Concur – This course will provide Concur users with foundational knowledge needed to navigate the Concur Travel System successfully. Topics covered will include basics on profile settings, delegate access, booking travel, creating expense reports, how OneCards work with Concur, what informational resources are available, how to check the status of a submitted expense report, and tips for troubleshooting some of the most frequently encountered issues.	All Faculty and Staff	December 13, 2023 – 3:00pm-4:00pm Register and add to calendar <a href="#">here</a>
Problem Solving Skills for the Workplace	Antonio Glaze	This workshop will provide participants with an overview of how to identify, approach, and solve problems creatively and effectively in the workplace. The facilitator will use interactive skill-building exercises to guide participants through the stages of the problem-solving process using specific examples of problems. Participants will learn	All Faculty and Staff	December 14, 2023 – 1:00pm-2:30pm Register and add to calendar <a href="#">here</a>

## Remote Trainings

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		the process from defining the problem through making an appropriate recommendation to solve the problem. The objective of this workshop is to allow participants to feel prepared to find their own solutions to problems they uncover in their work environment.		<a href="#">Back to index</a>

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