

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

**Workshops Topics:**

**Remote Trainings:**

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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>June 15, 2023 – 9:00am-10:00am            Register and add to calendar <a href="#">here</a></p>
<p>Reclaim Your Joy</p>	<p>Cindy Grindel, Life Solutions</p>	<p>Experiencing joy is essential to our well-being. But responsibilities and competing demands may cause us to lose sight of it. Learn how to tune in to what’s most important and incorporate more joy into your daily routine.</p>	<p>All Faculty and Staff</p>	<p>June 27, 2023 – 11:00am-12:00pm            Register and add to calendar <a href="#">here</a></p>
<p>Running an Effective Meeting</p>	<p>Antonio Glaze</p>	<p>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.</p>	<p>All Faculty and Staff</p>	<p>July 5, 2023 – 2:30pm-3:30pm            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
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	July 17, 2023 – 1:00pm-3:00pm July 18, 2023 – 1:00pm-3:30pm July 19, 2023 – 9:00am-11:30am July 20, 2023 – 9:00am-11:30am Register and add to calendar <a href="#">here</a>
Healthy Habits Checklist	Karen Nichols, Life Solutions	An experienced health coach will help you change your unhealthy habits and replace them with new ones. Learn to lead a healthier lifestyle to better enjoy the people and activities that matter most to you.	All Faculty and Staff	July 18, 2023 – 11:00am-12:00pm Register and add to calendar <a href="#">here</a>
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	July 20, 2023 – 10:00am-11:30am 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
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	July 26, 2023 – 10:00am-11:30am Register and add to calendar <a href="#">here</a>
Conflict Management	Lindsay Isenberg, Business, Hospitality, and Auxiliary Services	It is more critical than ever to effectively navigate difficult workplace conversations. Successful conflict management is an essential skill for every leader especially in the era of hybrid and remote work. This workshop will equip you with the skills to navigate challenging conversations with direct reports and peers at work. You will learn about why conflict arises, the different conflict styles, how to spot escalating conflicts in the workplace and best practices to de-escalate. The course will also review reporting and resources available at Pitt and scenarios to help you prepare and practice.	All Faculty and Staff	August 3, 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
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.	Supervisors	August 10, 2023 – 2:00pm-4:00pm Register and add to calendar <a href="#">here</a>
Time Management: Prioritizing Your Way To Wellness	Amy Skukalek, LifeSolutions	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	August 16, 2023 – 11:00am-12:00pm Register and add to calendar <a href="#">here</a>

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