

Dietrich School Staff Development Series 2017-2018

Update February 8, 2018

For questions about the staff development series, please contact Elspeth Wissner (wissner@pitt.edu).

Workshop Title	Presenters	Description	Target Audience	Dates/times
Self-Advocacy: How to Navigate the Annual Review Process at Pitt	Maureen Lazar	As an employee at Pitt, you need to take ownership of your performance! Your supervisor can't be with you all day, so this is your opportunity to highlight all of your achievements from the year. This workshop provides strategies to engage with your supervisor to enhance the performance appraisal process.	All employees. Registration closed	Wednesday, March 14, 2018 2 – 3 p.m. Martin Room 4127 Sennott Square CLOSED
Working with Distressed Students	Undergraduate Studies	Two members of the University's Concern and Resource Support (CARS) Team – Alexandra Magee and Lisa Schoon – will lead a discussion on ways you can effectively work with students who are experiencing distress.	All faculty, staff	Wednesday, March 21, 2018 12:00 – 1:00pm 910CL RSVP - Working with Distressed Students
Leading Productive Meetings	Maureen Lazar	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 employees	Thursday, March 29, 2018 10 – 11:30 a.m. Martin Room 4127 Sennott Square RSVP - Leading Productive Meetings
Grad Student Leaves of Absence	Patrick Fogarty, Grad Studies Office	The DS Grad Studies Office will present a workshop on Graduate Student Leaves of Absence. The session will cover important information when it comes to taking a leave of absence, as well as the differences and regulations that pertain to personal vs. medical leaves.	Limited to Department Directors of Grad Studies and Grad Admins	Tuesday, April 3 rd , 10–11 am Martin Colloquium Center, 4127 Sennott Square DS Staff Development - Grad Student Leaves of Absence
Supporting the Promotion and Tenure Process in the Dietrich School	Jennifer Bates	This will be a Q&A session regarding the Promotion and Tenure Process. If you have questions you would like to have discussed, please submit them with your registration.	Staff, Department Chairs	Friday, April 13, 2018 10:00 – 11:30am 910CL RSVP - Q&A on Supporting the Promotion and Tenure Process

The basics of Project Management in Higher Education	Rebecca Roadman	<p>Many of us participate in project-based work, but formal project management is not prevalent in higher education. In this workshop, we will discuss fundamentals in the field of project management that can be used and adapted to projects that you coordinate every day.</p> <p>Unlike operations, projects are temporary endeavors undertaken to create unique products or services. This development workshop is intended for staff who do some project work, or who are interested in learning about project-based work.</p> <p>The workshop will address the foundations of project management. Participants will receive resources that can be used and adapted to their project work.</p>	All staff	<p>May 10, 2018 3:00 – 4:30pm 910CL</p>