### Workshop Title

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| **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 3rd, 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                  | 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.  
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.  
The workshop will address the foundations of project management. Participants will receive resources that can be used and adapted to their project work. | All staff                                              | May 10, 2018  
3:00 – 4:30pm  
910CL  
https://pitt.co1.qualtrics.com/jfe/form/SV_3f1WtzytBNF8Roh |