Live Professional Development Opportunities

Many of us have been encouraged during this unique time to continue to learn and develop our skills as university professionals. To help meet this need, the Office of Human Resources along with various campus departments will be offering multiple live, interactive professional development opportunities via TEAMS Meetings. Classes are offered by the Office of Human Resources, the Office of Procurement Management, the Office of Internal Audit and more.

We know that August is a very busy time for our university community, and as a result are offering a slightly reduced training schedule. We want to wish the very best to our UTD Community as everyone prepares for the 2020-21 school year and the return to campus. We hope you all have a happy and productive August, and we look forward to bringing you new and exciting development opportunities in September!

Registration for these classes can be found in Galaxy, under LEO (Learning & Education Organizer.) From LEO, click “Find Available Training”, search by department, and choose Live Online Training. Please register early. Individuals that register the day of the training may not receive notification to join the meeting. More information will be sent via email once registered.

The Following Classes Will be Offered by the Office of Human Resources:

Another Fine Mess: Stress Management (90 minutes)

- August 5, 2020 – 2:00 PM till 3:30 PM

Three out of every four American workers describe their work as stressful. Our current world situation and working remotely has only added to our stress. Eliminating stress is nearly impossible, so the key is learning how to deal with the stress in healthy ways. Join us for this 90-minute session that looks at the root causes of our stress and offers some ways to make the stress . . . less stressful. (*Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team*)
Workplace Motivation: Motivating Yourself and Others (90 minutes)

- August 6, 2020 - 2:00 PM till 3:30 PM

In this course, participants will explore key concepts behind employee motivation and learn the importance of appreciation, freedom, expertise, and meaningfulness to motivate themselves and encourage others. We will review and discuss Abraham Maslow’s hierarchical model of needs as it relates to motivation, as well as what research says about ours and others’ motivation. (*Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team*)

Lead from Where You Are* (90 minutes)

- August 10, 2020 - 2:00 PM till 3:30 PM

This class is designed to assist individuals in understanding that everyone has the potential and responsibility for leadership. The goal of the class is to help people understand the strength and influence of where they currently reside in the workplace and to introduce them to skills that will help them lead from that position. *This class also serves as Session 8 of Admin U. (*Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team*)

4 Disciplines (90 minutes)

- August 11, 2020 - 2:00 PM till 3:30 PM

According to research from Chris McChesney, Sean Covey, and Jim Huling, there are four clear roadmaps to help you overcome the “whirlwind” of day-to-day work that keeps leaders, and teams, from executing the programs that drive real change. Join us as we explore each of these roadmaps, or “Disciplines”, and learn skills and techniques to overcome daily distractions so we can set and achieve our goals more efficiently. (*Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team*)

Six Thinking Hats (120 minutes)

- August 13, 2020 – 10:00 AM till 12:00 PM

In this class, we will explore just how their influence has influenced our approach to thinking. We will explore a different way or approach to thinking pioneered by Dr. Edward De Bono. This approach has been referred to as “parallel thinking” and is also known under the title of the “Six Thinking Hats” method. Using the metaphor of putting on our thinking caps, Dr. De Bono suggests there are six approaches, or perhaps more properly, six directions in how you are thinking. (*Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team*)
Navigating Workplace Conflict (90 minutes)

- August 13, 2020 - 2:00 PM till 3:30 PM

Even in the healthiest workplace environments, conflict may occasionally arise. Understanding how to effectively manage this conflict will help maintain a satisfactory and professional work environment and experience. In Navigating Workplace Conflict, participants will learn about the nature of conflict, common approaches we adopt when in conflict and the importance of taking professional and appropriate action in response to workplace conflict. (Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)

Beat the ‘Tigue: Tips and Tricks to Fight Real Mental Exhaustion in a Virtual World (90 minutes)

- August 17, 2020 - 2:00 PM till 3:30 PM

Is the same technology that has made our socially distanced existence bearable wearing you down? Zoom fatigue, isolation blues, quarantine fatigue… the COVID-19 pandemic has brought us dozens of new words and phrases to describe the ever-growing feeling of mental and emotional exhaustion, stress, and unrest that many of us may be feeling. In this 90-minute session, we will hear from colleagues and experts who are willing to share tips and ideas to help us keep our spirits up and combat mental exhaustion. If you have ideas to share, bring them with you! Let’s get together and share ways to stay mentally and emotionally fit during this challenging time. (Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)

In addition to these scheduled classes you may contact HR’s Talent Development Team to Schedule a Virtual Departmental Training for your entire team.

The Following Classes Will be Offered by the Office of Internal Audit

Rocking the Top 20 University Risks (90 Minutes)

- August 10, 2020 - 10:00 AM till 11:30 AM

Bad things can happen if we don’t effectively manage our risks. That’s why it’s important for everyone to work together to manage risks with the right amount of controls in place. Everyone shares this responsibility to help the university achieve its goals and strategic plan. Join us as we learn how to rock the top 20 university risks! (Instructor: Toni Stephens, Chief Audit Executive)
The Following Classes Will be Offered by the Office of Procurement Management

Receiving in eProcurement (120 Minutes)
- August 7, 2020 - 10:00 AM till 12:00 PM

Join us for a brief review of the receiving process in the eProcurement system. In this class, you will learn what those receiving notifications you get are for and well as how to create a receipt in this new eProcurement interface. (Instructor: Jene Janich, Procurement Management - Travel and One Card Director)

One Card Fundamentals: Fiscal Year End (90 Minutes)
- August 11, 2020 - 10:00 AM till 11:30 AM

This class will review important guidelines and best practices as it pertains to the One Card Program. We will also go over important dates and what to expect at Fiscal Year End. This class is for cardholders, reviewers and approvers (Instructor: Callie Speaks, Procurement Management - Travel and One Card Coordinator)

The Following Classes Will be Offered by the Office of Information Technology

*All MS Teams Live Events offered by the Office of Information Technology will no longer be registered or tracked through LEO. Instead, register to attend these classes by clicking the link provided below*

Microsoft Teams Telephony (45 Minutes)
- August 7, 2020 - 2:00 PM till 2:45 PM
  Click HERE to register for this MS Teams Live Training

On June 1, the Office of Information Technology began transitioning departments and Colleges to Microsoft Teams Voice and migrating faculty and staff emails to Microsoft 365 Exchange Online (EXO). Join this session to get additional information on how Microsoft Teams Voice allows you to simplify communication and collaborate more easily. We will review features and take questions regarding the migration process. (Instructor: Pulin Bhatt, Office of Information Technology Director)
Microsoft Stream (45 Minutes)

- August 14, 2020 - 2:00 PM till 2:45 PM
  Click HERE to register for this MS Teams Live Training

Microsoft Stream is an Enterprise Video service where people in your organization can upload, view, and share videos securely. Share recordings of classes, meetings, presentations, training sessions, or other videos that aid your team’s collaboration. Choose to make videos open to all of UTD or limit the access to specific channels. In this session, we review how to upload and share videos in Microsoft Stream. We will also share tips on how to deliver live and on-demand events. (Instructor: Pulin Bhatt, Office of Information Technology Director)

Teams Trivia: Stump the Trainers (45 Minutes)

- August 21, 2020 - 2:00 PM till 2:45 PM
  Click HERE to register for this MS Teams Live Training

Do you have a list of questions on how to do things in Teams? Or just want a look behind the scenes on some best kept secrets? Submit your questions in advance as we try to stump the Teams Trainers with questions that are asked by users every day. This interactive session will show you shortcuts and quick tips on features you likely never knew existed in Teams. (Instructors: Pulin Bhatt, Office of Information Technology Director, and Bryan Sherwood, Office of Information Technology Technical Team Lead)

Microsoft Forms (45 Minutes)

- August 28, 2020 - 2:00 PM till 2:45 PM
  Click HERE to register for this MS Teams Live Training

Microsoft Forms is a web-based application within an Office 365 suite that allows users to build quick intake forms and surveys. It is a web-based platform that easily modifies to support your specific needs. If you are looking for a means to develop personalized forms, surveys, quizzes or generic polls this platform is for you! Join this beginner’s session to learn how to build, share and export data from Microsoft Forms. (Instructor: Pulin Bhatt, Office of Information Technology Director, and Amanda Pritchard, Office of Information Technology Outreach and Digital Media Events Specialist)