



Live Professional Development Opportunities

The Office of Human Resources, along with various campus departments, are excited to offer 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 Information Technology, the Office of Internal Audit and more. It is our hope that these development opportunities will provide the UTD Community with a chance to grow their skills and connect with their colleagues while continuing to practice social distancing.

In addition to current popular trainings such as our Emotional Intelligence series, One Card Training, and Purchasing Essentials, we have some new additions for fall, including Beat the 'Tigue and the debut of our Virtual Admin U series. **Participation in Admin U requires supervisor approval. Interested participants should have their supervisors email their permission to talentdevelopment@utdallas.edu.*

Registration for these classes can be found in Galaxy, under LEO (Learning & Education Organizer.) From LEO, click "Find Available Training", search by department. For Admin U courses, choose **Human Resources** as the department. For all other courses, 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. For webinars provided by the Office of Information Technology and the Deer Oaks Employee Assistance Program, please register directly. More information will be provided to registered attendees.

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

Emotional Intelligence Intro – Why It Matters (120 minutes)

- **September 22, 2020 - 2:00 PM till 4:00 PM**

This course introduces you to the concept of emotional intelligence and provides you opportunities to personally assess where your skill sets are now and what you might do to enhance those skills. We will dig down below the surface to understand what competitive advantages emotional intelligence offers and ways to incorporate it into your career at UT Dallas. *(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)

- **September 28, 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)*

Admin U: Session 1- Creating a Positive Culture of Success at UTD (120 minutes)

- **September 17, 2020 - 2:00 PM till 4:00 PM**

Admin U is an 8-class professional development series designed to provide additional training and support for our UTD Administrative Support Staff. Admin U centers on recognizing the critical nature of the University's administrative support roles. Admin U's mission is to provide training and resources, as well as ongoing growth and development opportunities, to ensure the success of our administrative support staff.

This is the Introductory Class for Admin U. This class will focus on understanding the great culture we have at UTD and the kind of skills and attitudes it takes to be successful employee and team member. ***Participation in Admin U requires supervisor permission.** *If you are interested in enrolling in Admin U classes, please have your supervisor email talentdevelopment@utdallas.edu and include your name and their permission to participate in this 8-class training (trainings run September through January).* *(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

The Three F's of Fraud: Fundamentals, Flags, and Foils (90 Minutes)

- **September 24, 2020 - 10:00 AM till 11:30 AM**

Universities across the country have lost millions of dollars due to fraud each year. As a member of the university community, understanding the risks of fraud and how to prevent it will help you minimize the risks of fraud occurring at UT Dallas. *(Instructor: Toni Stephens, Chief Audit Executive)*

The Following Classes Will be Offered by the Office of Procurement Management

E-Procurement and Purchasing Essentials (120 Minutes)

- **September 14, 2020 – 10:00 AM – 12:00 PM**

Join us for an overview of E-Procurement and Purchasing Essentials. This course will provide training and information on a wealth of procurement topics, including purchasing methods, finding suppliers, encumbrances, promotional vendors, forms, and much more. *(Instructor: Lori Matthews, Procurement Management- Purchasing Director)*

EAJ- How and When to complete a Sole Source Form (60 Minutes)

- **September 21, 2020 - 10:00 AM till 11:00 AM**

Many of us are not clear and when and how to use of a Sole Source Form. Attend this class to get clarification on the forms use and how we can apply its use. *(Instructor: Lori Matthews, Procurement Management- Purchasing Director)*

Request for Solicitation (60 Minutes)

- **September 28, 2020 - 10:00 AM till 11:00 AM**

This class aims to help participants better understand the Request for Solicitation form, including when to use it and how to correctly complete and submit the form. *(Instructor: Lori Matthews, Procurement Management- Purchasing Director)*

One Card Fundamentals – Cardholder (60 Minutes)

- **September 22, 2020 - 10:00 AM till 11:00 AM**

This class will review important guidelines and best practices as it pertains to the One Card Program. We will demonstrate in Citibank how to Login, Reconcile, and print Expense Reports as a **cardholder**. Lastly, we will go over how to upload your documents to Box.com. (*Instructor: Callie Speaks, Procurement Management- Travel and One Card Coordinator*)

The Following Classes Will be Offered by the Crow Museum of Asian Art

Curator's Tour: Immortal Landscape: Jade from the Collection (60 Minutes)

- **September 24, 2020 - 2:00 PM till 3:00 PM**

Join Crow Museum Senior Curator of Asian Art Dr. Jacqueline Chao for a tour and virtual walkthrough of the museum's current exhibition *Immortal Landscapes: Jade from the Collection*. Drawn from the museum's outstanding collection of later-period Chinese jade objects, this exhibition focuses on carved jade representations of mountain landscapes and forms from nature. For both sculptor and viewer, landscape imagery illustrates an understanding of the inseparability of oneself from the surrounding world, where the journey through the mountains symbolizes the path to an immortal realm. Participants are invited to get to know the museum's Chinese jade collection and the rich history of this artistic tradition. (*Instructor: Dr. Jacqueline Chao, Senior Curator, Crow Museum of Asian Art*)

2020 Otsukimi Moon Viewing Festival: A Virtual Celebration of Culture (60 Minutes)

- **September 25, 2020 - 2:00 PM till 3:00 PM**

Every year, the Crow Museum of Asian Art partners with Japan-America Society of DFW to produce Otsukimi - an annual Japanese autumn harvest festival. The largest of its kind in the southwest region, Otsukimi typically offers an evening of life performances, artist demonstrations, activity booths, Japanese cuisine, tea ceremonies, and vendor booths to more than 2,000 people. This year, Otsukimi went virtual - a festival reimagined and live-streamed on YouTube. Sign up for this session to get a taste of this year's cultural offerings, which included dance and music performances, taiko drumming, cooking demonstrations, and haiku readings. Crow Museum Sr. Director Amy Lewis Hofland served as emcee for the evening and guided viewers through some of Japan's oldest artistic and cultural treasures, as well as live

performances from one of Dallas' official friendship cities, Sendai, Japan. (*Instructor: Caroline Kim, Director of Development, Crow Museum of Asian Art*)

The Following Classes Will be Offered by Deer Oaks Employee Assistance Program *All Webinars offered by the Deer Oaks EAP will not be registered or tracked through LEO. Instead, register to attend these classes by clicking the link provided below*

How to Cope with Anxiety During Difficult Times (60 Minutes)

- **September 10, 2020 - 9:00 AM till 10:00 AM**
[Click HERE to register for this Live Webinar](#)

The Deer Oaks Employee Assistance Program is offering live webinars to help support UTD staff and faculty. Employees can participate anonymously, and submit questions during a live Q&A session following the presentation. Sessions will be recorded, and made available to all employees. Employees interested in participating can register for each webinar via the link provided. (*Instruction provided by Deer Oaks Employee Assistance Program staff*).

Preventing and Overcoming Burnout (60 Minutes)

- **September 18, 2020 - 1:00 PM till 2:00 PM**
[Click HERE to register for this Live Webinar](#)

The Deer Oaks Employee Assistance Program is offering live webinars to help support UTD staff and faculty. Employees can participate anonymously, and submit questions during a live Q&A session following the presentation. Sessions will be recorded, and made available to all employees. Employees interested in participating can register for each webinar via the link provided. (*Instruction provided by Deer Oaks Employee Assistance Program staff*).

How to Cope with Change and Uncertainty (60 Minutes)

- **September 24, 2020 - 1:00 PM till 2:00 PM**
[Click HERE to register for this Live Webinar](#)

The Deer Oaks Employee Assistance Program is offering live webinars to help support UTD staff and faculty. Employees can participate anonymously, and submit questions during a live Q&A session following the presentation. Sessions will be recorded, and made available to all employees. Employees interested in participating can register for

each webinar via the link provided. *(Instruction provided by Deer Oaks Employee Assistance Program staff).*

Stress and Its Impact on Your Health (60 Minutes)

- **October 1, 2020 - 10:00 AM till 11:00 AM**
[Click HERE to register for this Live Webinar](#)

The Deer Oaks Employee Assistance Program is offering live webinars to help support UTD staff and faculty. Employees can participate anonymously, and submit questions during a live Q&A session following the presentation. Sessions will be recorded, and made available to all employees. Employees interested in participating can register for each webinar via the link provided. *(Instruction provided by Deer Oaks Employee Assistance Program staff).*

The Following Classes Will be Offered by the Office of Information Technology
****All Webinars offered by OIT will not be registered or tracked through LEO. Instead, register to attend these classes by clicking the link provided below****

Microsoft Teams (60 Minutes)

- **September 11, 2020 - 10:00 AM till 11: AM**
[Click HERE to register for this MS Teams Live Training](#)

Attendees will get an overview of power user features, including how to extend the Microsoft Teams platform with third party applications, add ins and bots. In addition, the course will provide strategies and scenarios to help attendees streamline communication, manage settings and design effective work spaces to support collaboration. *(Instructor: Microsoft Trainers)*

Teams Live (60 Minutes)

- **September 23, 2020 - 10:00 AM till 11:00 AM**
[Click HERE to register for this MS Teams Live Training](#)

Teams live events is an extension of Teams meetings, but are intended for large events such as conferences and symposiums, not for hosting courses. Learn how to plan and produce a live event in Microsoft Teams during this personalized, interactive group training. You will get a behind the scenes look at the platform and be given step by step instruction on the best practices to follow while producing a Live Event. Class size limited! *(Instructor: Amanda Pritchard, Office of Information Technology Outreach and Digital Media Events Specialist)*

Microsoft Planner (60 Minutes)

- **September 25, 2020 - 2:00 PM till 3:00 PM**
[Click HERE to register for this MS Teams Live Training](#)

Attendees will discover how to create a new plan, assign tasks, update tasks and project status. The course includes user scenarios such as how to organize workstreams into different views, so everyone knows who is working on what. In addition, we will explore use cases for Planner, and using the mobile app to manage tasks on the go. *(Instructor: Microsoft Trainers)*

Teams Refresher (60 Minutes)

- **October 9, 2020 - 2:00 PM till 3:00 PM**
[Click HERE to register for this MS Teams Live Training](#)

Teams is built for the different ways people work today, fostering a new level of creativity and collaboration. Join the Office of Information Technology as we host Microsoft trainers for an hour of open dialog and questions and answers while we refresh your knowledge of Teams and share new updates. *(Instructor: Microsoft Trainers)*