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:**

**Another Fine Mess: Stress Management (90 minutes)**

- **October 14, 2020 – 10:00 AM till 11:30 AM**

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)*
Retirement Planning (90 minutes)

- October 7, 2020 - 2:00 PM till 3:30 PM

Are you curious about retirement? Are you wondering when you are eligible and what the benefits are? Join us to find out more about planning for retirement from UT Dallas. (Instructor: Tina Sharpling, Human Resources HRIS Manager)

EQ Mind & Heart: Emotional Intelligence and Problem-Solving
Session 1: The World of the Difficult and Messy (90 minutes)

- October 21, 2020 – 2:00 PM till 3:30 PM

This new two-part series explores how we can use emotional intelligence to think systemically and solve problems in our complicated worlds. A perfect practical application follow-up for those who enjoyed the Emotional Intelligence series! (Completion of this series is not required, but highly recommended). We live in a messy world (and we are not necessarily talking about the global state as we much as we are talking about our individual worlds) where many day-to-day decisions become complicated and compromised by relationships, motivations, policies and perspectives. Some decisions are simple and straightforward, others are difficult but manageable, but then there are those that are a “downright” mess! Sometimes the difficult and messy are so overwhelming that they cause us to want to run away or shut down. The first session of EQ mind and heart will explore ways we can apply Emotional Intelligence to help us navigate our messy world and make healthy decisions to improve our worlds. (Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)

EQ Mind & Heart: Emotional Intelligence and Problem-Solving
Session 2: EQ and Problem Solving (90 minutes)

- November 18, 2020 – 2:00 PM till 3:30 PM

This new two-part series explores how we can use emotional intelligence to think systemically and solve problems in our complicated worlds. A perfect practical application follow-up for those who enjoyed the Emotional Intelligence series! (Completion of this series is not required, but highly recommended). In session two we will take a look at four key skills to apply to our understanding of the world we occupy and practice making problem solving with emotional intelligence a practical way of thinking. We will begin to develop the tools needed to see the complexity of life’s issues and create new pathways of thinking with these tools. Tools like observation and awareness, mapping, reflection, and productive planning. (Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)
In the KNOW: Becoming Part of the UTD Community through Knowledge, Networking, Organization, and Welcome. Session 1: KNOWLEDGE (90 minutes)

- October 28, 2020 – 10:00 AM till 11:30 AM

We know that as members of the UTD Community, it can be difficult to navigate a new or changing work environment. While we make every effort to provide an overview of our University during Orientation, there’s only so much time in a single day! Therefore, we’ve created a 4-part training series not only to help our newest UTD employees become better acquainted with the University, but to serve as a refresher to us all! From tips, tricks, and tools to networking and campus culture, we hope that this series will help you feel confident and connected in your position, and at home at UTD! We believe it’s best to start with the basics. In this class, we will go over basic Knowledge of UTD including tips and tricks on navigating the website, Galaxy, LEO, and more. Our goal is to provide an overview of programs and resources to make your transition into this new environment as smooth as possible. (Instructors: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)

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

- October 29, 2020 - 10:00 AM till 11:30 AM

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: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)

Emotional Intelligence Practicum 1 – Know Yourself (120 minutes)

- October 13, 2020 - 2:00 PM till 4:00 PM

In this follow-up to the Emotional Intelligence: Introduction, we will focus on Self-Awareness. Participants will learn what effective self-awareness looks like and certain skills you can use to increase your self-awareness. (Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)
Emotional Intelligence Practicum 2 – Managing Yourself (120 minutes)

- October 27, 2020 - 2:00 PM till 4:00 PM

For the second practicum of the Emotional Intelligence series, we take the next step and examine the importance of being able to manage ourselves in the face of disruptive emotions and how to behave less impulsively. (Instructors: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)

Admin U: Session 2- Creating a Positive Culture of Success at UTD (120 minutes)

- October 1, 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. Sessions 2 and 3 are designed to be an interactive format where the participants will be guided by the instructor(s) to explore the University’s web pages to find critical information, forms, documentation, policies, etc. Content will be based and presented according to the organizational structure of the University with the intent of providing participants with a comprehensive overview of the reporting lines, culture, and values of the University that were introduced in Session 1. *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: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)

Admin U: Session 3- Creating a Positive Culture of Success at UTD (120 minutes)

- October 15, 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. Sessions 2 and 3 are designed to be an interactive format where the participants will be guided by the instructor(s) to explore the University’s web pages to find critical information, forms, documentation, policies, etc. Content will be based and presented according to the organizational structure of the University with the intent of providing participants with a comprehensive overview of the reporting lines, culture, and values of the University that were introduced in Session 1. *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)
Admin U: Session 4- Creating a Positive Culture of Success at UTD (120 minutes)

- October 29, 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. Session 4 will concentrate on practical ways to organize the office (and the boss!). Time will be dedicated to learning best practices as they relate to efficiently managing files, multiple calendars, projects, and time.

*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

Rocking the Top 20 University Risks (90 Minutes)

- October 21, 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

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

- October 12, 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)
Receiving in eProcurement (60 Minutes)

- October 16, 2020 - 2:00 PM till 3:00 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 and Lori Matthews, Procurement Management- Purchasing Director)*

Working with Independent Contractors (60 Minutes)

- October 19, 2020 - 10:00 AM till 11:00 AM

Do you work with vendors not affiliated with UTD and struggle with the form used to pay them? Join us for this brief class that will review the policies, procedures, and forms associated with Independent Contractors. *(Instructor: Jene Janich, Procurement Management- Travel and One Card Director)*

E-Procurement and Purchasing Essentials (120 Minutes)

- October 22, 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)*

Basic Reports in eProcurement (60 Minutes)

- October 26, 2020 - 10:00 AM till 11:00 AM

Join us for this brief class where you'll learn the basics of queries and reporting in eProcurement with the new interface. You will learn how to run reports as well as how to save and download these reports to Excel. *(Instructor: Jene Janich, Procurement Management- Travel and One Card Director)*

Request for Solicitation (60 Minutes)

- October 26, 2020 - 2:00 PM till 3:00 PM

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

**Peace, Love, and Calm in 2020: Mindfulness for You (60 Minutes)**

- October 6, 2020 - 10:00 AM till 11:00 AM
- October 13, 2020 - 10:00 AM till 11:00 AM
- October 20, 2020 - 10:00 AM till 11:00 AM
- October 27, 2020 - 10:00 AM till 11:00 AM

Join Amy Lewis Hofland on Tuesday Mornings in October for a four-part introductory practice for mindfulness, self-compassion and lovingkindness. Learn how to arrive to yourself and others as a non-anxious presence: resilient and ready for what comes your way. *(Instructor: Amy Lewis Hofland, Executive Director, Crow Museum of Asian Art)*

**Movement for Joy: Beginners Yoga (60 Minutes)**

- October 8, 2020 - 4:00 PM till 5:00 PM
- October 15, 2020 - 4:00 PM till 5:00 PM
- October 22, 2020 - 4:00 PM till 5:00 PM
- October 29, 2020 - 4:00 PM till 5:00 PM

Join yoga-certified teacher Amy Lewis Hofland for an introductory yoga course exploring yoga and mindfulness on and off the mat. Amy will introduce gentle flow practices for you to begin to explore your own practice at home. All levels welcome. *(Instructor: Amy Lewis Hofland, Executive Director, Crow Museum of Asian Art)*

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

- October 9, 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, view these webinars on demand by clicking the link provided below*

**Maintaining Respect and Civility in the Workplace (45 Minutes)**
- Available On-Demand
  [Click HERE to view this on-demand Webinar]

The Deer Oaks Employee Assistance Program is offering on-demand webinars to help support UTD staff and faculty. Employees can participate anonymously, and submit questions which will be answered via email following the presentation. This webinar will help participants identify methods to assertively address inappropriate conduct within the workplace to promote a healthy work environment. *(Instruction provided by Deer Oaks Employee Assistance Program staff).*

**Self-Care: Remaining Resilient (45 Minutes)**
- Available On-Demand
  [Click HERE to view this on-demand Webinar]

The Deer Oaks Employee Assistance Program is offering on-demand webinars to help support UTD staff and faculty. Employees can participate anonymously, and submit questions which will be answered via email following the presentation. This webinar will help participants learn to identify ongoing symptoms of stress and how to find a healthier approach to the demands of work and home. *(Instruction provided by Deer Oaks Employee Assistance Program staff).*

**The Mental Strength Workout (45 Minutes)**
- Available On-Demand starting October 20th at www.deeroakseap.com
  [Click HERE to view this on-demand Webinar]

The Deer Oaks Employee Assistance Program is offering on-demand webinars to help support UTD staff and faculty. Employees can participate anonymously, and submit questions which will be answered via email following the presentation. This webinar will help participants learn skills and strategies to exercise the power of your mind and increase your mental fortitude. *(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*

**Teams Tips: 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)*

**Teams Tips: Teams Live** *(60 Minutes)*

- September 23, 2020 - 11:00 AM till 12:00 PM
  [Click HERE to register for this MS Teams Live Training](#)

Teams live events is an extension of Teams meetings, enabling you to produce events for large online audiences with more control over video, audience interaction, and reporting. Learn how to plan and schedule a live event in Microsoft Teams during this 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. Note that class size is limited due to the highly personalized content within this demonstration. *(Instructor: Amanda Pritchard, Office of Information Technology Outreach and Digital Media Events Specialist)*

**Teams Break Out Rooms** *(60 Minutes)*

- October 23, 2020 - 2:00 PM till 3:00 PM
  [Click HERE to register for this MS Teams Live Training](#)

Meeting hosts have the option to create breakout rooms during Teams meetings. The Breakout rooms feature is a powerful tool in Microsoft Teams that allows meeting organizers to split a group video or audio call into divergent sessions for smaller group discussions. They can assign users to a room, add/remove/rename the rooms. *(Instructor: Microsoft Trainers)*

**Microsoft Bookings** *(60 Minutes)*

- October 30, 2020 - 2:00 PM till 3:00 PM
  [Click HERE to register for this MS Teams Live Training](#)

Simplify how you schedule and manage appointments. Bookings is also available as an app within Teams, which allows you to create Bookings calendars, assign staff, and both schedule
new and manage existing appointments without ever leaving Teams. Bookings is easily tailored and provides a variety of editable fields and settings including page structure and information, staff details, appointment specifics, and custom communications. (Instructors: Bryan Sherwood, Office of Information Technology Technical Team Lead and Amanda Pritchard, Office of Information Technology Outreach and Digital Media Events Specialist)