Dietrich School Staff Development Series
2017-2018

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

Workshop Title	Presenters	Description	Target Audience	Dates/times
Hiring New Staff	Maureen Lazar	The "Hiring New Staff" series provides you with the tools to identify your department's specific needs and to hire a candidate to fulfill those responsibilities. You will learn the essentials of writing an effective job description, how to review resumes and candidates, the best practices when conducting an interview, and successfully onboarding your new employee.	Supervisors – by nomination only	Session 1: Writing an Effective Job Description – 10/27/17 Session 2: Reviewing Resumes and Candidates – 11/30/17 Session 3: Preparing for Interviewing – 12/20/17 Session 4: Onboarding Your New Employee – 1/24/18
Tips and Tricks for Using the New Phone System and Skype for Business	CSSD	Computing Services and Systems Development invites you to participate in a live webinar offering tips for getting the most from your Skype for Business phone and desktop app—including: · Setting up and using voice mail · Transferring calls · Starting a conference call · Merging two calls · Creating a Skype for Business meeting · Audience Q&A	All faculty, staff	November 14, 2017 10:00–11:00am **Please register in advance**
Understanding Our Students	The Open Door Project/ Undergraduate Studies	A series of workshops and conversations helping faculty and staff understand our students and the challenges they are facing. Sessions will cover veteran students, students with invisible disabilities, students living in poverty, first-generation students, etc. See opendoor.pitt.edu for additional information.	All faculty, staff	Creating an Inclusive Environment for Individuals with Hidden Disabilities November 29, 2017 1:00 – 2:30pm U Club, Conference Rm A

Baby Boomers to Millenials: Respect and Productivity in the Workplace	Warren McCoy, Office of Diversity & Inclusion	For the first time, we have as many as five different generations working together in a single workplace - Traditionals, Baby Boomers, Generation X, Millenials, and Generation 9/11. This workshop presents methods for bridging the gap between generations and shows participants how to avoid conflict and increase productivity in their generationally diverse workplaces. Workshop participants will learn about generational differences, generational similarities, how generational traits impact the workplace, and how good communication skills can develop a more respectful workplace.	All faculty, staff	December 4, 2017 1:00 – 3:00pm 910CL

RSVP - Baby Boomers to Millennials: Respect & Productivity in the Workplace |
| Processing Graduate Admission | Graduate Studies | The workshop will provide general information to understand the process from the initial application to official decisions. It will provide an overview of the tracking systems used in the Graduate Studies Office (ApplyYourself, GATS, PeopleSoft, MY OIS) for a paperless environment, the need for the departmental recommendation, the requirements Domestic vs. International admits and the official admits vs. denials. | Graduate Administrators | December 6, 2017 5601 Sennott Square Conference Room

RSVP - Graduate Admissions |
| Sponsored Research Administration Q&A | Dietrich School Sponsored Research team | Q&A on the new sponsored research administration structure and effectively collaborating to support our researchers. | All faculty, staff | December 11, 2017 11:00am – 12:00pm 910CL RSVP - Sponsored Research Admin Q&A |
| Tips and Tricks for Using Qualtrics | Rebecca Roadman | Qualtrics is a powerful and time-saving survey tool that is available to Pitt staff. It can be used for a range of data collection needs, from formal surveys to applications and registrations. Qualtrics comes with built-in reporting features and data-export capabilities for complex analyses.

This workshop is intended for users at all levels—whether new to Qualtrics, or interested in exploring advanced features. *Participants should come to the session with at least one data-collection idea or need (real or fake), that they will develop during the session.*

The workshop will address: How to create new surveys, basic survey design, display and skip logic, quotas, custom messages, auto and standard reports, sharing surveys, survey distribution, and data exports. Questions on additional topics are encouraged! During the second half of the workshop, participants will develop their own survey with support from the facilitator and colleagues. | All staff | December 19, 2017 9:30 – 11:00am WWPH 1201 (Stats lab) https://pitt.co1.qualtrics.com/jfe/form/SV_3Vjs0XEK7w1e0pT |

Microaggression: Recognizing and Challenging a Subtle Form of Bias	Warren McCoy, Office of Diversity & Inclusion	What are microaggressions? How can they harm individual members of the University community? Participants in this workshop will gain a better understanding of this form of bias and the building blocks that contribute to Microaggression. The workshop instructor will facilitate exercises and discussions to help participants recognize Microaggression and learn strategies for addressing the subtle messages sent that can create a feeling of marginalization among community members.	All faculty, staff	January 11, 2018 1:00 – 3:00pm 910CL RSVP - Workshop - Microaggression
Supporting the faculty appointment and reappointment process in the Dietrich School	Jaime Wesoloski	A workshop series offering the following sessions: • Recruitment (offered in August) • Appointments (T/TS, NTS, visiting, research) (offered in August) • Reappointments (T/TS, NTS, visiting, research) (offered in October) • Faculty Leaves/Sabbaticals (offered in September, January) • Course Buy-outs (offered in September, January)	Staff, Department Chairs	Faculty Leaves/Sabbaticals: January 17, 2018 11:00 – 12:00pm, 910CL Course Buy-outs: January 24, 2018 11:00 – 12:00pm, 910CL
Understanding Policies and Procedures for Staff Time Off for Supervisors	Employee Relations and Benefits	This workshop will help supervisors learn the dos and don'ts of engaging in time off discussions with employees. The workshop will cover Pitt policies and procedures, FMLA leaves, short-term and long-term disability, and leaves of absence. A Q&A portion of the workshop will focus on how best to cover absences and how to manage performance during longer-term or recurring absences.	All supervisors	February 1, 2018 1:00 – 3:00pm 910CL
Understanding Undergraduate Academic Issues	Undergraduate Studies	An overview and Q&A on key undergraduate policies and procedures, academic standing & probation, advising, and registration/enrollment issues	All faculty, staff	February 7, 2018 11:30am – 1:00pm 910CL
Nontraditional Students at the University of Pittsburgh: Strategies and Best Practices for Providing Support Inside and Outside the Classroom	Antonio Quarterman	The number of nontraditional students entering colleges and universities around the country has been growing and is projected to continue over the next ten years. As the University prepares to serve this projected increase, it is important that University faculty and staff understand the unique needs and experiences of these students. This workshop will: (1) provide an understanding of what the composition of the nontraditional student population is at Pitt; (2) provide a working definition of nontraditional students; (3) discuss best practices for serving nontraditional students inside and outside the classroom; and (4) provide participants an opportunity to examine case studies of nontraditional students' issues at the University.	All faculty, staff	March 8, 2018 12:00pm – 1:00pm Location TBD

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	March 21, 2018 12:00 – 1:00pm 910CL
Supporting the Promotion and Tenure Process in the Dietrich School	Jennifer Bates	1. Process overview 2. Dossier preparation and submission 3. Notification of Dean's decision 4. Distinguished Nominations	Staff, Department Chairs	April 13, 2018 10:00 – 11:30am 910CL
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
Making the Most of Your Meetings	Maureen Lazar	Have you ever attended a meeting where you felt your time was wasted? Meetings do not need to be a waste of everyone's time. When properly planned and facilitated, productive meetings can expedite day to day operations. Through interactive experiences, this workshop provides participants with the skills and resources to confidently implement meetings.	All staff, faculty	Spring 2018 Session TBD
Allies Network Training	Student Affairs	Co-sponsored by the Division of Student Affairs and the Anti-discriminatory Policies Committee of the University Senate, in collaboration with the Rainbow Alliance, the Allies Network program is designed to improve visibility and support to lesbian, gay, bisexual, transgender, queer, intersex/asexual, and allied (LGBTQIA) students and employees.	All faculty, staff	Spring 2018 Session TBD