**Dietrich School Staff Development Series 2018-2019**

Spring Workshops – Updated February 13, 2019

For questions about the staff development series, please contact Jocelyn Figurel (jrf89@pitt.edu).

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| **Workshop Title** | **Presenters** | **Description** | **Target Audience** | **Dates/Times** |
| Open Door Project: A Screening of the Documentary *13th*  | Waverly DuckCarol Mullen | *13TH* is a 2016 documentary by filmmaker Ava DuVernay thatexplores the “intersection of race, justice, and mass incarcerationin the United States.” It gets its title from the 13th Amendment tothe U.S. Constitution, which freed slaves and prohibited slavery,with the exception of slavery as punishment for a crime.The film will be followed by a talk back facilitated by Dietrich SchoolAssociate Professor Waverly Duck. | All Faculty and Staff | Jan 31st 1:30 pm University Club, Ballroom A  |
| Ready to Interview?  | Maureen Lazar | Has it been awhile since you have interviewed for a position? Learn about the various types of interview formats and questions that may occur in an interview. This workshop provides helpful tips on effective interviewing. Through mini-mock interviews, participants will have an opportunity to practice interviewing skills and gain feedback from a colleague in the school.  | All Staff Employees | Feb 7th 12:30 PM – 2:00 PM 910 CL <https://pitt.co1.qualtrics.com/jfe/form/SV_8dY3CBb1V6OQwvP>  |
| Transformative Intergroup Dialogues | Mario C. Browne &Erika Gold Kestenberg | This session is designed to introduce University of Pittsburgh Dietrich School faculty and staff to Transformative Intergroup Dialogues, to support participants in gaining courage and skill to have uncomfortable conversations through the creation of safe and brave spaces that deepen relationships within and across social identities in meaningful ways. Participants will begin to discuss their social identities and better understand their blocks to having difficult conversations about topics, including race, gender identity, etc. Developing the ability to have such conversations is immensely important to fostering and nurturing healthy, connected relationships and a culture and climate where everyone thrives throughout the Dietrich School. Transformative Intergroup Dialogues are facilitated, face-to-face encounters that aim to cultivate meaningful engagement and strive to create new levels of understanding, relating, and action. | All Employees | Feb 12th 10:30 AM – 12:30 PMRoom 548, WPU <https://pitt.co1.qualtrics.com/jfe/form/SV_8AkOYhQiXTVUUh7>  |
| Bystander Intervention | Michele Welker and Carrie Benson | This interactive program geared towards staff and faculty will offer participants the opportunity to identify themselves as active bystanders when they observe others in distressing situations. Participants will begin to identify strategies and utilize communication skills necessary for intervention in unsafe situations. Information about resources for mental health services and sexual violence on campus are included in this program. | All Employees | Feb. 19th 11:00 – 12:30 PM Room 548, WPU <https://pitt.co1.qualtrics.com/jfe/form/SV_4Yj5ZKlqVaVOlPn> |
| Dietrich School and CGS Staff Brown Bag | Michele Montag | These monthly sessions that serve as an opportunity for all interested Arts and Sciences and College of General Studies staff to share ideas, ask questions, and discuss important issues. | All Staff Employees | Feb 20th 11:30 AM – 12:30 PM910 – CL No RSVP Required |
| Tips & 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 staff development 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 Faculty and Staff | Feb 27th 11:00 AM – 12:00 PMStats Lab, 1201 Posvar[https://pitt.co1.qualtrics.com/jfe/form/SV\_0qbnkiEw3vSLUcB](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpitt.co1.qualtrics.com%2Fjfe%2Fform%2FSV_0qbnkiEw3vSLUcB&data=02%7C01%7Cjrf89%40pitt.edu%7Cdd252562a11e4f702e6608d654756ae3%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1%7C0%7C636789260602479991&sdata=UbEX1knilqXZnAWgFdim5L7TW%2FLTb%2BSsOCd4gV1ditk%3D&reserved=0) |
| Transformative Intergroup Dialogue: Next Level Dialogues | Mario C. Browne and Erika Gold Kestenberg | This is a continued learning session for individuals who have been through an introductory session on Intergroup Dialogue. | All Employees | March 21st 10:30am – 12:30pmRoom 548, WPU<https://pitt.co1.qualtrics.com/jfe/form/SV_3r63aV0PPBET4hL>  |
| Dietrich School and CGS Staff Brown Bag | Michele Montag | These monthly sessions that serve as an opportunity for all interested Arts and Sciences and College of General Studies staff to share ideas, ask questions, and discuss important issues. | All Staff Employees | March 26th 11:30 AM – 12:30 PM Martin Room, 4127 Sennott SquareNo RSVP Required |
| Transformative Intergroup Dialogue: Next Level Dialogues | Mario C. Browne and Erika Gold Kestenberg | This is a continued learning session for individuals who have been through an introductory session on Intergroup Dialogue. | All Employees | April 3rd 10:30am – 12:30pmRoom 548, WPU <https://pitt.co1.qualtrics.com/jfe/form/SV_3ZO7IEYLkHq2hwh>  |
| Promotion and Tenure Workshop | Jennifer Bates | Question and Answer session. Will discuss general guidelines, timeline, and promotion and tenure process. | Chairs Assistants & Division Directors | May 3rd 10:00 AM – 11:00 AM910 – CL<https://pitt.co1.qualtrics.com/jfe/form/SV_dnZiL4EHdVFhgwd>  |
| Project Management Basics 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. Participants must come to the session with at least one project example to develop.   | All Faculty and Staff | May 8th & 13th 1:30 – 4:30 PM 910 CL[https://pitt.co1.qualtrics.com/jfe/form/SV\_3f1WtzytBNF8Roh](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpitt.co1.qualtrics.com%2Fjfe%2Fform%2FSV_3f1WtzytBNF8Roh&data=02%7C01%7Cjrf89%40pitt.edu%7C2eb7f61f8ed0464dc5f608d67afacfa6%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1%7C0%7C636831614969383675&sdata=O2i5ETmxGAnmkT3pldzM4OmkhPIf%2BOZXvIm8D5FW4GA%3D&reserved=0) |