

Kenneth P. Dietrich School of Arts and Sciences and College of General Studies

Professional Development Program

Fall 2024

Workshop Topics:

- NEW [Information Session: Diversity, Equity, and Inclusion Programs in Dietrich](#)
- NEW [Making the Most of Microsoft Teams 2024](#)
 - [Faculty Recruitment](#)
 - [Outlook 2024: Navigating Emails & Calendars with the New Look](#)
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- NEW [Creating Digitally Accessible Word Documents](#)
 - [Guest Management: Tips and Tricks for Hosts](#)
 - [DEI Foundation 4 Day Training Series](#)
- NEW [Understanding & Using the Built-In Microsoft Office Accessibility Checker](#)
 - NEW [New to Higher Education?](#)
- NEW [Mastering Social Media: Best Practices for Dietrich and CGS](#)
- NEW [Generational Differences: Communicating Across the Lines](#)
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- NEW [Event Planning in the Dietrich School and CGS](#)
 - [Running an Effective Meeting](#)

If you are having difficulties with any of the registration links, clear your web history and cookies. If the issue continues, try the Microsoft Edge browser and/or contact Antonio Glaze at afg32@pitt.edu.

Remote Trainings

Workshop Title	Presenter(s)	Description	Target Audience	Dates/Times/Registration Information
<p>NEW</p> <p>Information Session: Diversity, Equity, and Inclusion Programs in Dietrich</p>	Antonio Glaze	<p>Looking for ways to engage with diversity, equity, and inclusion programming? Join us for an information session that briefly explains the DEI Foundation Series that makes you part of our DEI community. As part of the community, you are eligible for our mentoring program, CONNECTED, our hands-on community experience, DEI 2.0, and bi-monthly Diversity Discussions. All programs will be outlined and there will be an opportunity to ask questions.</p>	All Faculty & Staff	<p>September 4, 2024 – 12:00pm-1:00pm</p> <p>Register and add to calendar here</p>
<p>NEW</p> <p>Making the Most of Microsoft Teams 2024</p>	Antonio Glaze	<p>Microsoft Teams can do more than just instant message and host virtual meetings. Join us for this walkthrough of some Teams features to liven up your meetings and best practices.</p>	All Faculty & Staff	<p>September 5, 2024 – 1:00pm-2:00pm</p> <p>Register and add to calendar here</p>
Faculty Recruitment	Sara Abbott	<p>This session provides an overview of the faculty recruitment process. Questions will be addressed throughout the presentation.</p>	All Staff	<p>September 10, 2024 – 10:00am-11:00am</p> <p>Register and add to calendar here</p>

<p>Outlook 2024: Navigating Emails & Calendars with the New Look</p>	<p>Antonio Glaze</p>	<p>Worried about switching over to the new outlook? Worry no more! This training will walk you through items such as setting up your Outlook for yourself, to managing emails and calendars, to tips and tricks to make work easier for you. Join this course to make sure you aren't left behind when all computers switch over to the new look.</p>	<p>All Faculty & Staff</p>	<p>September 12, 2024 – 11:00am-12:00pm Register and add to calendar here</p>
<p>Concur Training</p>	<p>Sam McClelland, Wynn Maloney</p>	<p>Getting started in Concur – This course will provide Concur users with foundational knowledge needed to navigate the Concur Travel System successfully. Topics covered will include basics on profile settings, delegate access, booking travel, creating expense reports, how OneCards work with Concur, what informational resources are available, how to check the status of a submitted expense report, and tips for troubleshooting some of the most frequently encountered issues.</p>	<p>All Staff</p>	<p>September 19, 2024 – 9:00am-10:00am Register and add to calendar here</p>
<p>NEW Creating Digitally Accessible Word Documents</p>	<p>Kristy Bodnar</p>	<p>Join this interactive session to learn how to create a Digitally Accessible Word document. Learn about how to format text, use of color and spacing, as well as using alt text when your document includes images. You will also learn how to use the built in accessibility checker to review and correct accessibility issues in your document.</p>	<p>All Faculty & Staff</p>	<p>September 26, 2024 – 11:00am-12:00pm Register and add to calendar here</p>

<p>Guest Management: Tips & Tricks for Hosting Research Guests, Job Candidates, and Grad Applicants</p>	<p>Taylor Pipkin</p>	<p>Interested in learning the necessary steps to successfully bring a guest to campus? Join us for this comprehensive workshop that will explore the common tasks associated with coordinating a guest visit. You will be learning about university systems that help in managing a guest visit, how to access them, and a short overview of possible contacts for efficiently coordinating their time on campus. Learn all you need to know to provide the best assistance for visiting research guests, job candidates, and prospective graduate students.</p>	<p>All Staff</p>	<p>October 9, 2024 – 2:00pm-3:00pm Register and add to calendar here</p>
<p>Dietrich School’s Diversity, Equity, and Inclusion (DEI) Training Foundation</p>	<p>Maureen Lazar, Antonio Glaze</p>	<p>The Dietrich School’s DEI workshops are anti-bias educational programs that establish welcoming, inclusive, and diverse environments where faculty and staff can engage in productive conversations on topics such as identity, the impact of stereotypes, bias, and discrimination. Participants experience each of the four consecutive sessions as a cohort through interactive and engaging discussions and activities. Each individual gains strategies to positively impact the campus climate in the Dietrich School and CGS. This is a 4-part, cohort style series.</p>	<p>All Faculty & Staff</p>	<p>October 10, 2024 – 9:00am-11:00am October 11, 2024 – 9:00am-11:30am October 14, 2024 – 1:00pm-3:30pm October 15, 2024 – 1:00pm-3:30pm Register here An outlook calendar invitation will follow within a week.</p>

<p>NEW Understanding & Using the Built-In Microsoft Office Accessibility Checker</p>	<p>Kristy Bodnar</p>	<p>Many Microsoft 365 apps have a built-in Accessibility Checker that identifies and suggests how to fix accessibility issues in your content. Join this class to learn how to use the Accessibility Checker in Outlook, Word, PowerPoint and Excel. Learn how to find accessible document templates and understand the rules and limitations of the Accessibility Checker.</p>	<p>All Faculty & Staff</p>	<p>October 17, 2024 – 10:00am-11:00am Register and add to calendar here</p>
<p>NEW New to Higher Education?</p>	<p>Sara Abbott, Maureen Lazar, Jaime Wesoloski</p>	<p>Do you know what a state related school is and why that matters? Do you wonder what different faculty titles mean? Transitioning to a career in Higher Education is different than many industries with lots of unique aspects. Join us to learn a bit more about Pitt and the Dietrich School as we take a closer look at how Pitt operates!</p>	<p>All Staff</p>	<p>October 21, 2024 – 2:00pm-3:00pm Register and add to calendar here</p>
<p>NEW Mastering Social Media: Best Practices for the Dietrich School and CGS</p>	<p>Carly Petree</p>	<p>This session will explore how to utilize the power of social media to effectively engage with the community, attract prospective students, and share valuable information from your department. Learn best practices for creating content that resonates, strategies for building an online presence that reflects your unit's mission, and techniques for measuring the impact of your social media efforts. Whether you're new to social media or looking to enhance your current approach, this workshop will provide the tools and insights needed to leverage social media as a dynamic resource for your work.</p>	<p>All Faculty & Staff</p>	<p>October 22, 2024 – 10:00am-11:00am Register and add to calendar here</p>

<p>NEW</p> <p>Generational Differences: Communicating Across the Lines</p>	<p>Brigid Crawford, LifeSolutions</p>	<p>Learn about the five generations in today's workplaces. Discover each generation's workplace expectations and contributions. Learn strategies for engaging and interacting with all generations.</p>	<p>All Faculty & Staff</p>	<p>October 29, 2024 – 12:00pm-1:00pm Register and add to calendar here</p>
<p>Faculty Actions</p>	<p>Sara Abbott</p>	<p>This session provides an overview of faculty actions, the process for uploading documents to perceptive content, and answers any questions presented.</p>	<p>All Staff</p>	<p>November 5, 2024 – 1:00pm-2:00pm Register and add to calendar here</p>
<p>Conflict Management</p>	<p>Antonio Glaze</p>	<p>It is more critical than ever to effectively navigate difficult workplace conversations. Successful conflict management is an essential skill for every leader especially in the era of hybrid and remote work.</p> <p>This workshop will equip you with the skills to navigate challenging conversations with direct reports and peers at work. You will learn about why conflict arises, the different conflict styles, how to spot escalating conflicts in the workplace and best practices to de-escalate. The course will also review reporting and resources available at Pitt and scenarios to help you prepare and practice.</p>	<p>All Faculty & Staff</p>	<p>November 14, 2024 – 1:00pm-2:00pm Register and add to calendar here</p>

DASH - Understanding the Ancillary Budget Tool	Kristy Bodnar	The Ancillary Budget tool is used to collect information to prepare the academic year budget. Join this class to learn about what information is collected in each section, how to complete each section, and how to add, modify, delete and save information in the tool.	All Staff	November 26, 2024 – 10:00am-11:00am Register and add to calendar here
NEW Event Planning in the Dietrich School & CGS	Taylor Pipkin	Unlock the keys to successful university event planning with our comprehensive workshop! Whether you're organizing intimate workshops or large-scale conferences, this session will equip you with practical tools and strategies to ensure every event is a success. Get introduced to necessary internal systems and learn how to streamline the planning process to better serve your departments. If you're interested in learning the essentials of planning, coordinating, and executing memorable and impactful events at the university, please join us!	All Staff	December 3, 2024 – 10:00am-11:00am Register and add to calendar here
Running an Effective Meeting	Antonio Glaze	All meetings can be productive with great planning, facilitation, and follow up. Through interactive experiences, participants practice techniques introduced, are provided with effective tools for planning and strategies to overcome meeting distractors.	All Faculty & Staff	December 10, 2024 – 10:00am-11:00am Register and add to calendar here

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Kenneth P. Dietrich School of Arts and Sciences and College of General Studies On-Demand Trainings & Community Hub

TechStravaganza Recorded Trainings August
2024 (click below)



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our Community Hub that includes a calendar
with all of the trainings in this document and
more! (click below)

