

Dietrich School Staff Development Series 2017-2018

Update February 8, 2018

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

Workshop Title	Presenters	Description	Target Audience	Dates/times
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. For further information on the Allies Network, please see http://www.studentaffairs.pitt.edu/cld/crosscultural/allies-training-2/ .	All faculty, staff	February 12, 2018 1:00 – 4:00pm 4127 Sennott Square RSVP - Allies Network Training
Managing Staff Performance: Maximizing Your Staff's Potential	Maureen Lazar	Effective performance management empowers employees to be successful in their job. This workshop will introduce the performance management cycle as a model to use throughout the year. Practicing with various tools, supervisors will discuss how to maximize employees' performance potential through a calibrated approach.	Supervisors	Friday, February 23, 2018 10 – 11:30 a.m. 910 CL RSVP - Managing Staff Performance
OMET Informational session	UCTL/OMET staff	Informational session offered by the Office of Measurement and Evaluation of Teaching (OMET). Topics discussed will include: <ul style="list-style-type: none"> • How to access and use the portal to review responses to Student Opinion of Teaching Surveys • Summary reports that have recently been added to Chairs' portals • How to add special survey questions for your department or course • How to request custom summary reports • Recommendations for increasing response rates • Recommendations for interpreting and using results to improve courses 	Dietrich School Department Chairs	Wed., Feb. 28, 10:30-11:30 910CL If you have additional topics or questions that you would like to discuss, submit them with your RSVP at this link: https://pitt.co1.qualtrics.com/jfe/form/SV_4VmFcRrrrQSM9bT

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 McCarl Center, 1400 Posvar Hall RSVP - Support for Nontraditional Students
Self-Advocacy: How to Navigate the Annual Review Process at Pitt	Maureen Lazar	As an employee at Pitt, you need to take ownership of your performance! Your supervisor can't be with you all day, so this is your opportunity to highlight all of your achievements from the year. This workshop provides strategies to engage with your supervisor to enhance the performance appraisal process.	All employees	Wednesday, March 14, 2018 2 – 3 p.m. Martin Room 4127 Sennott Square RSVP - Self-Advocacy
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	Wednesday, March 21, 2018 12:00 – 1:00pm 910CL RSVP - Working with Distressed Students
Leading Productive Meetings	Maureen Lazar	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 employees	Thursday, March 29, 2018 10 – 11:30 a.m. Martin Room 4127 Sennott Square RSVP - Leading Productive Meetings
Supporting the Promotion and Tenure Process in the Dietrich School	Jennifer Bates	This will be a Q&A session regarding the Promotion and Tenure Process. If you have questions you would like to have discussed, please submit them with your registration.	Staff, Department Chairs	Friday, April 13, 2018 10:00 – 11:30am 910CL RSVP - Q&A on Supporting the Promotion and Tenure Process

<p>The basics of Project Management in Higher Education</p>	<p>Rebecca Roadman</p>	<p>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.</p> <p>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.</p> <p>The workshop will address the foundations of project management. Participants will receive resources that can be used and adapted to their project work.</p>	<p>All staff</p>	<p>May 10, 2018 3:00 – 4:30pm 910CL</p>
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