



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, please register directly through the link provided. More information will be provided to registered attendees.

The Following Classes Will be Offered by the Office of Human Resources:

Navigating Workplace Conflict (90 minutes)

- **November 9, 2020 - 2:00 PM till 3:30 PM**

Even in the healthiest workplace environments, conflict may occasionally arise. Understanding how to effectively manage this conflict will help maintain a satisfactory and professional work environment and experience. In Navigating Workplace Conflict, participants will learn about the nature of conflict, common approaches we adopt when in conflict and the importance of taking professional and appropriate action in response to workplace conflict. *(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 2: NETWORKING (90 minutes)

- **November 11, 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! Sometimes it's not just what you know, but who you know. In this class aim to connect employees with valuable resources and employee networking resources. We'll hear from our UTD Employee Resource Groups, Staff Council, and Academic Senate, as well as have a presentation from event planning on how to organize and host events on campus. You'll also get the chance to make real connections with other UTD employees who will share their knowledge and experience as you build a network of professional connections at the university. *(Instructors: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)*

In the KNOW: Becoming Part of the UTD Community through Knowledge, Networking, Organization, and Welcome. Session 3: ORGANIZATION (90 minutes)

- **December 9, 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! Understanding an organization's structure and culture are keys to feeling settled and confident in a new role and new environment. In this class we'll explore the organizational structure of UTD and discuss campus culture and how we can be a positive addition to that culture. *(Instructors: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)*

In the KNOW: Becoming Part of the UTD Community through Knowledge, Networking, Organization, and Welcome. Session 4: WELCOME (90 minutes)

- **January 13, 2021 – 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 strongly believe the most important aspect of the UTD Community are our people! This class will give you an opportunity to meet various leaders from across campus, and aims to introduce employees to UTD spirit. We will learn how to Whoosh!, learn the school fight song, hear from leadership across campus, and talk about how to stay connected to continue to build connections at the University of Texas at Dallas. *(Instructors: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)*

Emotional Intelligence Practicum 3 – Social Awareness (120 minutes)

- **November 10, 2020 – 2:00 PM till 4:00 PM**

In the first two practicum sessions, our focus was on self. With this third session, our attention now shifts to others. More specifically, we will examine the third core competency of emotional intelligence—social awareness. For this practicum, we will focus on learning to paying attention to the emotional cues that others send out and then ways we can use this information to adjust our behavior accordingly. *(Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)*

Emotional Intelligence Practicum 4 – Building Relationships (120 minutes)

- **December 8, 2020 – 2:00 PM till 4:00 PM**

In this fourth practicum of our series on emotional intelligence, we continue the discussion began in Part 3 about developing and increasing our social competence. In the previous

session, we focused on becoming more socially aware of what others are feeling and the context in which they find themselves. Emotional intelligence is very much about being socially aware but this awareness alone is not enough. We must also develop positive interaction and participation skills in order to have successful relationships with others. (Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)

Admin U: Session 6- Business Writing and Etiquette (120 minutes)

- **November 12, 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. In this class, participants will learn best practices as they relate to email, letters, phone calls, and face-to-face communication as well as addressing how to effectively interact in a culturally diverse workplace. ***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: Elizabeth Bruce, Learning Specialist Supervisor, Jindal School of Management)

Admin U: Session 7- Safety and Security (120 minutes)

- **November 19, 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. This class is designed to help Administrative Assistants understand the various aspects of campus safety and security. This class will be taught jointly by representatives from the Police, Environmental Health and Safety, and Information Security. ***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: Renee Stone, Administrative Assistant II, Information Security; Angela Dees, Emergency Management Coordinator, Office of Emergency Management; and David Spigelmyer, Senior Public Safety Officer, University Police)

Admin U: Session 5- Event Planning (120 minutes)

- **December 3, 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. This class will be led by Event Planners from Development and Alumni Relations. This class will focus on all things necessary to plan events on the UTD campus including room reservations, facilities requests, catering, and risk management. ***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: Coree Burch, Meredith Hamilton, and Rachel Shockey, Event Planners, Office of Development and Alumni Relations)

Admin U: Session 8- Lead from Where You Are (120 minutes)

- **January 14, 2021 - 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. This class is designed to assist individuals in understanding that everyone has the potential and responsibility for leadership. The goal of the class is to help people understand the strength and influence of where they currently reside in the workplace and to introduce them to skills that will help them lead from that position. ***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: HR Hiring (120 minutes)

- **November 17, 2020 - 10:00 AM till 12:00 PM**

This class will examine the Hiring Process at UTD and guide the participants in the exploration of the Employment Services Webpage, Posting Process, Key Roles and Definitions, Key Points for Posting a Position, PeopleAdmin 7.0 Training, and Other Training Overviews. This class is an elective for Admin-U. (Instructors: Laura Montemayor, Employment and Compensation Specialist; Evelie Giddings, Employment and Compensation Specialist; Nancy Joseph, Employment and Compensation Manager)

Workplace Motivation: Motivating Yourself and Others (90 minutes)

- **December 11, 2020 - 10:00 AM till 11:30 AM**

In this course, participants will explore key concepts behind employee motivation and learn the importance of appreciation, freedom, expertise, and meaningfulness to motivate themselves and encourage others. We will review and discuss Abraham Maslow's hierarchical model of needs as it relates to motivation, as well as what research says about ours and others' motivation. (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

The Three F's of Fraud: Fundamentals, Flags, and Foils (90 Minutes)

- **November 13, 2020 - 10:00 AM till 11:30 AM**

Universities across the country have lost millions of dollars due to fraud each year. As a member of the university community, understanding the risks of fraud and how to prevent it will help you minimize the risks of fraud occurring at UT Dallas. *(Instructor: Toni Stephens, Chief Audit Executive)*

The Following Classes Will be Offered by the Office of Procurement Management

EAJ/RFS- How and When to complete a Sole Source Form and Using the Request for Solicitation Form (Combo Class) (120 Minutes)

- **November 9, 2020 - 10:00 AM till 12:00 PM**

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. In addition, 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)*

E-Procurement and Purchasing Essentials (120 Minutes)

- **November 16, 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)*

Receiving in eProcurement (60 Minutes)

- **November 19, 2020 - 10:00 AM till 11:00 AM**

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)*

One Card Fundamentals – Cardholder (60 Minutes)

- **December 8, 2020 - 10:00 AM till 11:00 AM**

This class will review important guidelines and best practices as it pertains to the One Card Program. We will demonstrate in Citibank how to Login, Reconcile, and print Expense Reports as a **cardholder**. Lastly, we will go over how to upload your documents to Box.com.
(Instructor: Callie Speaks, Procurement Management- Travel and One Card Coordinator)

The Following Classes Will be Offered by the Office of Sustainability

Sustainability Fundamentals: Green Office Strategies (60 Minutes)

- **November 13, 2020 - 2:00 PM till 3:00 PM**

Join us for this training introducing the UT Dallas Office of Sustainability and their programs on campus. Participants will learn about UT Dallas recycling, green buildings, and campus habitats. The training will review strategies for becoming a successful [Certified Green Office](#) and counts for the fall 2020 Sustainability Ambassador training requirement. *(Instructor: Caitlin Griffith, Sustainability Coordinator)*

The Following Classes are specifically designed for beginners to the eProcurement system: Perfect for New Employees or those who have taken on new job duties!

Introduction to eProcurement (90 Minutes)

- **November 10, 2020 - 2:00 PM till 3:30 PM**

This training will walk you through the basics of eProcurement such as, editing your profile, building different types of requisitions, and how to use the search function to pull reports.
**Please note, this is a beginner's course, created for new staff members and those who are new to this job function. (Instructor: Scott Crues, Central Business Office Finance Operations Coordinator and Fatema Syeda, Central Business Office Business Administrator)*

Introduction to ePARs (90 Minutes)

- **November 12, 2020 - 2:00 PM till 3:30 PM**

This training will walk you through the basics of ePARs, including the creation and submission of different types of ePARs and ways to search for ePARs. **Please note, this is a beginner's course, created for new staff members and those who are new to this job function. (Instructor: Scott Crues, Central Business Office Finance Operations Coordinator and Fatema Syeda, Central Business Office Business Administrator)*

Introduction to Budget Transfers and Inter-Departmental Transfers (90 Minutes)

- **November 17, 2020 - 2:00 PM till 3:30 PM**

This training will walk you through the basics of creating and submitting Budget Transfers and Interdepartmental Transfers. We will also discuss the difference between the two and when to use one over the other. **Please note, this is a beginner's course, created for new staff members and those who are new to this job function. (Instructor: Scott Crues, Central Business Office Finance Operations Coordinator and Fatema Syeda, Central Business Office Business Administrator)*

Introduction to Budgets Overview and Reporting Console (90 Minutes)

- **November 19, 2020 - 2:00 PM till 3:30 PM**

This training will walk you through creating and searching cost center information in Budgets Overview, as well as how to read the report. We will also review the most frequently used reports within the Reporting Console. **Please note, this is a beginner's course, created for new staff members and those who are new to this job function. (Instructor: Scott Crues, Central Business Office Finance Operations Coordinator and Fatema Syeda, Central Business Office Business Administrator)*

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

Mindful Holidays (60 Minutes)

- **November 10, 2020 - 10:00 AM till 11:00 AM**
- **November 17, 2020 - 10:00 AM till 11:00 AM**
- **November 24, 2020 - 10:00 AM till 11:00 AM**
- **December 1, 2020 - 10:00 AM till 11:00 AM**
- **December 8, 2020 - 10:00 AM till 11:00 AM**
- **December 15, 2020 - 10:00 AM till 11:00 AM**

Join Amy Lewis Hofland for a six-week mindful meditation series to reduce stress and bring more Joy to your Season. The series will include practices accessible to all levels of experience for breathing, sound and grounding meditations, loving-kindness meditations and mindfulness of mood and emotions. Amy will also source works of art from the museum's collection with the intention that art and mindful practices can lead us to a more compassionate, productive and happier life. All levels are welcome. *(Instructor: Amy Lewis Hofland, Executive Director, Crow Museum of Asian Art)*

Gentle Flow Yoga (60 Minutes)

- **November 6, 2020 - 4:00 PM till 5:00 PM**
- **November 13, 2020 - 4:00 PM till 5:00 PM**
- **November 20, 2020 - 4:00 PM till 5:00 PM**
- **December 4, 2020 - 4:00 PM till 5:00 PM**
- **December 11, 2020 - 4:00 PM till 5:00 PM**

End your week in a space of calm and balance with a five-week Yoga Series taught by Yoga-certified instructor Amy Lewis Hofland. Amy will introduce breathing and movement practices to center and align body, mind and heart. All levels are welcome. *(Instructor: Amy Lewis Hofland, Executive Director, Crow Museum of Asian Art)*

The Art of the Pen: A Writing Workshop (90 Minutes)

- **December 3, 2020 - 10:00 AM till 11:30 AM**
- **December 10, 2020 - 10:00 AM till 11:30 AM**

Join Amy Lewis Hofland for a two-part series on Creative Writing. Inspired by the work of Natalie Goldberg and Nancy Dorrier, Amy will share best-loved practices for having a daily writing practice that produces centering and calm, clarity and stronger communication. All levels welcome-all you need is a pen and paper. *(Instructor: Amy Lewis Hofland, Executive Director, Crow Museum of Asian Art)*

What's in a Museum, Anyway: A Look at Four Museums in the US (60 Minutes)

- **November 13, 2020 - 1:00 PM till 2:00 PM**

Although every museum is different, there are certain key aspects that unite the missions of museums throughout the US – the passion to educate, inspire, and celebrate. In this session, we will take a look at four museums across the country – Portland Art Museum, Dallas Museum of Art, Frist Art Museum, and our very own Crow Museum of Asian Art. We will “travel” to each museum and explore what makes their collections unique, the significance of their architecture, and the communities around them that help to guide their exhibitions and programs calendar. Get ready to take a virtual tour across the country! *(Instructor: Caroline Kim, Director of Development, Crow Museum of Asian Art)*

Get to Know the Crow: A History of Asian Migration to the US and the Crow Museum of Asian Art (60 Minutes)

- **December 11, 2020 - 2:00 PM till 3:00 PM**

The U.S. Asian population grew 72% between 2000 and 2015, the fastest growth rate of any major racial or ethnic group. Learn more about the history of the Asian migration in the US since the late 19th century, and the personal history and story of the establishment of the Crow Museum of Asian Art. Take a look back in history and explore Trammell and Margaret Crow's discovery and love of Asian art and culture, their travels around the world, and some key signature pieces of the Crow Museum's permanent collection. *(Instructor: Caroline Kim, Director of Development, Crow Museum of Asian Art)*

Curator's Tour: The Art of Lacquer (60 Minutes)

- **November 5, 2020 - 2:00 PM to 3:00 PM**

Join Crow Museum Senior Curator of Asian Art Dr. Jacqueline Chao for a tour and virtual walkthrough of the museum's current exhibition The Art of Lacquer. This exhibition introduces lacquerware objects from the museum's collections to showcase one of the most enduring and distinctive forms of craftsmanship in the world. Through a selection of compelling and distinctive pieces that feature historical figures, floral motifs, and a variety of auspicious symbols, participants are invited to get to know the rich history of this artistic tradition. *(Instructor: Dr. Jacqueline Chao, Senior Curator, Crow Museum of Asian Art)*

Curator's Tour: Immortal Landscape: Jade from the Collection (60 Minutes)

- **December 10, 2020 - 2:00 PM till 3:00 PM**

Join Crow Museum Senior Curator of Asian Art Dr. Jacqueline Chao for a tour and virtual walkthrough of the museum's current exhibition *Immortal Landscapes: Jade from the Collection*. Drawn from the museum's outstanding collection of later-period Chinese jade objects, this exhibition focuses on carved jade representations of mountain landscapes and forms from nature. For both sculptor and viewer, landscape imagery illustrates an understanding of the inseparability of oneself from the surrounding world, where the journey through the mountains symbolizes the path to an immortal realm. Participants are invited to get to know the museum's Chinese jade collection and the rich history of this artistic tradition. *(Instructor: Dr. Jacqueline Chao, Senior Curator, Crow Museum of Asian Art)*

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: Microsoft Teams Q&A Live (60 Minutes)

- **November 17, 2020 - 2:00 PM till 3:00 PM**
[Click HERE to register for this MS Teams Live Training](#)

Have questions about Microsoft Teams? Ask the experts! We will be answering the most frequently asked questions and offering live support to any of your Teams questions. And we have a list of features to share to further streamline your workflow. If you are new to teams or an expert, we will share new tips and support features to help you excel. (*Instructor: Microsoft Trainers*)