



Title	Date	Time	Location
<b>Managing Your Time and Energy</b>	<b>February 2</b>	<b>12-2 PM</b>	<b>Adelbert/Toepfer Room</b>
<p>Are you running out of time and energy before you get through your daily to-do-list? Managing your time and energy can be challenging when the demands are high and the hours are long. We become frustrated because we cannot get more done in the time allotted. This workshop will explore how learning manage our time and energy effectively can improve work-life balance, lead to increased productivity, lower stress levels, more time for what's important, develops delegation and organizational skills, and enables goal achievement.</p>			

Title	Date	Time	Location
<b>Coaching and Developing Your Staff</b>	<b>February 17</b>	<b>12-2 PM</b>	<b>Adelbert/Toepfer Room</b>
<p>Coaching covers a wide range of activities including being a motivator whose pep talks and words of encouragement inspire others to greatness. Coaching can also entail developing and maintaining an ongoing developmental relationship with one or more of the university's rising stars by helping to expand and apply their skills, knowledge, and abilities. For the purpose of this workshop, coaching is a powerful tool that supervisors can use as an art and practice of guiding, teaching, motivating, and mentoring to improve employee performance.</p>			

Title	Date	Time	Location
<b>Giving and Receiving Feedback</b>	<b>February 25</b>	<b>12-2 PM</b>	<b>Adelbert Hall/Toepfer Room</b>
<p>Feedback is an important part of our communication process. It helps us to become more aware of ourselves, to determine the consequences of our actions and to modify our behavior. The way in which feedback is given and received contributes to our learning process, and can make the difference between success and failure in our careers and personal lives. Feedback that is vague, judgmental and untimed is not as valuable as feedback that is specific, descriptive, timely and practical. Giving and receiving feedback are skills that can be learned and once practiced, can be extremely useful. The objectives of this workshop are to learn how to receive critical feedback, provide useful coping mechanisms for handling critical feedback, and to provide guidance on how to give constructive feedback fairly and effectively.</p>			

Title	Date	Time	Location
<b>Fostering Teamwork</b>	<b>March 17</b>	<b>12-2 PM</b>	<b>Adelbert/Toepfer Room</b>
<p>Fostering teamwork is creating a work culture that values collaboration. Teamwork enables individuals to do together what they cannot accomplish by themselves, and it yields far better results than when people work in isolation or against each other. The Fostering Teamwork workshop will describe the benefits of effective teamwork, factors that contribute to it, factors that hinder its development and implementation, define teamwork competencies and identify key behaviors.</p>			

Title	Date	Time	Location
<b>Writing with Clarity &amp; Confidence: Workplace Writing</b>	<b>April 1</b>	<b>1-4 PM</b>	<b>Adelbert/Toepfer Room</b>
<p>Business writing has evolved dramatically in our fast-paced and technologically-savvy culture. Gone are impersonal documents full of arcane expressions, redundancies, and convoluted syntax. The focus today is facilitating the reader's task through 1) a plain, elegant, and coherent style, 2) clear organization, and 3) good-looking design.</p> <p>In this program, participants apply the principles of clear, precise, effective communication to various forms of writing – especially sensitive and strategic emails and formal reports. The interactive presentation format makes learning stylistic issues fun – and not a chore. The session mixes discussion with small group exercises and individual work. Participants are encouraged to ask questions and become actively engaged with their own learning. As a result, staff will write with greater confidence.</p> <p><u>Topics:</u></p> <ul style="list-style-type: none"> <li>• Gathering and organizing thoughts</li> <li>• Clarifying purpose and audience</li> <li>• Revising for clarity, conciseness and emphasis</li> <li>• Avoiding email abuse</li> </ul>			

Title	Date	Time	Location
<b>Email Etiquette</b>	<b>April 20</b>	<b>12-2 PM</b>	<b>Toepfer/Adelbert Hall</b>
<p>When information needs to be disseminated quickly, there's no better way than by email. Unfortunately, with the benefit of speed come some problems that aren't always predictable unless employees are forewarned. This course is designed to help employees know the appropriate use of the Internet while at work as well as behaviors they must vigorously avoid.</p>			

Title	Date	Time	Location
<b>Legal Issues for Supervisors</b>	<b>Feb 16, Mar 2, Mar 16, *Mar 30</b>	<b>8:30-10:30</b>	<b>Adelbert Hall, Toepfer Room *TBD</b>
<p>The Department of Human Resources, Office of Inclusion, Diversity and Equal Opportunity and the Office of General Counsel have teamed up to offer this informative and essential workshop. Supervisors are frequently required to make employment decisions that have legal implications for the university. This interactive workshop focuses on the legal issues associated with day- to-day employment-related decisions and actions with a strong emphasis on how to supervise in a legally sound manner. Using case studies, practical examples and discussions, this workshop will enable you to understand the law in the context of the challenges that arise most frequently. Relevant laws, university policies and their application to daily operations are explored in a supervisor’s terms and context. Supervisors who successfully complete this course will receive a certificate. Completing this course requires attending both sessions in their entirety.</p>			