



Live Professional Development Opportunities

Many of us have been encouraged during this unique and challenging time to take some time to continue to learn and develop our skills as university professionals. To help meet this need, the Office of Human Resources along with various campus departments will be offering multiple live, interactive sessions via TEAMS Meetings during the month of May. Classes are offered by the Office of Human Resources, The Crow Museum of Asian Art, the Office of Procurement Management, the Office of Internal Audit and more.

Registration for these classes can be found in Galaxy, under LEO (Learning & Education Organizer.) From LEO, click “Find Available Training”, search by department, and choose **Live Online Training**. Please register early. Individuals that register less than 24hrs prior to the training may not receive notification to join the meeting. More information will be sent via email once registered. All TEAMS meeting invitations will come within 24hrs of the start of the course. If you are unable to attend a course, please be sure to unenroll through LEO, declining the course invitation does not unenroll you from the course.

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

Another Fine Mess: Stress Management (90 minutes)

- **May 6, 2020 - 2:00 PM to 3:30 PM**
- **May 27, 2020 - 2:00 PM to 3:30 PM**

Three out of every four American workers describe their work as stressful. Our current world situation and working remotely has only added to our stress. Eliminating stress is nearly impossible, so the key is learning how to deal with the stress in healthy ways. Join us for this 90-minute session that looks at the root causes of our stress and offers some ways to make the stress . . . less stressful. (*Instructors: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team*)

The 4 C's of a Diamond Employee (60 minutes)

- **May 11, 2020 - 10:00 AM to 11:00 AM**

This class examines what it takes for employees to shine bright as colleagues, coworkers, supervisors and employers. We will explore the answers to the question, "What does it take to make us successful employees?". *(Instructor: Colleen Dutton, Chief Human Resources Officer)*

Excel in Excel (120 minutes)

- **May 12, 2020 - 2:00 PM to 4:00 PM**
- **May 20, 2020 - 2:00 PM to 4:00 PM**

Do you feel like you have room to improve in Excel? Join us for an interactive training session starting from some basics and progressing rapidly to intermediate uses of MS Excel. This class is interactive and you will need to use a device equipped with Excel. *(Instructor: Kannan Ramanathan, PhD, Clinical Professor, Operations Management, UTD Jindal School of Management)*

Thriving While Working from Home (90 minutes)

- **May 13, 2020 - 10:00 AM to 11:30 AM**

Our current circumstances have forced many of us to work from home. For some this is an easy transition, for others the change and social distancing can, over time, create life balance issues. Trying to juggle work, new technology, family and social demands is not really about finding equal time but rather making the most of daily opportunities. This class will explore five key elements that individuals can incorporate to thrive during this time of challenge. Please join us for this positive and fun exploration on how to develop a stronger sense of well-being during this time. *(Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)*

Lead from Where You Are* (120 minutes)

- **May 14, 2020 - 2:00 PM to 4:00 PM**

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. *This class also serves as Session 8 of Admin U. *(Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)*

Six Thinking Hats (120 minutes)

- **May 20, 2020 - 10:00 AM to 12:00 PM**

In this class, we will explore just how their influence has influenced our approach to thinking. We will explore a different way or approach to thinking pioneered by Dr. Edward De Bono. This approach has been referred to as “parallel thinking” and is also known under the title of the “Six Thinking Hats” method. Using the metaphor of putting on our thinking caps, Dr. De Bono suggests there are six approaches, or perhaps more properly, six directions in how you are thinking. *(Instructors: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)*

Unlocking Success: Communication is Key (90 minutes)

- **May 21, 2020 - 10:00 AM to 11:30 AM**

This course helps teams unlock their full potential by building stronger communication skills. Participants will learn about the Communication Process, basic steps of Active Listening, and explore how to be a more assertive communicator in the workplace. *(Instructors: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)*

Catch Comet Pride: Service Excellence Refresher Class (90 Minutes)

- **May 28, 2020 - 10:00 AM to 11:30 AM**

This class will help participants understand the rationale and reasoning behind providing excellent customer service in higher education. Participants will be introduced to the five Guiding Principles created to shape and direct the services we provide to both internal and external customers of UT Dallas. *(Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)*

Emotional Intelligence Practicum 1 – Know Yourself (90 minutes)

- **May 7, 2020 - 10:00 AM to 11:30 AM**

In this follow-up to the Emotional Intelligence: Why It Matters (An Introduction), we will begin to focus on the 4 competencies of Emotional Intelligence, starting with Self-Awareness. Participants will learn what effective self-awareness looks like and certain skills you can use to increase your self-awareness. *(Instructors: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)*

Emotional Intelligence Practicum 2 – Managing Yourself (90 minutes)

- **May 1, 2020 - 10:00 AM to 11:30 AM**
- **May 18, 2020 - 2:00 PM to 3:30 PM**

For the second practicum of the Emotional Intelligence series, we take the next step and examine the importance of being able to manage ourselves in the face of disruptive emotions and how to behave less impulsively. *(Instructors: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)*

Emotional Intelligence Practicum 3 – Social Awareness (90 minutes)

- **May 4, 2020 - 2:00 PM to 3:30 PM**
- **May 25, 2020 - 2:00 PM to 3:30 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: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)*

Emotional Intelligence Practicum 4 – Building Relationships (90 minutes)

- **May 11, 2020 - 2:00 PM to 3:30 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, which for this session we will describe as “relationshiping” others. *(Instructors: Jillian McNally and Terry Cartwright, 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 Crow Museum of Asian Art

Wind Energy: An Introduction to Mindfulness and Asian Art (6 Part Series) (90 Minutes)

- **May 5, 2020 - 3:30 PM to 5:00 PM**
- **May 12, 2020 - 3:30 PM to 5:00 PM**
- **May 19, 2020 - 3:30 PM to 5:00 PM**
- **May 26, 2020 - 3:30 PM to 5:00 PM**
- **June 2, 2020 - 3:30 PM to 5:00 PM**
- **June 9, 2020 - 3:30 PM to 5:00 PM**

Note: This is a 6-part series. Participants are asked to commit to all six sessions

Please join the Sr. Director of the Crow Museum for a six-week series introducing the art of creating a new practice for mindfulness with skills for inquiry, intention and compassion. Inspired by Amy's study with Tara Brach and Jack Kornfield, this program explores meditation and well-being practices that will transform the way you see and show up to the world with an open heart and a non-anxious presence. 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. *(Instructor: Amy Hofland, Senior Director, Crow Museum of Asian Art)*

Get to Know the Crow Museum of Asian Art: 31 Days of Asia (60 Minutes)

- **May 7, 2020 - 1:00 PM to 2:00 PM**

The Crow celebrates Asian Pacific American Heritage Month for the entire month of May. Learn about the Crow Museum's many offerings, programs, and engagements for the community. Virtual book clubs, cooking demonstrations, meditation sessions, family-friendly art-making and more will be offered online throughout the month. In this session, participants will receive an overview of the calendar and get a crash course in one object from the permanent collection, one Asian artist, one art-making instruction, and one recipe to download and test in your own kitchen. *(Instructor: Amy Hofland, Senior Director, Crow Museum of Asian Art and Dr. Jacqueline Chao, Senior Curator, Crow Museum of Asian Art)*

Get to Know the Crow Museum of Asian Art: My Samurai Story (60 Minutes)

- **May 8, 2020 - 1:00 PM to 2:00 PM**

Join Crow Museum Director of Operations, Abraham Carrillo for a tour, virtual walk through and story about the exhibition, Fierce Loyalty: A Samurai Complete. This exquisitely crafted and perfectly preserved suit of armor would have been worn by Abe Masayoshi during his time at the capital, where formal ceremonial attire was often required. The exceptional quality and attention to detail applied to every aspect of the armor's creation made this suit stand out as a garment of sophisticated refinement, and distinguished its wearer as a man of fine taste, setting him apart from other provincial daimyo. *(Instructor: Abraham Carrillo, Director of Operations, Crow Museum of Asian Art)*

Get to Know the Crow Museum of Asian Art: Mystical Arts of Tibet- A Walkthrough in Time with the Crow and the Monks of the Drepung Loseling Monastery (60 Minutes)

- **May 14, 2020 - 1:00 PM to 2:00 PM**

The Crow Museum has a longstanding relationship with the Drepung Loseling Monastery in Atlanta, GA, hosting a week-long residency for the traveling monks every year. Throughout the week the monks participate in various programs, engage with the Dallas community, and create a sand mandala in the Museum, a traditional Buddhist ritual and form of meditation. This session will be a visual delight of beautiful imagery from past years and an opportunity to learn more about the Drepung Loseling Monastery and their humanitarian efforts. *(Instructor: Amy Hofland, Senior Director, Crow Museum of Asian Art)*

Get to Know the Crow Museum of Asian Art: Chinese New Year and Otsukimi Festivals (60 Minutes)

- **May 21, 2020 - 1:00 PM to 2:00 PM**

These two beloved community festivals are signature to the Crow Museum and help to draw more than 100,000 attendees combined. Take an insider's look into the planning and execution of these Dallas cultural highlights and learn more about 2020 Year of the Rat and the beautiful history of Otsukimi, the Japanese autumn harvest festival. These two events can provide numerous opportunities for deeper UTD engagement with schools, centers, students, fundraisers, community partners, and more. *(Instructor: Amy Hofland, Senior Director, Crow Museum of Asian Art)*

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

- **May 15, 2020 - 1:00 PM to 2:00 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: Beili Liu (60 Minutes)

- **May 22, 2020 - 1:00 PM to 2:00 PM**

Join Crow Museum Senior Curator of Asian Art Dr. Jacqueline Chao for a tour and virtual walkthrough of the museum's current exhibition Beili Liu: One and Another. In her first major exhibition in Dallas, Austin-based artist Beili Liu has created two large-scale site-responsive installations, Lure/Dallas and Each and Every/Dallas, in two of the Museum's galleries, that together touch on the theme of human connection. Through her practice, Liu subjects commonplace materials to unorthodox processes, extrapolating complex cultural narratives around the trauma associated with migration and diaspora. *(Instructor: Dr. Jacqueline Chao, Senior Curator, Crow Museum of Asian Art)*

Curator's Tour: Future Retrospective: Master Shen-Long (60 Minutes)

- **May 29, 2020 - 1:00 PM to 2:00 PM**

Join Crow Museum Senior Curator of Asian Art Dr. Jacqueline Chao for a tour and virtual walkthrough of the museum's exhibition Future Retrospective: Master Shen-Long. For over 50 years, Master Shen-Long, a contemporary master of the classical Chinese literati perfections of painting, poetry, and calligraphy, has pioneered new approaches to painting that has made him one of the most innovative ink artists of this generation. Influenced by his deep understanding of Buddhist, Daoist and Confucian philosophies, Master Shen-Long's bold and experimental work challenges traditional assumptions about Chinese painting, and raises important concepts regarding mankind's relationship with the universe. *(Instructor: Dr. Jacqueline Chao, Senior Curator, Crow Museum of Asian Art)*

The Following Classes Will be Offered by the Office of Internal Audit

Clues to Solving the Mystery of Internal Audit (90 Minutes)

- **May 5, 2020 - 2:00 PM to 3:30 PM**

Is Internal Audit a mystery to you? Do you wonder what happens during an audit? Join us to solve the mystery by learning some clues about the audit process, what auditors look for, and how you can be better prepared for an audit. *(Instructor: Toni Stephens, Chief Audit Executive)*

Rocking the Top 20 University Risks (120 Minutes)

- **May 19, 2020 - 10:00 AM to 12:00 PM**

Bad things can happen if we don't effectively manage our risks. That's why it's important for everyone to work together to manage risks with the right amount of controls in place. Everyone shares this responsibility to help the university achieve its goals and strategic plan. Join us as we learn how to rock the top 20 university risks! *(Instructor: Toni Stephens, Chief Audit Executive)*

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

One Card Fundamentals – Cardholder (60 Minutes)

- **May 5, 2020 - 10:00 AM to 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)*

One Card Fundamentals – Reconciler/Approver (60 Minutes)

- **May 13, 2020 - 2:00 PM to 3:00 PM**

This class will provide important guidelines and best practices as it pertains to the One Card Program. We will demonstrate how to Login, Reconcile/Approve, and print Expense Reports in Citibank as a **Reconciler or Approver**. Lastly, we will go over how

to upload documents to Box.com. *(Instructor: Callie Speaks, Procurement Management- Travel and One Card Coordinator)*

Receiving in eProcurement (60 Minutes)

- **May 7, 2020 - 2:00 PM to 3:00 PM**

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 Director)*

Working with Independent Contractors (60 Minutes)

- **May 14, 2020 - 10:00 AM to 11:00 AM**

Do you work with vendors not affiliated with UTD and struggle with the form used to pay them? Join us for this brief class that will review the policies, procedures, and forms associated with Independent Contractors. *(Instructor: Jene Janich, Procurement Management- Travel and One Card Director)*

UTD Travel Essentials (120 Minutes)

- **May 18, 2020 - 10:00 AM to 12:00 PM**

Join us for an overview of Travel Basics. This course will cover multiple travel topics, including meals, airfare, hotels, mileage, travel exceptions, and more. *This class also serves as an elective for Admin U *(Instructor: Jene Janich, Procurement Management- Travel and One Card Director)*

E-Procurement and Purchasing Essentials (120 Minutes)

- **May 19, 2020 - 2:00 PM to 4:00 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. *This class also serves as an elective for Admin U *(Instructor: Lori Matthews, Procurement Management- Purchasing Director)*