



## Live Professional Development Opportunities

Many of us have been encouraged during this unique and challenging time to further expand or develop our skills as university professionals. To help meet this need, various campus departments will be offering multiple live, interactive sessions via TEAMS Meetings during the month of April. Currently the classes are offered by the Office of Human Resources, The Crow Museum of Asian Art, the Office of Procurement Management and the Office of Internal Audit. More classes will be added, so please check the website often for updates.

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**. 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.

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

#### **Mindful Office Series (120 Minutes)**

- **April 7, 2020 - 10:00 AM till 12:00 PM**
- **April 14, 2020 - 10:00 AM till 12:00 PM**
- **April 21, 2020 - 10:00 AM till 12:00 PM**
- **April 28, 2020 - 10:00 AM till 12:00 PM**

The purpose of the Mindful Office Series is to provide access to a transformational toolbox that could empower you to be a leader who actively practices being aware, present, focused, empathetic, and compassionate to self and others in the midst of any circumstance. In doing so, you are a leader who embraces and engages with a new set of attitudes that expand productivity, flexibility, communication, team-work, workability, ease, joy, promotion, success, and understanding for self and others. This 4-part series is offered on Tuesdays in April. Participants are welcome to attend sessions individually if they are not available on all days. (*Instructor: Amy Hofland, Senior Director, Crow Museum of Asian Art*)

### **Get to Know the Crow Museum of Asian Art: Heart Connection: A History of the Crow Family's Love of Asia (60 Minutes)**

- **April 10, 2020 - 1:00 PM till 2:00 PM**

Join Crow Museum Sr. Director Amy Hofland and Sr. Curator Jacqueline Chao for an introduction to UTD's latest acquisition: the Crow Museum of Asian Art. Amy will share a history of Margaret and Trammell Crow and how the museum came to be. Jacqueline will introduce highlights of the Collections and how her work as the Curator impacts the museum's voice. *(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: The Art of Jade (60 Minutes)**

- **April 17, 2020 - 1:00 PM till 2:00 PM**

Jade and the use of jade in Chinese Decorative Arts was highly prized throughout the Qing Dynasty (1644-1811). Join Crow Museum Sr. Director Amy Hofland and Sr. Curator Jacqueline Chao for an introduction to jade as China's "Stone of Heaven". Dr. Chao will share several treasures from the Crow Museum's collections and how jade was not just decoration, but a vital part of courtly traditions and daily life. *(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: A Walk Through the Collections (60 Minutes)**

- **April 24, 2020 - 1:00 PM till 2:00 PM**

Join Crow Museum Sr. Director Amy Hofland and Sr. Curator Jacqueline Chao for an exploration of the University's new Art Museum. Amy will share a few stories from 20 years building the Crow and Jacqueline will introduce a few highlights of each of the collections. We can't be in the museum right now, but we promise to take you behind the scenes. *(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: Museum Meets University! (60 Minutes)**

- **April 30, 2020 - 1:00 PM till 2:00 PM**

Join Crow Museum Sr. Director Amy Hofland, Sr. Curator Jacqueline Chao and Director of Development Caroline Kim for a tale of union and big futures as the Crow Museum arrives to the University of Texas at Dallas. How does a Museum become part of a University and what can we expect in the next few years on Campus? Join us for

“Crow 101” everything you need to know about YOUR Asian Art Museum. *(Instructor: Amy Hofland, Senior Director, Crow Museum of Asian Art and Dr. Jacqueline Chao, Senior Curator, Crow Museum of Asian Art)*

### **Mindful Family: Coping with the Work/ School Office with Joy and Resilience (60 Minutes)**

- **April 7, 2020 - 4:00 PM till 5:00 PM**

Crow Museum Sr. Director Amy Hofland will introduce her work in creating a Mindful Family offering easy-to-implement ideas for creating more silence, togetherness, awareness and understanding as we all learn to work and live together: at home. Amy will share handouts and ideas for creating the best of this new situation offering new skills for self-compassion and caring for others. *(Instructor: Amy Hofland, Senior Director, Crow Museum of Asian Art)*

### **Chair Yoga: Balance and Resilience for Your New Remote Work Practices (60 Minutes)**

- **April 14, 2020 - 4:00 PM till 5:00 PM**

Join Amy Hofland for an hour of learning several yoga poses you can do throughout the day to relieve neck and back strain, to create more focus and a capacity for more energy and joy. *(Instructor: Amy Hofland, Senior Director, Crow Museum of Asian Art)*

### **Mindfulness 101: Enjoy the Silence (60 Minutes)**

- **April 21, 2020 - 4:00 PM till 5:00 PM**

Mindfulness and Meditation may be just the thing you are missing right now. Amy Hofland will introduce Mindfulness (paying attention in a particular way: on purpose, in the present moment, and non-judgmentally-Jon Kabat Zinn) as a tool for clarity, self-compassion and courage. The breath and mindful focus can be a gateway to balance and resilience. You bring the breath, Amy will bring the bell. *(Instructor: Amy Hofland, Senior Director, Crow Museum of Asian Art)*

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

**Unlocking Success: Communication is Key (90 minutes)**

- **April 8, 2020 - 10:00 AM till 11:30 AM**
- **April 14, 2020 - 2:00 PM till 3:30 PM**
- **April 23, 2020 - 2:00 PM till 3:30 PM**

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)*

**Lead from Where You Are\* (90 minutes)**

- **April 22, 2020 - 2:00 PM till 3:30 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)*

**Thriving While Working from Home (90 minutes)**

- **April 7, 2020 - 10:00 AM till 11:30 AM**
- **April 9, 2020 - 10:00 AM till 11:30 AM**
- **April 13, 2020 - 2:00 PM till 3:30 PM**

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)*

### **Successful Supervision (120 minutes)**

- **April 24, 2020 – 1:30 PM till 3:30 PM**

This course provides an overview of skills essential to UTD supervisors. This course will provide information and guidance to support supervisors in hiring for success, understanding the university's leave programs and processes, the supervisor's role in absence management, responding to employee requests for accommodations, and managing employee behavior and performance. *(Instructors: Janette Bell, Employee Relations Manager, Nancy Joseph, Employment and Compensation Manager and Celeste Burnett, Human Resources Manager)*

### **Emotional Intelligence Intro – Why It Matters (90 minutes)**

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

This course introduces you to the concept of emotional intelligence and provides you opportunities to personally assess where your skill sets are now and what you might do to enhance those skills. We will dig down below the surface to understand what competitive advantages emotional intelligence offers and ways to incorporate it into your career at UT Dallas. *(Instructors: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)*

### **Emotional Intelligence Practicum 1 – Know Yourself (90 minutes)**

- **April 24, 2020 - 10:00 AM till 11:30 AM**

In this follow-up to the Emotional Intelligence: Introduction, we will focus on 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 till 11:30 AM**

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)*

**Dignity and Respect – Strategies for Understanding Our Differences (ONE UTD Refresher) (90 minutes)**

- **April 16, 2020 - 2:00 PM till 3:30 PM**

We will explore and develop strategies for understanding, engaging, and respecting the differences we all bring to the workplace. *(Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)*

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

- **April 9, 2020 - 2:00 PM till 3:30 PM**
- **April 27, 2020 - 10:00 AM till 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)*

***In addition to these scheduled classes you may contact HR's Talent Development Team to Schedule a Virtual Departmental Training for your entire team.***

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

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

- **April 14, 2020 - 10:30 AM till 12:00 PM**

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)*

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

- **April 21, 2020 - 10:00 AM till 11:30 AM**

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)*

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

**E-Procurement and Purchasing Essentials (120 Minutes)**

- **April 20, 2020 - 10:00 AM till 12:00 PM**
- **April 29, 2020 - 10:00 AM till 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. \*This class also serves as an elective for Admin U (*Instructor: Lori Matthews, Procurement Management- Purchasing Director*)

**UTD Travel Essentials (120 Minutes)**

- **April 15, 2020 - 10:00 AM till 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*)

**One Card Fundamentals – Cardholder (60 Minutes)**

- **April 10, 2020 - 2:00 PM till 3:00 PM**
- **April 23, 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*)

**One Card Fundamentals – Reconciler/Approver (60 Minutes)**

- **April 15, 2020 - 10:00 AM till 11:00 AM**
- **April 28, 2020 - 2:00 PM till 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*)