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 Crow Museum of Asian Art 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.

Registration for these classes can be found in Galaxy. To register, please visit Galaxy > Gemini > Self-Service, > LEO. From LEO, click “Find Available Training”, and 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.

Schedule of Professional Development Opportunities – August 2021

Thriving Through the Return (120 Minutes)

- August 18, 2021 - 2:00 PM till 4:00 PM

Employees are experiencing a range of emotions as many of us return to campus after working from home. Join us as we explore how to be confident and considerate through this transition, so that we can all Thrive through the return to campus! This new training from our “Thriving” series will feature speakers from Talent Development, and the Student Wellness Center, as well as a guided practice in mindfulness. (Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)
**Catch Comet Pride: Session 4 (120 Minutes)**

- August 10, 2021 - 2:00 PM till 4:00 PM

Making It Work, Making It Personal! Session 4 participants will identify and create strategies for ensuring ongoing, excellent customer service at UT Dallas from start to finish. This will include learning a model that can be used to evaluate our customer service efforts in each department and work unit. *Catch Comet Pride is a 4-part certification series. (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 Procurement Management**

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

- August 6, 2021 - 1:00 PM till 3:00 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)

**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 Recording (60 Minutes)**

- August 3, 2021 - 2:00 PM till 2:30 PM  
  [Click HERE to register for this MS Teams Live Training](#)
- August 6, 2021 - 11:00 AM till 11:30 AM  
  [Click HERE to register for this MS Teams Live Training](#)

This Microsoft Outlook training will demo the changes to where recordings will be stored for Teams Meetings. This is a change that is being implemented for Fall to simplify storing and sharing meetings. It will affect all Teams Meeting recordings. Please attend one of the two identical training sessions to see how to change, upload, and share your teams meetings moving forward. Register at one of the links above with your NetID and Password. (Instructor: Amanda Pritchard, Microsoft 365 Specialist)
**Planner and To-Do (60 Minutes)**

- August 10, 2021 - 2:00 PM till 3:00 PM
  
  Click HERE to register for this MS Teams Live Training

This training course introduces how to use Planner to allow teams to work together effortlessly by organizing projects visually in an easy-to-use application that works seamlessly across all your devices. In addition, learn how to manage your tasks easier by allowing you to manage your to do list anywhere, set up an intelligent and personalized daily planner, and share lists with colleagues. Register at the link above with your NetID and Password. *(Instructor: Microsoft 365 Specialist)*

**Teams Tips: Teams Orientation (60 Minutes)**

- August 26, 2021 - 2:00 PM till 3:00 PM
  
  Click HERE to register for this MS Teams Live Training

Join the Office of Information Technology for Microsoft Teams Orientation to help equip new and returning students and staff. OIT encourages all new students and staff to reserve a spot as soon as possible in order to secure a spot, and most importantly, to assure you will have a successful transition. Tech Orientation will provide instruction from certified trainers on the basics of Microsoft Teams used at UTD for all classes, events, and meetings. We look forward to welcoming you into the Comet community and sharing technical tips with you soon! Register at the link above with your NetID and Password. *(Instructor: Amanda Pritchard, Microsoft 365 Specialist)*

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

**Wind Energy: An Introduction to Mindfulness (60 Minutes)**

- Part 5 - August 13, 2021 -10AM -11AM
- Part 6 - August 20, 2021 -10AM -11AM
- Part 7 - August 27, 2021 -10AM -11AM

Join Amy Hofland, Executive Director of the Crow Museum of Asian Art, for this popular 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 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. All levels are welcome, from beginners to those who have participated in previous Wind Energy series.

"Session/Part numbers are for organizational purposes only, please feel free to attend any/all sessions. (Instructor: Amy Lewis Hofland, Executive Director, Crow Museum of Asian Art)

The Crow Museum of Asian Art: A Virtual Tour (60 Minutes)

- August 9, 2021 - 3:00 PM till 4:00 PM
- August 16, 2021 - 3:00 PM till 4:00 PM

Join Amy Hofland, Executive Director of the Crow Museum of Asian Art, for a virtual walk through the Crow Galleries, exploring the current exhibitions Kana Harada: Divine Spark and Born of Fire: Contemporary Japanese Women Ceramic Artists. Amy will share insights about the exhibitions and several favorites from the permanent collection. (Instructor: Amy Hofland, Executive Director, Crow Museum of Asian Art)