



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, this spring we are excited to offer our Dignity and Respect series virtually, as well as the return 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.

Emotional Intelligence Intro – Why It Matters (120 minutes)

- **January 20, 2021 - 2:00 PM till 4:00 PM**

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: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)*

Emotional Intelligence Practicum 1 – Know Yourself (120 minutes)

- **February 10, 2021 - 2:00 PM till 4:00 PM**

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: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)*

Emotional Intelligence Practicum 2 – Managing Yourself (120 minutes)

- **February 24, 2021 - 2:00 PM till 4:00 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)*

Thriving: Work/Life Balance (120 minutes)



- **January 28, 2021 - 2:00 PM till 4:00 PM**

There is a great deal of talk these days about work life balance but many struggle with what that means and struggle even more with how to achieve it. Work life balance is not really about finding equal time but rather making the most of daily enjoyment and accomplishment. This class will explore five key elements that individuals can control to find life and work more fulfilling and enjoyable. Please join us for this positive and fun exploration on how to be happier and more fulfilled, both at work and in our personal lives. *(Instructors: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)*

Dignity and Respect: Becoming My Best Me (Session 1) (120 minutes)



- **February 18, 2021 - 10:00 AM till 12:00 PM**

Building a Culture of Dignity and Respect is a 4-part series that explores areas for growth and development that will help build a positive culture of respect in the workplace. In this class, the first of the series, we will look within ourselves to identify areas for personal growth and develop personal strategies for assisting in the ongoing development of a culture of dignity and respect. *(Instructors: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)*

Admin U: Session 1- Creating a Positive Culture of Success at UTD (120 minutes)

- **February 25, 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. Admin U centers on recognizing the critical nature of the University's administrative support roles. Admin U's mission is to provide training and resources, as well as ongoing growth and development opportunities, to ensure the success of our administrative support staff.

This is the Introductory Class for Admin U. This class will focus on understanding the great culture we have at UTD and the kind of skills and attitudes it takes to be successful employee and team member. ****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 series (trainings run February through July). (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

Rocking the Top 20 University Risks (90 Minutes)

- **February 23, 2021 - 10:00 AM till 11:30 AM**

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

E-Procurement and Purchasing Essentials (120 Minutes)

- **January 22, 2021 – 10:00 AM – 12:00 PM**
- **February 22, 2021 – 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)*

EAJ- How and When to complete a Sole Source Form (60 Minutes)

- **January 25, 2021 – 10:00 AM – 11:00 AM**
- **February 12, 2021 – 10:00 AM – 11:00 AM**

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. *(Instructor: Lori Matthews, Procurement Management- Purchasing Director)*

RFS- Request for Solicitation Training (60 Minutes)

- **January 29, 2021 – 10:00 AM – 11:00 AM**
- **February 26, 2021 – 10:00 AM – 11:00 AM**

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)*

One Card Fundamentals – Cardholder (60 Minutes)

- **January 26, 2021 – 10:00 AM – 11:30 AM**
- **February 17, 2021 – 10:00 AM – 11:30 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 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 (60 Minutes)

- **February 9, 2021 - 2:00 PM till 3:00 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 (60 Minutes)

- **February 11, 2021 - 2:00 PM till 3:00 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 (60 Minutes)

- **February 16, 2021 - 2:00 PM till 3:00 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 Reporting Console (60 Minutes)

- **February 18, 2021 - 2:00 PM till 3:00 PM**



This training will 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 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*

Brush Up on your Teams Skills: MS Teams Orientation (60 Minutes)



- **January 19, 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 its inaugural Microsoft Teams Orientation to help equip new and returning students and staff! The virtual session will provide instruction on the basics of Microsoft Teams and share new features released at the start of the year. Help smooth the transition to spring by ensuring you are aware of best practices when using Teams. We are excited to support your UTD experience through technology. Register at the link above with your NetID and Password. *(Instructor: Amanda Pritchard, Microsoft 365 Specialist)*

Power Up Your PowerPoint! (60 Minutes)

- **February 2, 2021 - 2:00 PM till 3:00 PM**

[Click HERE to register for this MS Teams Live Training](#)

Did you know PowerPoint comes with a built-in designer and coach? PowerPoint Designer will work in the background to match your contents to generate professional slides by suggesting new creative options through the power of AI. This virtual session covers ways to power up your content, incorporate data visualization, and smooth transitions in your PowerPoint. Register at the link above with your NetID and Password. *(Instructor: Amanda Pritchard, Microsoft 365 Specialist)*

Master Your Teams Meetings (60 Minutes)

- **February 16, 2021 - 2:00 PM till 3:00 PM**

[Click HERE to register for this MS Teams Live Training](#)

We know by now you may feel that you have already mastered the art of Teams Meetings, but are you aware of the features to help you maximize collaboration and enhance attendees' experiences? Learn how to best utilize Teams in today's educational environment by adjusting notifications, co-editing documents, modify chats and live poll attendees. Get tips on mitigating interruptions and hear about everyday etiquette for using Microsoft Teams. Register at the link above with your NetID and Password. *(Instructors: Amanda Pritchard, Microsoft 365 Specialist and Bryan Sherwood, Office of Information Technology Technical Team Lead)*