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, this month we are excited to promote a new virtual “Green Zone” training from the Military and Veteran Center, new virtual trainings from Information Technology, Audit, and the Crow Museum, and a brand new addition to our Thriving series: Thriving Through the Return!

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 and the MVC, please register directly through the link provided. More information will be provided to registered attendees.

Thriving Through the Return (120 Minutes)

- June 9, 2021 - 10:00 AM till 12:00 PM
- July 7, 2021 - 10:00 AM till 12:00 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)
EQ Mind & Heart: Emotional Intelligence and Problem-Solving
Session 1: The World of the Difficult and Messy (120 minutes)

- June 16, 2021 – 10:00 AM till 12:00 PM

This new two-part series explores how we can use emotional intelligence to think systemically and solve problems in our complicated worlds. A perfect practical application follow-up for those who enjoyed the Emotional Intelligence series! (Completion of this series is not required, but highly recommended). We live in a messy world (and we are not necessarily talking about the global state as we much as we are talking about our individual worlds) where many day-to-day decisions become complicated and compromised by relationships, motivations, policies and perspectives. Some decisions are simple and straightforward, others are difficult but manageable, but then there are those that are a “downright” mess! Sometimes the difficult and messy are so overwhelming that they cause us to want to run away or shut down. The first session of EQ mind and heart will explore ways we can apply Emotional Intelligence to help us navigate our messy world and make healthy decisions to improve our worlds. (Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)

EQ Mind & Heart: Emotional Intelligence and Problem-Solving
Session 2: EQ and Problem Solving (120 minutes)

- July 14, 2021 – 10:00 AM till 12:00 PM

This new two-part series explores how we can use emotional intelligence to think systemically and solve problems in our complicated worlds. A perfect practical application follow-up for those who enjoyed the Emotional Intelligence series! (Completion of this series is not required, but highly recommended). In session two we will take a look at four key skills to apply to our understanding of the world we occupy and practice making problem-solving with emotional intelligence a practical way of thinking. We will begin to develop the tools needed to see the complexity of life’s issues and create new pathways of thinking with these tools. Tools like observation and awareness, mapping, reflection, and productive planning. (Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)

Unlocking Success: Communication is Key (120 minutes)

- June 24, 2021 – 2:00 PM till 4:00 PM

This course helps individuals and 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)
Admin U: Session 6- Business Writing and Etiquette (120 minutes)

- July 8, 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. In this class, participants will learn best practices as they relate to email, letters, phone calls, and face-to-face communication as well as addressing how to effectively interact in a culturally diverse workplace. *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 (trainings run September through January). (Instructors: Elizabeth Bruce, Learning Specialist Supervisor, Jindal School of Management)

Admin U: Session 5- Event Planning (120 minutes)

- July 15, 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. This class will be led by Event Planners from Development and Alumni Relations. This class will focus on all things necessary to plan events on the UTD campus including room reservations, facilities requests, catering, and risk management. *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 (trainings run September through January). (Instructors: Coree Burch, Meredith Hamilton, and Rachel Shockey, Event Planners, Office of Development and Alumni Relations)

In the KNOW: Becoming Part of the UTD Community through Knowledge, Networking, Organization, and Welcome. Session 2: NETWORKING (120 minutes)

- July 21, 2021 – 2:00 PM till 4:00 PM

We created this 4-part training series not only to help our newest UTD employees become better acquainted with the University, but to serve as a refresher to us all! From tips, tricks, and tools to networking and campus culture, we hope that this series will help you feel confident and connected in your position, and at home at UTD! Sometimes it’s not just what you know, but who you know. In this class aim to connect employees with valuable resources and employee networking resources. We’ll hear from our UTD Employee Resource Groups, Staff Council, and Academic Senate, as well as have a presentation from event planning on how to organize and host events on campus. You’ll also get the chance to make real connections with other UTD employees who will share their knowledge and experience as you build a network of professional connections at the university. (Instructors: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)

In the KNOW Sessions 3 and 4 coming in Fall 2021 – Dates TBD!
Office Etiquette *(120 minutes)*

- July 14, 2021 - 2:00 PM till 4:00 PM

Do your co-workers drive you crazy? Or worse, do you notice your co-workers avoiding you? Although not intentional, many people’s habits and other behaviors often cause issues in workplace that may strain relationships and effect the overall culture of the department. If you are interested in promoting a more positive and cohesive environment, sign-up for Office Etiquette! *(Instructors: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)*

Navigating Workplace Conflict *(120 minutes)*

- July 22, 2021 - 10:00 AM till 12:00 PM

Even in the healthiest workplace environments, conflict may occasionally arise. Understanding how to effectively manage this conflict will help maintain a satisfactory and professional work environment and experience. In Navigating Workplace Conflict, participants will learn about the nature of conflict, common approaches we adopt when in conflict and the importance of taking professional and appropriate action in response to workplace conflict. *(Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)*

Catch Comet Pride: Session 1 *(120 Minutes)*

- June 22, 2021 - 2:00 PM till 4:00 PM

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)*

Catch Comet Pride: Session 2 *(120 Minutes)*

- July 13, 2021 - 2:00 PM till 4:00 PM

The participants will be re-introduced to the customer service model and exposed to customer service best practices & common barriers to providing good service. This session will also discuss and practice simulated customer service transactions and situations with special focus on welcoming behaviors. *Catch Comet Pride is a 4-part certification series. (Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)*
**Catch Comet Pride: Session 3 (120 Minutes)**

- **July 27, 2021 - 2:00 PM till 4:00 PM**

Practice makes Perfect! Session 3 participants will continue to look at how to deliver exemplary service to both happy and angry customers. Building on the skills emphasized in session 2, participants will learn about delivering customer service under stress as well as customer service etiquette skills. We will also identify important transitioning behaviors for those times when we must refer a customer to someone else or are unable to deliver what the customer expects or wants from us. *Catch Comet Pride is a 4-part certification series. (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)*

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*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 Procurement Management**

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

- **June 24, 2021 - 10:00 AM till 11:00 AM**
- **July 22, 2021 - 2:00 PM till 3:00 PM**

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: Jene Janich, Procurement Management- Director of Travel and One Card)*
**The Following Classes Will be Offered by the Office of Internal Audit**

**The Big (Audit) Reveal (120 Minutes)**

- July 20, 2021 - 10:00 AM till 12:00 PM

Join members of the Audit and Consulting Team to discuss fraud, risks, and the audit plan for the upcoming year. *(Instructor: Toni Stephens, Chief Audit Executive)*

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**The Following Classes are specifically designed for beginners to Galaxy and eProcurement: Perfect for New Employees or those who have taken on new job duties!**

**Introduction to eProcurement (60 Minutes)**

- July 13, 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 Andrew Grant, Central Business Office Finance Operations Coordinator)*

**Introduction to ePARs and ePURs (60 Minutes)**

- July 15, 2021 - 2:00 PM till 3:00 PM

This training will walk you through the basics of ePARs and ePURs, including the creation and submission of different types of these documents and ways to search for them. *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 Andrew Grant, Central Business Office Finance Operations Coordinator)*

**Introduction to Budget Transfers and Inter-Departmental Transfers (60 Minutes)**

- July 20, 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 Andrew Grant, Central Business Office Finance Operations Coordinator)*
**Introduction to Reporting (60 Minutes)**

- July 22, 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 Andrew Grant, Central Business Office Finance Operations Coordinator)*

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**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*

**Jazz Up Outlook (60 Minutes)**

- June 15, 2021 - 2:00 PM till 3:00 PM
  [Click HERE to register for this MS Teams Live Training](#)

This Microsoft Outlook training class builds on basic skills in Outlook and teaches users to work with some of the more advanced features of Outlook. This course in intended for people who have a basic understanding of Outlook and want to know how to use advanced features to manage their email communications, calendar events, contact information, search functions, and other communications tasks. Register at the link above with your NetID and Password. *(Instructor: Amanda Pritchard, Microsoft 365 Specialist)*

**Hybrid Meetings (60 Minutes)**

- June 29, 2021 - 2:00 PM till 3:00 PM
  [Click HERE to register for this MS Teams Live Training](#)

This training course introduces techniques in how to move events toward a hybrid model with specific focus on how to use the technology available within Teams Enabled Conference Rooms on campus. Participants will learn about the type of equipment to purchase or borrow from OIT and the basics of how to set up a hybrid event environment in their department. In addition, we will cover best practices in how you engage with dual audiences. Register at the link above with your NetID and Password. *(Instructor: Amanda Pritchard, Microsoft 365 Specialist)*
**Power BI (60 Minutes)**

- July 13, 2021 - 2:00 PM till 3:00 PM
  
  [Click HERE to register for this MS Teams Live Training](#)

Power BI lets you easily unify data from many sources to create interactive, immersive dashboards and reports that provide actionable insights and drive business results. This course will provide an overview of Power BI and how its services and applications work together to connect a data source to begin visualizing data. While this is an introductory course, it relies on an advanced understanding of Teams and excel. Register at the link above with your NetID and Password. *(Instructor: 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)**

- May 20, 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)*
The Following Classes Will be Offered by the Crow Museum of Asian Art

Wind Energy: An Introduction to Mindfulness (60 Minutes)

- Part 5 - June 1, 2021 - 10AM - 11AM
- Part 6 - June 8, 2021 - 10AM - 11AM
- Part 7 - June 15, 2021 - 10AM - 11AM
- Part 8 - June 22, 2021 - 10AM - 11AM
- Part 1 - July 6, 2021 - 10AM - 11AM
- Part 2 - July 13, 2021 - 10AM - 11AM
- Part 3 - July 20, 2021 - 10AM - 11AM
- Part 4 - July 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)

- June 10, 2021 - 11:00 AM till 12:00 PM
- July 8, 2021 - 11:00 AM till 12:00 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)

The Once and Future Crow (60 Minutes)

- July 12, 2021 - 10:00 AM till 11:00 AM

Join Amy Hofland, Executive Director of the Crow Museum of Asian Art for a preview of the Fall Exhibition at the Crow Museum and what to expect to see with “Crow on Campus” in 2021. (Instructor: Amy Hofland, Executive Director, Crow Museum of Asian Art)

How to Ally: Compassion and Allyship in 2021 (60 Minutes)

- July 15, 2021 - 10:00 AM till 11:00 AM

As a longtime ally to the Asian-American communities in the region, Crow Executive Director Amy Hofland will share her experiences in allyship, including what she’s learned both in best practices and the hard way. Join her for a conversation about showing up to each other with compassion and integrity. (Instructor: Amy Hofland, Executive Director, Crow Museum of Asian Art)
Crow on Campus: UT Dallas Staff Focus Group for the New Museum (60 Minutes)

- July 19, 2021 - 10:00 AM till 11:00 AM

As we work to develop the second location for the Crow on Campus in 2024, we look to listen closely to what an Asian Art Museum at UT Dallas means to you and what you would like to see here. Please join us for a one-hour focus group including dialogue and idea building toward the future museum. (Instructor: Amy Hofland, Executive Director, Crow Museum of Asian Art)

The Following Classes Will be Offered by the Military and Veterans Center *All Webinars offered by MVC will not be registered or tracked through LEO. Instead, register to attend these classes by clicking the link provided below*

Green Zone Training

The Military and Veteran Center (MVC) established the Green Zone program in 2015 to facilitate a network of staff and faculty who can help shape a veteran-inclusive campus culture. Recently, the MVC has transformed this in-person Green Zone course into 3 2-hour virtual sessions. This training will be offered virtually via Microsoft Teams over 3 sessions covering:

**Session 1: Military Basics and Military Connected Identities** (120 Minutes)

- June 7, 2021 - 10:00 AM till 12:00 PM or
- July 8, 2021 - 10:00 AM till 12:00 PM

**Session 2: Transition to Civilian Life and Community Resources** (120 Minutes)

- June 14, 2021 - 10:00 AM till 12:00 PM or
- July 15, 2021 - 10:00 AM till 12:00 PM

**Session 3: Transition to College and Campus Resources** (120 Minutes)

- June 21, 2021 - 10:00 AM till 12:00 PM or
- July 22, 2021 - 10:00 AM till 12:00 PM

Trainings are available in June and July. If you are not able to attend all three sessions at this time, future sessions will be offered. Completion of all three sessions is required within 12 months to complete the training and receive a certificate.

For more information, please visit: [https://veterans.utdallas.edu/greenzone/](https://veterans.utdallas.edu/greenzone/)

To Register, please click here: [https://utdallas.qualtrics.com/jfe/form/SV_0llGivRbwvNieDY](https://utdallas.qualtrics.com/jfe/form/SV_0llGivRbwvNieDY)