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.

Six Thinking Hats (120 minutes)

- March 4, 2021 – 2:00 PM till 4:00 PM

Using the metaphor of putting on our thinking caps, Dr. Edward De Bono suggests there are six approaches, or perhaps more properly, six directions in how you are thinking. In this class, we will explore just how their influence has impacted our method of thinking, and introduce a different approach, pioneered by Dr. De Bono. This approach has been referred to as “parallel thinking” and is also known under the title of the “Six Thinking Hats” method. (Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)
4 Disciplines (90 minutes)

- March 17, 2021 - 2:00 PM till 3:30 PM

According to research from Chris McChesney, Sean Covey, and Jim Huling, there are four clear roadmaps to help you overcome the “whirlwind” of day-to-day work that keeps leaders, and teams, from executing the programs that drive real change. Join us as we explore each of these roadmaps, or “Disciplines”, and learn skills and techniques to overcome daily distractions so we can set and achieve our goals more efficiently. (Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)

Emotional Intelligence Practicum 3 – Social Awareness (120 minutes)

- March 10, 2021 - 2:00 PM till 4:00 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: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)

Emotional Intelligence Practicum 4 – Building Relationships (120 minutes)

- March 24, 2021 - 2:00 PM till 4:00 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. (Instructors: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)

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

- March 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)
Dignity and Respect: ONE UTD – United Through Diversity (Session 2) (120 minutes)

- March 25, 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 second of the series, we will explore and develop strategies for understanding, engaging, and respecting the differences and we all bring to the workplace. (Instructors: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)

Dignity and Respect: Meet Me in the Courtyard (Session 3) (120 minutes)

- April 15, 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 third of the series, we will learn skills to build professional and respectful relationships, as well as unified networks, based on the common ground we all “occupy”. (Instructors: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)

EQ Mind & Heart: Emotional Intelligence and Problem-Solving
Session 1: The World of the Difficult and Messy (90 minutes)

- April 7, 2021 – 2:00 PM till 3:30 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 (90 minutes)

- April 21, 2021 – 2:00 PM till 3:30 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)

Admin U: Session 2- Admin Essentials 1: Getting Things Done (120 minutes)

- March 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. Sessions 2 and 3 are designed to be an interactive format where the participants will be guided by the instructor(s) to explore the University’s web pages to find critical information, forms, documentation, policies, etc. Content will be based and presented according to the organizational structure of the University with the intent of providing participants with a comprehensive overview of the reporting lines, culture, and values of the University that were introduced in Session 1. *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: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)

Admin U: Session 3- Admin Essentials 2: Getting Things Done (120 minutes)

- April 1, 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. Sessions 2 and 3 are designed to be an interactive format where the participants will be guided by the instructor(s) to explore the University’s web pages to find critical information, forms, documentation, policies, etc. Content will be based and presented according to the organizational structure of the University with the intent of providing participants with a comprehensive overview of the reporting lines, culture, and values of the University that were introduced in Session 1. *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: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)
Admin U: Session 4- Proactively Managing Your Work World (120 minutes)

- April 29, 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. Session 4 will concentrate on practical ways to organize the office (and the boss!). Time will be dedicated to learning best practices as they relate to efficiently managing files, multiple calendars, projects, and time.

*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: 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

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

- March 23, 2021 - 10:00 AM till 11:30 AM

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)

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

One Card Fundamentals – Cardholder (60 Minutes)

- March 10, 2021 – 10:00 AM – 11:00 AM
- April 19, 2021 – 10:00 AM – 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)
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 Budget Transfers and Inter-Departmental Transfers (60 Minutes)

- March 2, 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)

- March 4, 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 Sustainability

Sustainability Fundamentals: Green Office Strategies (60 Minutes)

- April 6, 2021 - 11:00 AM till 12:00 PM

Join us for this training introducing the UT Dallas Office of Sustainability and their programs on campus. Participants will learn about UT Dallas recycling, green buildings, and campus habitats. The training will review strategies for becoming a successful Certified Green Office and counts for the Spring 2021 Sustainability Ambassador training requirement. (Instructor: Caitlin Griffith, Sustainability Coordinator)
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 Tips: OneDrive (60 Minutes)

- March 8, 2021 - 2:00 PM till 3:00 PM
  Click HERE to register for this MS Teams Live Training

OneDrive for Business and Microsoft 365 make it easy to access, share, and collaborate on files from anywhere. OneDrive is available for mobile, web, and desktop, allowing users to have access to all their files and enable seamless collaboration no matter which device. In addition, files are stored securely to provide protection from malicious attacks or accidental deletions. Attendees will learn everything they need to get started on saving, sharing, and collaborating on files. This even will also host a special guest from Microsoft! Register at the link above with your NetID and Password. (Instructor: Microsoft 365 Specialist)

Teams Tips: Maximize Teams Meetings (60 Minutes)

- March 23, 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 to art of Teams Meetings, but are you aware of the features to help you maximize collaboration and enhance attendees’ experiences? Learn how to 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. (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 1- March 9, 2021 - 10:00 AM till 11:00 AM
- Part 2- March 16, 2021 - 10:00 AM till 11:00 AM
- Part 3- March 23, 2021 - 10:00 AM till 11:00 AM
- Part 4- March 30, 2021 - 10:00 AM till 11:00 AM
- Part 5- April 6, 2021 - 10:00 AM till 11:00 AM
- Part 6- April 13, 2021 - 10:00 AM till 11:00 AM
Join Amy Hofland, Sr. Director of the Crow Museum of Asian Art, for an eight-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. All levels are welcome. *(Instructor: Amy Lewis Hofland, Executive Director, Crow Museum of Asian Art)*