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, the return of our “In the Know” series, and the continuation 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. 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.

Dignity and Respect: ONE UTD (One Network of Employees) (Session 4) (120 minutes)

- May 6, 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 final of the series, we will explore strategies for continuing to support inclusiveness that build dignity and respect. *(Instructors: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)*
In the KNOW: Becoming Part of the UTD Community through Knowledge, Networking, Organization, and Welcome. Session 1: KNOWLEDGE (120 minutes)

- May 12, 2021 – 2:00 PM till 4:00 PM

We know that as members of the UTD Community, it can be difficult to navigate a new or changing work environment. While we make every effort to provide an overview of our University during Orientation, there’s only so much time in a single day! Therefore, we’ve created a 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 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! We believe it’s best to start with the basics. In this class, we will go over basic Knowledge of UTD including tips and tricks on navigating the website, Galaxy, LEO, and more. (Instructors: Jillian McNally and Terry Cartwright, Human Resources Talent Development Team)

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

- 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!
Admin U: Session 7 - Safety and Security (120 minutes)

- May 27, 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 is designed to help Administrative Assistants understand the various aspects of campus safety and security. This class will be taught jointly by representatives from the Police, Environmental Health and Safety, and Information Security. *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 February through July). (Instructors: Renee Stone, Administrative Assistant II, Information Security; Angela Dees, Emergency Management Coordinator, Office of Emergency Management; and David Spigelmyer, Senior Public Safety Officer, University Police)

Admin U: Session 8 - Lead from Where You Are (120 minutes)

- May 13, 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 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. *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 February through July). (Instructors: Terry Cartwright and Jillian McNally, Human Resources Talent Development Team)

Workplace Motivation: Motivating Yourself and Others (120 minutes)

- May 19, 2021 - 10:00 AM till 12:00 PM

In this course, participants will explore key concepts behind employee motivation and learn the importance of appreciation, freedom, expertise, and meaningfulness to motivate themselves and encourage others. We will review and discuss Abraham Maslow’s hierarchical model of needs as it relates to motivation, as well as what research says about ours and others’ motivation. (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

One Card Fundamentals – Cardholder (60 Minutes)

- May 11, 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*)

E-Procurement and Purchasing Essentials (120 Minutes)

- May 17, 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)

- May 20, 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)

- May 20, 2021 – 11:00 AM – 12:00 PM

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*)
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)**
- May 4, 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)**
- May 6, 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)**
- May 11, 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)**
- May 13, 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*

**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 its inaugural Microsoft Teams Orientation to help equip new and returning students and staff. The virtual session at 2pm, Thursday, May 20, 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. Register at the link above with your NetID and Password. *(Instructor: Amanda Pritchard, Microsoft 365 Specialist)*

**Tech Tips: Cloud Storage (60 Minutes)**

- May 25, 2021 - 11:00 AM till 12:00 PM
  
  Click [HERE](#) to register for this MS Teams Live Training

This training introduces cloud storage in Microsoft 3665 using OneDrive for Business and SharePoint storage. Learn how to share and manage access to files and folders, as well as recover past versions of a file. Open to staff, faculty, and students. Register at the link above with your NetID and Password. *(Instructor: 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 1- May 4, 2021 - 10AM till 11AM
- Part 2- May 11, 2021 - 10AM till 11AM
- Part 3- May 18, 2021 - 10AM till 11AM
- Part 4- May 25, 2021 - 10AM till 11AM
- Part 5- June 1, 2021 - 10AM till 11AM
- Part 6- June 8, 2021 - 10AM till 11AM
- Part 7- June 15, 2021 - 10AM till 11AM
- Part 8- June 22, 2021 - 10AM till 11AM

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 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. *(Instructor: Amy Lewis 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 - Coming Soon! Registration Now Open!**

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_0IlGivRbwvNieDY](https://utdallas.qualtrics.com/jfe/form/SV_0IlGivRbwvNieDY)