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.

We are excited to welcome our UTD Community back to campus this fall, and have a wide variety of professional development opportunities available, including A Fine Mess: Stress Management, 6 Thinking Hats, the 4 C’s of Diamond Employees, OneCard Cardholder training, and Rocking the Top 20 University Risks. We’re also excited to offer multiple training series this fall, including our popular Emotional Intelligence and Catch Comet Pride series, 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. To register, please visit Galaxy > Gemini > Self-Service, > LEO. From LEO, click “Find Available Training”, and search by department. For all current courses, choose Live Online Training. Please register early. Individuals that register the day of the training may not receive notification to join the meeting. Teams meeting links will be sent via email prior to the start of trainings. 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)*

- **September 14, 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. *(Instructor: Jillian McNally, Human Resources Talent Development)*
Emotional Intelligence Practicum 1 – Know Yourself (120 minutes)

- September 28, 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. (Instructor: Jillian McNally, Human Resources Talent Development)

Emotional Intelligence Practicum 2 – Managing Yourself (120 minutes)

- October 12, 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. (Instructor: Jillian McNally, Human Resources Talent Development)

Emotional Intelligence Practicum 3 – Social Awareness (120 minutes)

- October 26, 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. (Instructor: Jillian McNally, Human Resources Talent Development)

Emotional Intelligence Practicum 4 – Building Relationships (120 minutes)

- November 9, 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. (Instructor: Jillian McNally, Human Resources Talent Development)
**Catch Comet Pride: Session 1 (120 Minutes)**

- **September 29, 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. *(Instructor: Jillian McNally, Human Resources Talent Development)*

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

- **October 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. (Instructor: Jillian McNally, Human Resources Talent Development)*

**Catch Comet Pride: Session 3 (120 Minutes)**

- **November 10, 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. (Instructor: Jillian McNally, Human Resources Talent Development)*

**Catch Comet Pride: Session 4 (120 Minutes)**

- **December 1, 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. (Instructor: Jillian McNally, Human Resources Talent Development)*
In the KNOW: Becoming Part of the UTD Community through Knowledge, Networking, Organization, and Welcome. Session 1: KNOWLEDGE (120 minutes)

- September 22, 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. (Instructor: Jillian McNally, Human Resources Talent Development)

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

- October 6, 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. (Instructor: Jillian McNally, Human Resources Talent Development)

In the KNOW Sessions 3 and 4 coming soon!! – Dates TBD!
**Admin U: Session 1- Creating a Positive Culture of Success at UTD (120 minutes)**

- **October 7, 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 September through May). (Instructor: Jillian McNally, Human Resources Talent Development)*

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

- **October 21, 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 May). (Instructor: Jillian McNally, Human Resources Talent Development)*

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

- **November 11, 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 May). (Instructor: Jillian McNally, Human Resources Talent Development)

**Admin U: Session 4- Teams Orientation (120 minutes)**

- **September 16, 2021 - 11:00 AM till 12:00 PM**
  
  [Click HERE to register for this MS Teams Live Training](#)

- **October 26, 2021 - 1:00 PM till 2:00 PM**
  
  [Click HERE to register for this MS Teams Live Training](#)

Admin U is an 8-class professional development series designed to provide additional training and support for our UTD Administrative Support Staff. **NEW** this fall, Session 4 is now Teams Orientation! Teams Orientation will provide instruction from certified trainers on the basics of Microsoft Teams used at UTD for all classes, events, and meetings. **To register for Teams Orientation, please use the links provided.** Attendance will automatically be added to your LEO profile upon completion. **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 May). (Instructor: Amanda Pritchard, Microsoft 365 Specialist)

**The 4 C’s of a Diamond Employee (60 minutes)**

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

This class examines what it takes for employees to shine bright as colleagues, coworkers, supervisors and employers. We will explore the answers to the question, "What does it take to make us successful employees?". (Instructor: Colleen Dutton, Chief Human Resources Officer)

**Another Fine Mess: Stress Management (120 minutes)**

- **September 23, 2021 – 10:00 AM till 12:00 PM**

Three out of every four American workers describe their work as stressful. Our current world situation and working remotely has only added to our stress. Eliminating stress is nearly impossible, so the key is learning how to deal with the stress in healthy ways. Join us for this 90-minute session that looks at the root causes of our stress and offers some ways to make the stress . . . less stressful. (Instructor: Jillian McNally, Human Resources Talent Development)
**Six Thinking Hats** *(120 minutes)*

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

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

**Unlocking Success: Communication is Key** *(120 minutes)*

- October 28, 2021 - 10:00 AM till 12:00 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. *(Instructor: Jillian McNally, Human Resources Talent Development)*

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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)*

- September 16, 2021 - 10:00 AM till 11:00 AM
- September 27, 2021 - 2:00 PM till 3:00 PM
- October 11, 2021 - 2:00 PM till 3:00 PM
- October 27, 2021 - 10:00 AM till 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: Jene Janich, Procurement Management- Director of Travel and One Card)*
The Following Classes Will be Offered by the Office of Internal Audit

**Rocking the Top 20 University Risks (90 Minutes)**

- October 26, 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)*

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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)**

- October 12, 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)**

- October 14, 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)**

- October 19, 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)

- October 21, 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)

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: Breakout Rooms (30 Minutes)

- September 14, 2021 - 2:00 PM till 2:30 PM  
  [Click HERE to register for this MS Teams Live Training]

This Microsoft Outlook training class helps participants learn how to set up and manage Breakout Rooms in Teams Meetings. Register at the link above with your NetID and Password.  *(Instructor: Amanda Pritchard, Microsoft 365 Specialist)*

Teams Orientation (60 Minutes)

- September 16, 2021 - 11:00 AM till 12:00 PM  
  [Click HERE to register for this MS Teams Live Training]
- October 26, 2021 - 1:00 PM till 2:00 PM  
  [Click HERE to register for this MS Teams Live Training]

This orientation is for any new staff or staff that are new to using teams and for those working towards Admin U certification. Teams Orientation will provide instruction from certified trainers on the basics of Microsoft Teams used at UTD for all classes, events, and meetings. Objectives for this training include:

- Navigate Microsoft Teams and get to know key features
- Set up your interface, profile, and notifications
- Learn about Activity, Chat, Teams, Calling, Calendar, and Files
- Search to easily find messages, people, or files
• Manage your chats to enhance your conversations
• Collaborate with your team members
• Move and access Breakout Rooms
• Use channels to streamline projects and operations

Multiple dates are offered for your convenience. Register at the link above with your NetID and Password. (Instructor: Amanda Pritchard, Microsoft 365 Specialist)

Teams Tips: Microsoft 365 Accessibility: Neurodiversity L100 (60 Minutes)

• October 5, 2021 - 2:00 PM till 3:00 PM
  Click HERE to register for this MS Teams Live Training

Innovative tools such as dictation and Windows Hello sign in can make the digital world more accessible for those who live with dyslexia, seizures, autism, or other cognitive differences. Objectives for this training include:

• Learn how to set up and navigate the settings within Windows 10, Office Desktop applications, and Teams
• Customize elements of your operating system and Office applications
• Come away with the ability to tailor Windows and Office experience through the understanding of the integrated features that make their products some of the most inclusive in the industry
• Learn how assistive technology can empower communication and learning

Register at the link above with your NetID and Password. (Instructor: Microsoft 365 Specialist)

Teams Tips: Creating Accessible Content (60 Minutes)

• October 19, 2021 - 2:00 PM till 3:00 PM
  Click HERE to register for this MS Teams Live Training

This session is designed for faculty, staff, and administrators who want to learn how to support all students in education by diving into the accessibility features built in to Microsoft’s classroom applications. As educators, it is our goal to support lifelong learning. All students deserve tools that will help them reach their full potential and be better learners. Learning Tools are for every student across the board! Learn about all the ways these amazing tools can benefit your students in the classroom—and in life—urging them to want to learn more and more! Register at the link above with your NetID and Password. (Instructor: Microsoft 365 Specialist)
Teams Tips: Microsoft Excel L100 (60 Minutes)

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

This course is designed to expand on basic features of Excel. Attendees should have a basic understanding of basic features, navigation, and have a grasp on the use of functions and custom formulas. Objectives for this training include:

- Learn about Templates and basics of Excel sheet structure
- Understand cell and sheet formatting tools
- Learn basic functions and formulas
- Learn how assistive technology can empower communication and learning
- Learn how to use conditional formatting and see common examples
- Understand the basics of Pivot tables to filter and visualize data

Register at the link above with your NetID and Password. (Instructor: Amanda Pritchard, Microsoft 365 Specialist)