


**2013-2014 Calendar**

Date & Time	Workshop	Details
<b>Wed., May 29</b> <b>Noon to 1 pm</b>	<b>Wellness: Injury Prevention</b> <b>Facilitated by Rance McClain, D.O.</b> Exercise is good for you, right? It helps you lead a more satisfying life and secure long-term health by reducing risk for chronic illnesses. But unfortunately, if you don't take appropriate measures, you can instead, end up in pain, on a different path to poor health, due to avoidable sport injuries. This workshop introduces ideas about avoiding and minimizing injury.	<b>LED Credits: 1</b> <b>Seats: 35</b> <b>Track: Faculty &amp; Staff</b> <b>Location: SAC 204-206</b>
<b>Thurs., June 6<sup>th</sup></b> <b>8:15 to 9:30 am</b> <b>Wed., June 19<sup>th</sup></b> <b>11:45 am to 1:00 pm</b>	<b>Everything DiSC Management: Developing Others</b> Reflect on the advantages and disadvantages of your style when developing people. Learn how you prefer to be developed. Assess the DiSC style of someone you manage. Read about the development preferences of that style, and write an action plan for developing the employee.	<b>LED Credits: 1</b> <b>Seats: 22</b> <b>Track: Managerial</b> <b>Location: AB-224</b>
<b>Mon., June 17<sup>th</sup></b> <b>8:15 to 9:45 am</b>	<b>Administrative Professional Series – Planning Travel Panel Discussion</b> Administrative Professionals will share best practices for planning travel and preparing itineraries.	<b>LED Credits: 1</b> <b>Seats: 22</b> <b>Track: Faculty &amp; Staff</b> <b>Location: AB-224</b>
<b>Thurs., June 20<sup>th</sup></b> <b>Noon to 1:00 pm</b>	<b>Wellness Series: Truth is in the Label</b> <b>Facilitated by Sara Turner, Registered Dietitian for Score 1 for Health</b> Health and nutrition claims are prevalent on many commonly eaten food packages. Learn how to decipher fact vs fiction and what these claims mean for your health, and possibly your waistline. Gain tips on reading the nutrition facts label, ingredient list and package claims to quickly identify hidden fats and sugars while making healthier food selections every time.	<b>LED Credits: 1</b> <b>Seats: 24</b> <b>Track: Faculty &amp; Staff</b> <b>Location: AB-224</b>
<b>Tues., July 9<sup>th</sup> or</b> <b>Wed., July 31<sup>st</sup></b> <b>8:30 – 10:30 am</b>	<b>Trusts, Estate Planning, and Wills</b> Mark Barkman, Vice President at The Commerce Trust Company, will be simplifying trusts, estate planning, wills. A Q&A time will be included to answer your questions!	<b>LED Credits: 2</b> <b>Seats: 22 per session</b> <b>Track: Faculty &amp; Staff</b> <b>Location: AB-224</b>
<b>Tues., July 10<sup>th</sup></b> <b>11:45 am to 1:00 pm</b> <b>Thurs., July 18<sup>th</sup></b> <b>8:15 to 9:30 am</b>	<b>Everything DiSC Management: Working with Your Manager</b> <ul style="list-style-type: none"> <li>• Consider how your manager might see you</li> <li>• Discover different approaches for getting buy-in from your manager</li> <li>• Write an action plan for improving how you work with your manager</li> </ul>	<b>LED Credits: 1</b> <b>Seats: 22 per session</b> <b>Track: Managerial</b> <b>Location: AB-224</b>

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<p><b>Fri., July 12<sup>th</sup></b>  <b>8-9 am</b>  <b>Tues., July 17<sup>th</sup></b>  <b>Noon to 1:00 pm</b></p>	<p><b>Manager Compliance/Policy Training - Employee Pay</b>          You will learn every supervisor's responsibilities when it comes to their direct reports pay:</p> <ul style="list-style-type: none"> <li>• Properly coding absences</li> <li>• OT approved in advance – what to do if it wasn't, when to take disciplinary action</li> <li>• Calling, emailing, texting by hourly employees during non-work time</li> <li>• Checking email on mobile devices &amp;/or from home during non-work time</li> <li>• "Mandatory" attendance at after-hour University events</li> </ul>	<p><b>LED Credits: 1</b>  <b>Seats: 22 per session</b>  <b>Track: Managerial</b>  <b>Location: AB-224</b></p>
<p><b>Tues., Aug. 20<sup>th</sup></b>  <b>9:00 -11:00 am</b>  <b>Fri., Aug. 23<sup>rd</sup></b>  <b>1:00 – 3:00 pm</b>  <b>Wed., Aug. 28<sup>th</sup></b>  <b>9:00 – 11:00 am</b></p>	<p><b>Everything DiSC Workplace – Discovering Your DiSC Style</b></p> <ul style="list-style-type: none"> <li>• Learn about the DiSC model and the Everything DiSC Workplace Map</li> <li>• Identify your style and explore the priorities that drive you during your workday</li> </ul> <p>Discover the similarities and differences among the DiSC styles</p>	<p><b>LED Credits: 2</b>  <b>Seats: 22 per session</b>  <b>Track: Faculty &amp; Staff</b>  <b>Location: AB-224</b></p>
<p><b>Thurs., Aug. 15<sup>th</sup></b>  <b>11:30 am -2:00 pm</b>  <b>Fri., Aug. 30<sup>th</sup></b>  <b>8:15 – 10:45 am</b></p>	<p><b>Everything DiSC Management – Your DiSC Management Style</b></p> <ul style="list-style-type: none"> <li>• Learn about the DiSC® model and how it informs the role of manager</li> <li>• Discover your management style on the Everything DiSC Management Map</li> <li>• Explore the priorities that drive your management style</li> <li>• Explore the influence your management style has on how you manage time, make decisions, and approach problems</li> <li>• Discover how your style helps shape your day as a manager</li> <li>• Learn a method for recognizing other people's DiSC styles</li> </ul>	<p><b>LED Credits: 2</b>  <b>Seats: 12 per session</b>  <b>Track: Managerial</b>  <b>Location: AB-224</b></p>
<p><b>Thurs., Aug. 29<sup>th</sup></b>  <b>Noon to 1:00 pm</b></p>	<p><b>Basics of Exercise/Obesity and Diabetes Prevention (SAC)</b>  <b>Facilitator: Richard Suminski, Ph.D., Associate Professor, Physiology</b>          Learn about:</p> <ul style="list-style-type: none"> <li>• risk factors for obesity and diabetes</li> <li>• proper diet for reducing your risk of obesity and diabetes</li> <li>• exercising for weight loss and diabetes prevention</li> </ul>	<p><b>LED Credits: 1</b>  <b>Seats: 30</b>  <b>Track: Faculty &amp; Staff</b>  <b>Location: SAC 204-206</b></p>
<p><b>Fri., Sept. 6<sup>th</sup></b>  <b>11:30 am – 1:00 pm</b>  <b>Tues., Sept. 10<sup>th</sup></b>  <b>8:15 – 9:45 am</b></p>	<p><b>Everything DiSC Workplace – Understanding Other Styles</b></p> <ul style="list-style-type: none"> <li>• Discover your reactions to different DiSC styles</li> <li>• Identify what works for you and what challenges you when working with each style</li> <li>• Use the DiSC model to understand the people you work with</li> </ul>	<p><b>LED Credits: 1.5</b>  <b>Seats: 22 per session</b>  <b>Track: Faculty &amp; Staff</b>  <b>Location: AB-224</b></p>

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<b>Thurs., Sept. 12<sup>th</sup></b> <b>8:15 – 9:45 am</b> <b>Fri., Sept. 27<sup>th</sup></b> <b>11:30 am – 1:00 pm</b>	<b>Everything DiSC Management – Directing and Delegating</b> <ul style="list-style-type: none"> <li>• Learn about your natural directing and delegating style</li> <li>• Identify the directing and delegating needs of different people</li> <li>• Write an action plan for improving how you direct and delegate to a person you manage</li> </ul>	<b>LED Credits: 1.5</b> <b>Seats: 12 per session</b> <b>Track: Managerial</b> <b>Location: AB-224</b>
<b>Mon., Sept. 16<sup>th</sup></b> <b>11:30 am to 1:00 pm</b>	<b>Administrative Professional Series – Planning Meetings and Events</b> Meetings – on site or off –don't just happen. They require careful planning and execution. From determining objectives with an understanding of audience and presenter needs, to selecting and contracting the appropriate space, food and beverage, audio visual support, and other details, to actually executing the meeting, each nuance has to be considered. You are the person, either alone or with a team, who will make certain that each detail, as part of the planning of the whole, will be accomplished.	<b>LED Credits: 1.5</b> <b>Seats: 22</b> <b>Track: Faculty &amp; Staff</b> <b>Location: AB-224</b>
<b>Wed., Sept. 25<sup>th</sup></b> <b>3:00 to 4:00 PM</b>	<b>Wellness: Walking and Running</b> <b>Facilitated by: Carlene Mayfield, Research Assistant for the Department of Physiology</b> How fast should I go? How will it feel? What should I eat? Could I do a race? Trying a new activity like walking or running for fitness can bring a certain level of anxiety. But relax! Walking or Running is a great activity for anyone to try, regardless of age or fitness level. Carlene will answer your questions -- and tell you how to get started.	<b>LED Credits: 1</b> <b>Seats: Unlimited</b> <b>Track: Faculty &amp; Staff</b> <b>Location: SAC</b> Aerobics Gym
<b>Thurs., Oct. 3<sup>rd</sup></b> <b>11:30 am – 1:00 pm</b> <b>Wed., Oct. 9<sup>th</sup></b> <b>8:15 – 9:45 am</b>	<b>Everything DiSC Workplace – Building More Effective Relationships</b> <ul style="list-style-type: none"> <li>• Learn how others have bridged their differences using DiSC</li> <li>• Practice using DiSC to build more effective relationships at work</li> <li>• Write an action plan for building more effective relationships</li> </ul>	<b>LED Credits: 1.5</b> <b>Seats: 22 per session</b> <b>Track: Faculty &amp; Staff</b> <b>Location: AB-224</b>
<b>Tues., Oct. 15<sup>th</sup></b> <b>11:30 am – 1:00 pm</b> <b>Wed., Oct. 30<sup>th</sup></b> <b>8:15 – 9:45 am</b>	<b>Everything DiSC Management – Motivation</b> <ul style="list-style-type: none"> <li>• Learn how you affect the motivation of others</li> <li>• Recognize what different people find motivating and demotivating</li> <li>• Write an action plan for creating a more motivating environment for someone you manage</li> </ul>	<b>LED Credits: 1.5</b> <b>Seats: 12 per session</b> <b>Track: Managerial</b> <b>Location: AB-224</b>
<b>Wed., October 23<sup>rd</sup></b> <b>3:00 – 4:00 pm</b>	<b>Wellness: Exercise Program</b> <b>Facilitated by: Josh Cox, D.O., FACOPF, Associate Professor, Chair, Family and Community Medicine</b> Want to take up an exercise program, but don't know where to start? Everyone has been in this position at least once before; you're new at the gym, and you don't know where to go or how to use the machines. Well, help is here! In this workshop you'll learn the basic guidelines and rules for starting out in an exercise program; whether it is for strength, weight loss, lean muscle gain or just overall fitness. This session can help you get started off on the right foot towards your health and fitness goals.	<b>LED Credits: 1</b> <b>Seats: 35</b> <b>Track: Faculty &amp; Staff</b> <b>Location: SAC Gym</b>

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<p><b>Thurs., Oct 24<sup>th</sup></b>  <b>Save the date and watch the intranet for times!</b></p>	<p><b>Stress Busting with Humor - Kelli Vrla</b>  Kelli will help you find your balance, so you can focus on moving over, under, around and through your daily challenges.</p> <ul style="list-style-type: none"> <li>Assess your current work-life balance and why it may be draining you instead of sustaining you!</li> <li>Learn at least 52 known stress reducers</li> <li>Quickly use dynamite and easy coping techniques to handle your most-pressing challenges</li> <li>Stay laser-focused amidst the chaos</li> <li>Know what makes us tick and what ticks us off</li> <li>Control your energy – surge when you really need it</li> </ul>	<p><b>LED Credits: 4</b>  <b>Track: All</b>  <b>Seats: 100</b>  <b>Location: Ricci</b></p>
<p><b>Thurs., Nov. 7<sup>th</sup></b>  <b>11:30 am – 1:00 pm</b>  <b>Wed., Nov. 13<sup>th</sup></b>  <b>8:15 – 9:45 am</b></p>	<p><b>Everything DiSC Management – Developing Others</b></p> <ul style="list-style-type: none"> <li>Learn about your natural style of developing others</li> <li>Identify the development preferences of different people</li> <li>Write an action plan for developing a specific employee</li> </ul>	<p><b>LED Credits: 1.5</b>  <b>Seats: 12 per session</b>  <b>Track: Managerial</b>  <b>Location: AB-224</b></p>
<p><b>Tues., Nov. 5<sup>th</sup></b>  <b>11:45 am – 1:00 pm</b>  <b>Manager to 1:30 pm</b>  <b>Fri., Nov. 15<sup>th</sup></b>  <b>8:00 – 9:15 am</b>  <b>Manager to 9:45 am</b></p>	<p><b>Manager Compliance/Policy Training - FMLA</b>  <b>This session will help the participant</b></p> <ul style="list-style-type: none"> <li>Understand who and what is covered by Family and Medical Leave Act</li> <li>Know how to handle FMLA leave requests</li> </ul>	<p><b>LED Credits:</b>  Fac &amp; Staff – 1  Manager - 2  <b>Seats: 22</b>  <b>Track: ALL</b>  <b>Location: AB-224</b></p>
<p><b>Mon., Dec. 16<sup>th</sup></b>  <b>8:15 to 9:45 am</b></p>	<p><b>Administrative Professional Series: Networking</b>  The skills needed for networking include basic communication expertise, the ability to build rapport, and creativity in discovering potential members for networks. You'll be able to:</p> <ul style="list-style-type: none"> <li>Analyze opportunities for increased networking</li> <li>Use networking skills to develop partnerships and improve working relationships</li> <li>Establish a plan for continued development of networking skills</li> </ul>	<p><b>LED Credits: 1.5</b>  <b>Seats: 22</b>  <b>Track: Faculty &amp; Staff</b>  <b>Location: AB-224</b></p>
<p><b>Thurs., Jan. 16<sup>th</sup></b>  <b>Fri., Jan. 31<sup>st</sup></b>  <b>11:30 AM to 1:30 PM</b></p>	<p><b>Financial Planning: Your Portfolio</b>  Mark Barkman, Vice President at The Commerce Trust Company, will be joined by a Financial Planner and an Investment Specialist to explain the benefits of a one-on-one meeting with a Financial Planner, diversifying your investment portfolio and provide you with tips for planning for the future.</p>	<p><b>LED Credits: 2</b>  <b>Seats: 22</b>  <b>Track: Faculty &amp; Staff</b>  <b>Location: AB-224</b></p>
<p><b>Thurs., Jan. 16<sup>th</sup></b>  <b>8:15 – 9:45 am</b>  <b>Wed., Jan. 29<sup>th</sup></b>  <b>11:30 am – 1:00 pm</b></p>	<p><b>Everything DiSC Management – Working with Your Manager</b></p> <ul style="list-style-type: none"> <li>Consider how your manager might see you</li> <li>Discover different approaches for getting buy-in from your manager</li> <li>Write an action plan for improving how you work with your manager</li> </ul>	<p><b>LED Credits: 1.5</b>  <b>Seats: 12 per session</b>  <b>Track: Managerial</b>  <b>Location: AB-224</b></p>

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<p><b>Thurs., Feb. 6<sup>th</sup></b>  <b>11:30 am – 1:00 pm</b>  <b>Wed., Feb. 19<sup>th</sup></b>  <b>11:30 am – 1:00 pm</b></p>	<p><b>Remarkable Leadership: Influencing with Impact</b>  Leaders know that to engage others and make things happen, they can't work only from power and position, but they must be able to influence. Leaders build their ability to influence with impact.</p>	<p><b>LED Credits: 1.5</b>  <b>Seats: 12 per session</b>  <b>Track: All</b>  <b>Location: AB-224</b></p>
<p><b>Tues., March 11<sup>th</sup></b>  <b>8:00 am – 3:00 pm</b>  <b>Wed., March 26<sup>th</sup></b>  <b>8:00 am – 3:00 pm</b></p>	<p><b>Building Trust in the Workplace</b>  Identify and address "trust gaps" in your own personal credibility and in your relationships at work. Discover how to communicate transparently with peers and managers, improve your track record of keeping commitments, focus on improving internal "customer service" with others who depend on your work, and build team trust.</p>	<p><b>LED Credits: 6</b>  <b>Seats: 12 per session</b>  <b>Track: Faculty &amp; Staff</b>  <b>Location: AB-224</b></p>
<p><b>March 17<sup>th</sup></b>  <b>11:30 am to 1:00 pm</b></p>	<p><b>Administrative Professional Series: Assumptions</b>  An interactive session using puzzles to increase your awareness of the assumptions you make and the impact of these assumptions.</p>	<p><b>LED Credits: 1</b>  <b>Seats: 22</b>  <b>Track: Faculty &amp; Staff</b>  <b>Location: AB-224</b></p>

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