Notice of Non-Discrimination
Slippery Rock University of Pennsylvania does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, gender expression, national origin, religion, age, disability, age/or veteran status in its programs or activities in accordance with Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies.

To register, call Erin Strain at extension 4334 or email at erin.strain@sru.edu. If you require special accommodations, please contact the Diversity Office at extension 2016.
**Tricks and Tips for Office 365**

**Elizabeth VanDeCar**, student IT specialist  
**Location**: Maltby Center, Computer Lab, Room 105  
**Description**: Hands-on training with for each Office 365 program. These workshops are stand-alone, and are not necessary to attend all workshops within a given rotation.

**Module 1:**  
**Date and Time**: Feb. 15, 1:30-2:30 p.m. OR April 5, 1:30-2:30 p.m. 
Learn the functionality of email signatures; auto reply; specifics setting for emails; keyboard shortcuts; adding a photo to an account; setting inbox rules for messages; creating a calendar event through email; organizing the calendar; discovering a calendar; and creating a calendar.

**Module 2:**  
**Date and Time**: March 1, 1:30-2:30 p.m. OR April 12, 1:30-2:30 p.m. 
Learn the functionality of getting started with Sway; sharing the Sway; creating a form; reviewing the forms’ responses; getting started with planner; and creating a plan.

**Module 3:**  
**Date and Time**: March 22, 1:30-2:30 p.m. OR April 26, 1:30-2:30 p.m. 
Learn the functionality of getting started with SharePoint; managing a SharePoint site; getting started with People; and getting started with Tasks.

**Module 4:**  
**Date and Time**: March 29, 1:30-2:30 p.m. OR May 3, 1:30-2:30 p.m. 
Learn the functionality of getting started with OneNote; inserting a file into OneNote; keyboard shortcuts in OneNote; drawing on a OneNote page; adding tags to a OneNote; saving documents to OneDrive; sharing OneDrive links; saving a file from Outlook to OneDrive; seeing SharePoint sites in OneDrive; and seeing files that were shared with you.

**Tips for Productivity Series Using Microsoft Office**

**Amy Massack**, IT Student Specialist  
**Location**: Maltby Center, Computer Lab, Room 105  
**Description**: Hands-on training providing 10 tips for each of the Microsoft Office programs. Each workshop is a stand-alone presentation. It is not necessary to attend all workshops within a given rotation.

**Tips for Productivity with Excel 1**  
**Date and Time**: Feb. 15, 11 a.m. - noon OR April 5, 8:30-9:30 a.m.  
**Description**: Learn and master the following tips, including: creating a new worksheet; utilizing office clipboard; deleting/inserting rows and columns; formatting cells; using formulas; applying a number format; creating charts; sorting lists (descending/ascending/alphabetical); freezing panes; and using tables.

**Tips for Productivity with Excel 2**  
**Date and Time**: March 1, 11 a.m. to noon OR April 12, 11 a.m. - noon  
**Description**: Learn and master the following tips, including: importing data; opening multiple worksheets; formatting different worksheets together; referencing data from another worksheet; SumIF formulas; data validation; conditional formatting; and using pivot table.

**Tips for Productivity with Excel 3**  
**Date and Time**: March 22, 11 a.m. to noon OR April 26, 11 a.m. to noon  
**Description**: Learn and master the following tips, including: deleting blank row and columns; absolute referencing; indexing and matching; IF formula; using AND/OR functions; combining IF, AND/OR; =SumProduct() formula; creating forms; tracking changes; and protecting worksheet/workbook.

**Tips for Productivity with Excel 4**  
**Date and Time**: March 29, 11 a.m. to noon OR May 3, 11 a.m. to noon  
**Description**: Learn and master the following tips, including: texting to column; string manipulation; concatenate; replacing formulas with static value; grouping; combining data validation and conditional formatting; pivot charts; and updating chart copied to Word/PowerPoint.

**Travel Request and Expense Voucher**

**Sarah Trowbridge**, accounts payable manager, Accounts Payable  
**Location**: 304 Old Main  
**Date and Time**: Feb. 20, 11 a.m. to noon  
**Description**: This session will address completing travel requests and expense vouchers, as well as brief overview of the travel policy.

**Windows 10 Sneak Peak**

**Julie Kearney**, technology technician, Information and Administrative Technology Services  
**Location**: Maltby Center, Computer Lab, Room 105  
**Dates and Time**: Feb. 27, March 20, April 3, April 17 OR May 1, 9-10 a.m.  
**Description**: The world around us is full of new and extraordinary technology. However, with advances in technology also comes potential threats. In this session, see examples of these threats and learn ways to avoid them. The session will cover smartphone security, email security and safe browsing tips to enhance the user’s ability to recognize potential harm. Please bring your smartphone with you for security checkup.

**Practical Tips to Stay TechSafe**

**Broderick McKenna**, student technician, Information and Administrative Technology Services  
**Location**: Maltby Center, Computer Lab, Room 105  
**Dates and Time**: Feb. 20, March 6, March 26, April 10 or April 24, 8:30-9:30 a.m.  
**Description**: Windows 10 is coming to SRU. While there are many new features, much remains the same. For those who used the Windows desktop before, the transition to Windows 10 should be relatively painless, especially after attending this one-hour training to orient yourself with this new operating system.

**Social Media for Faculty and Staff**

**Kayla Hersperger**, Online Design and Communication Specialist, Enrollment Management  
**Location**: Maltby Center, Computer Lab, Room 105  
**Dates and Time**: March 7, 2-3:30 p.m. OR March 8, 12:30-2 p.m.  
**Description**: Join Kayla Hersperger for a social media workshop to help faculty and staff manage their departmental and personal social media pages. This will be a hands-on workshop, so come prepared with your social media account login information, questions and concerns.

To register, call Erin Strain at extension 4334 or email at erin.strain@sru.edu. If you require special accommodations, please contact the Diversity Office at extension 2016.
Technology Workshops

Hersperger will cover social media strategy for marketing of - and recruitment for - academic programs; and general strategies for social media success at SRU. Session will include 45 minutes of instruction and 45 minutes for questions and answers.

Fundamental Budget/ Business Intelligence (BI) Access and Pre-Posting Budget Transfers
Linda Moore, Position Control Manager, Budget Cara Kriebel, Senior Budget Analyst, Finance
Location: Maltby Center, Computer Lab, Room 105
Date and Time: March 13, 10-11 a.m.
Description: This session will be directed toward new employees or those employees who want/need additional review on running BI and/or SAP Budget reports, processing Pre-posted budget documents and other introductory information regarding budgeting best practices and Business Intelligence (BI).

Pencil Me In
Deb Shell, assistant director, Smith Student Center
Nicky Taggart, clerk typist, Smith Student Center
Location: Maltby Center, Computer Lab, Room 105
Date and Time: March 14, 10-11 a.m.
Description: Having difficulty reserving a space on campus? Don't know who to call? This presentation will inform you on how to reserve spaces on campus at for the Smith Student Center, academic buildings, Residence Life, the ARC and more. Participants will also learn how to use ASTRA to check room availability.

SAP/ Understanding the Purchasing Process
Patti Doyle, purchasing agent, Contracts and Purchasing Office
Location: Maltby Center, Computer Lab, Room 105
Date and Time: April 19, 11 a.m. to noon.
Description: This session will address vendor search, creating purchase requisitions including material groups/gl accounts, duplicating lines, split account assignments, attaching documents or URL addresses and order status. This is highly recommended for new employees or those who want additional review.

Navigating Student Employment - Budget, Hiring, Payroll, and Work Study Programs
Ginny Kopko, associate director, Financial Aid
Susan Patton, student payroll assistant, Payroll
Lisa Theodorson, clerk, Career Education and Development
Location: Maltby Center, Computer Lab, Room 105
Date and Time: March 6, 12:30-1:30 p.m.
Description: This session will address the student employment process including assessing needs and budget, posting a position, hiring student workers, eTime reporting and work study programs. Misconceptions and differences between federal, state (PHEAA) and institutional work study programs will be addressed. This session is recommended for any and all faculty, managers and staff who currently supervise students or may be supervising students in the future.

I'm LinkedIn. Now What?
John Rindy, director, Career Education and Development
Location: Maltby Center, Computer Lab, Room 105
Date and Time: April 25, 11 a.m. to noon.
Description: “I have a LinkedIn profile but I am not sure why.” This session will cover some basics of LinkedIn and provide an explanation of how the tool can be used effectively for career development. Participants do not need to have a LinkedIn account to attend, but the session will include some best practices for those that do.

Interpersonal Skills/Management/Cognitive Diversity

Re: Re: Re: Re: Re: Re: Re: Thanks!!!!:
Better Business Email
Jason Stuart, assistant professor, English Department
Date and Time: Feb. 28, 10:30-11:30 a.m.
Location: The Leadership Development Center
Description: Of all the minor disasters that befall individuals and organizations, among the worst is the dreaded “reply-alocalypse” - a relentless cascade of pointless messages from strangers clogging up your inbox, all because someone hit “reply all” to a mass email. Would you like to learn how to avoid such embarrassing mistakes? While everyone will hit “reply all” at some point, writing efficient and brief email with effective subject lines and inviting content is a difficult skill to learn. This workshop will cover strategies and tips for streamlining email, writing efficiently, enticing your audience to respond and practicing good email etiquette. Learn how to construct your subject line, when to write at length and when to write for quick responses, how to think about attachments and signatures and when to use clip art and backgrounds. Spoiler alert: The answer is never use clip art!

Get to the Point - Running Meetings that Matter
Brian Danielson, director, Center for Teaching and Learning
Location: Leadership Development Center
Date and Time: March 6, 12:30-1:30 p.m.
Description: Do meetings consume an increasingly large portion of your day? If so, you’re not alone! Recent survey of U.S. employees by Salary.com ranked meetings as the No. 1 distraction of office productivity. But that doesn’t have to be the case. With proper planning and a handful of practical facilitation techniques, attendees will be able to prep and run meetings in a way that is both efficient and results-driven.

To register, call Erin Strain at extension 4334 or email at erin.strain@srus.edu. If you require special accommodations, please contact the Diversity Office at extension 2016.
Dynamics of High Performing Workplace Teams
Mark O’Connor, classification and compliance manager, Title IX Investigator, Human Resources
Location: Leadership Development Center
Date and Time: March 7, 10-11:30 a.m.
Description: This fun, interactive and engaging session will focus on the key attributes of, and how to develop, successful workplace teams. Participants will take away simple strategies to follow that can be easily implemented to guide workplace decision-making.

Safe Zone
Jodi Solito, director, Women’s Center and Pride Center
Location: Leadership Development Center
Date and Location: March 13, 8 a.m. to noon
Description: Safe Zone is a program that identifies and trains pro-diversity faculty, staff and student leaders to provide support and resources for Lesbian, Gay, Bisexual, Transgender, Questioning/Queer and Intersex students and peers. Safe Zone provides LGBTQI campus community members a “safe” place to go for help, advice or just to speak with someone who is supportive of their sexual orientation and/or gender identity.

The Basics of Business Correspondence
Jason Stuart, assistant professor, English Department
Location: The Leadership Development Center
Date and Time: March 21, 10:30-11:30 a.m.
Description: Even though a lot of organizational communication has moved to email and online networks, understanding how to construct printed business correspondence is still an essential skill. In this workshop, attendees will learn the basics for constructing business letters, common letter formats, the structure of the letter and envelope, the etiquette of letter-writing and the style of the letter body, including essential grammatical and mechanical tips.

Valuable Free Benefits for You
Marcia Kotek, Benefits and Transactions Manager, Human Resources
Location: Leadership Development Center
Date and Time: March 23, 11 a.m. to noon
Description: This engaging session will focus on the key attributes of, and how to develop, successful workplace teams. Participants will take away simple strategies to follow that can be easily implemented to guide workplace decision-making.

16 Personalities
Carolyn Davis, lead facilitator, Leadership Development Center
Location: Leadership Development Center
Date and Time: March 23, 1-2:30 p.m.
Description: This engaging workshop will help attendees discover and unpack their unique personality style. Every person has tendencies, traits and behaviors that converge to make us who we are. Learn about your personality, how your personality type tends to interact with people of differing personalities types, and how to begin effectively communicating and understanding one another.

Emotional Intelligence in the Workplace
John Golden, assistant professor, School of Business and managing director, SEA
Location: Leadership Development Center
Date and Time: March 29, 1-3 p.m.
Description: Self-awareness: Knowing one’s internal states, preferences, resources and intuitions is important in the workplace because of the need to recognize them and their effects on those around us. Do you know your strengths and limits? Build self-confidence and sureness about your self-worth and capabilities. Develop an intuitive sense of others’ feelings and perspectives, and learn to show an active interest in their concerns and interests. Strengthen your ability to sense what others need in order to grow and develop. Leverage diversity to cultivate opportunities through diverse people.

“How’re We Doing So Far?”
The Presidents’ Climate Commitment and Why It’s So Important
Paul Scanlon, director of sustainability, Macoskey Center
Location: Leadership Development Center
Date and Time: April 4, 11 a.m. to noon
Description: In 2009, SRU committed to achieving carbon neutrality by 2037. Learn about the University’s progress on the climate commitment, green activities on campus, the latest science on how climate change is impacting our world and SRU’s sustainability initiatives, policies and activities.

Resume Building – Back to Basics
John Rindy, director, Career Education and Development
Location: Leadership Development Center
Date and Time: April 20, 11 a.m. to noon
Description: Whether you’re looking at applying for a new, exciting role at SRU or helping your spouse, partner or a friend with their resume, there a lot of do’s and don’ts. Learn the latest research-confirmed advice on resume-building.

SEAP for Supervisors
Marcia Kotek, Benefits Manager, Human Resources
Location: Leadership Development Center
Date and Time: April 24, 11 a.m.-noon
Description: This course is for supervisors who are interested in learning more about the commonwealth’s State Employee Assistance Program (SEAP). This program is designed to assist employees and family members in resolving a wide variety of personal issues and problems, including financial, emotional or legal. Take advantage of learning more about how to seek professional help that is confidential, valuable and free.

Being Bullied in the Workplace
Erie Strain, Director of Leadership Development
Location: Leadership Development Center
Date and Time: May 2, 10 a.m.-noon

To register, call Erie Strain at extension 4334 or email at erin.strain@sru.edu. If you require special accommodations, please contact the Diversity Office at extension 2016.
**Interpersonal Skills/Management/Cognitive Diversity**

**Description:** Learn to distinguish the difference between being bullied or harassed; and the effects and cost a bully has on an individual and an organization. Also to be covered is the best way to respond to a bully in the workplace.

**Leadership Driven By Strengths**

**Stacy Jacob, assistant professor, Counseling and Development**

**Erin Strain, director, Leadership Development Center**

**Location:** Leadership Development Center

**Date and Time:** May 10, 10 a.m. to noon

**Description:** This workshop will help participants identify their natural talents and develop them into strengths. Explore your top five strengths as assessed by the StrengthsQuest Assessment and learn how to apply them in your daily life. Please note that the assessment test must be completed prior to attending the workshop.

**Strengths Coaching Session – “Name it, Claim it and Aim it!”**

**Erin Strain, director, Leadership Development Center**

**Location:** Leadership Development Center

**Date and Time:** Schedule your one hour coaching session

**Description:** This strengths-based coaching session will help you to understand how your natural talents motivate your ability to be successful; and will help you align your talents with your goals and understand how you may be perceived by others. Please note: The “Leadership Driven by Strengths” workshop is a perquisite for this session.

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**Emergency Preparedness and Prevention**

**Campus Emergency Preparedness and Active Shooter Awareness and Survival**

**Paul Novak, executive director, Facilities, Planning and Environmental Safety**

**Location:** Leadership Development Center

**Date and Time:** Feb. 23, 10:30 a.m.-noon

**Description:** SRU is committed to the safety and health of its students, faculty and staff. As part of ongoing efforts in emergency management and preparedness, the Department of Environmental Health and Safety will present a campus-wide training session on emergency preparedness. Attendees will be presented an overview of current emergency planning initiatives, including emergency exercises and planned drills; guidance on preparing individual departmental emergency evacuation plans; and training on active shooter awareness and survival.

**Asbestos Awareness Training and Building Renovation Update**

**Paul Novak, executive director, Facilities, Planning and Environmental Safety**

**Location:** Leadership Development Center

**Dates and Time:** March 9, 10:30 a.m.-noon

**Description:** Attendees will receive important information regarding the asbestos abatement process. This session will provide attendees an educational experience in exactly what asbestos is, why it was used and measures that are required to ensure compliance with applicable environmental regulations governing abatement during renovation activities. An overview of building renovation details will also be provided. University renovation projects are ongoing and will continue through 2019. Buildings presently under construction, and those slated for renovation in part or in whole, include: Behavioral Science Building; Rhoads Hall; Swope Music Hall; Miller Auditorium; and East/West Gym.

**Safe Drinking Water**

**Paul Novak, executive director, Facilities, Planning and Environmental Safety**

**Location:** Leadership Development Center

**Date and Time:** April 13, 11 a.m. to noon

**Description:** Water is essential to human life. Drinking water, also known as potable water, is water that is safe to drink or to use for food preparation according to standards set for in the Safe Drinking Water Act. Informational presentation on water sources, technologies employed to render a water supply safe and myths and public perception in reference to what makes water “good” or “bad.”

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Health and Wellness

How to make kombucha tea
Rebecca Thomas, assistant professor, Parks, Conservation and Recreational Therapy
Location: Macoskey Center
Date and Time: Feb. 8, 2-3:30 p.m.
Description: Trying to kick your soda habit? In this interactive workshop, participants will explore the process of making kombucha tea and the delicious benefits of a different kind of fizzy beverage. Attendees will have the opportunity to sample pre-made kombucha and walk through the process of brewing a batch using organic ingredients. Everyone will receive one bottle of kombucha tea to take home in a reusable Gorsch-style flip top bottle.

Mindfulness and Essential Oils
Kayla Hersperger, online design and communication specialist, Enrollment Management
Location: Smith Student Center, Room 324
Dates and Times: March 14 and 22, 2-3 p.m.; April 11, 10-11 a.m.; and April 18, 3-4 p.m.
Description: Feeling stressed or anxious at work? Explore a world of mindfulness and essential oils as attendees are led through a series of short guided meditations, offered tips on how to start or maintain a regular mediation practice, and taught about the essential oils that will positively affect the mediation experience. It is appropriate for participants to attend more than one of these workshops, as the content will change slightly based on the season.

The Power Of Happiness
Laurel Patterson, secretary, Music Department
Location: Leadership Development Center
Date and Time: April 13, 12:30-1:30 p.m.
Description: Learn ways to increase your happiness and reap great benefits, based on the research of Sonja Lyubomirsky, professor in the Department of Psychology at the University of California, Riverside and author of "The How of Happiness: A Scientific Approach to Getting the Life You Want," a book of strategies backed by scientific research that can be used to increase happiness.

Heartsaver AED
Robert Ogoreuc, assistant professor, Physical and Health Education Department
Location: The Leadership Development Center
Date and Time: March 15, 9:30 a.m.-noon
Description: Heartsaver AED is a classroom, video-based, instructor-led course that teaches adult CPR and AED use, as well as how to relieve choking on an adult. Upon completion of this course, students receive an American Heart Association CPR AED course completion card that is valid for two years. This course is for anyone with limited or no medical training who needs a course completion card in CPR and AED use to meet job, regulatory or other requirements.

Healing Power of Horses
Courtney Gramlich, director, Storm Harbor Equestrian Center
Location: Storm Harbor Equestrian Center
Date and Time: March 27, 10-11:30 a.m.
Description: Learn how animals, especially horses, can help people deal with stress. Attendees will have an opportunity to interact with the SHEC horses that are part of the therapeutic riding program. Dress for the weather.

SRU’s Spring Flowers
Brian Ringler, semi-skilled labor, Facilities, Planning and Environmental Health and Safety
Location: Macoskey Center
Date and Time: April 6, 10:30 a.m. to noon
Description: Learn the “tricks of the trade” for creating a beautiful spring flower garden, good pollinators, sustainable plants, perennials that grow well together and how to fill a beautiful pot.

Carolyn’s Make and Take: Spring Cleaning Products
Carolyn Davis, Lead Facilitator, Leadership Development
Location: Macoskey Center
Date and Time: April 26, 1-2 p.m.
Description: Looking to avoid home products that are harmful to you and the environment? This workshop will show you how to make three home care products from items you may already have in your pantry that work well, smell better and are inexpensive. Not only will you be asking yourself why you haven’t done this sooner, you’ll go home with three ready-to-use products and a handful of easy recipes to make them on your own.

Host a Spring Garden Party
Joe Balaban, resident director, AVI
Location: Smith Student Center, Room TBD
Date and Time: April 27, 10 a.m. to noon
Description: Learn how to decorate and set a table for a garden-themed party.

Personal Financial Sessions

Individual Retirement Counseling Opportunities
Location: Human Resource Office, Room 205
If you are interested in enrolling in one of the counseling opportunities, watch your email for the registration link. Please note that dates may be subject to change.

- TIAA, Nathan Kight: Feb. 7, March 8, April 6, May 3 or June 1 Schedule at: www.tiaa.org/schedulenow
- Fidelity, George Maccarelli: Feb. 20, March 20, April 24, May 30 or June 26 Schedule at: www.getguidance.fidelity.com
- VALIC, John Hellgren: Feb. 21, March 21, April 18, May 16 or June 13 Schedule by email: john.hellgren@valic.com

To register, call Erin Strain at extension 4334 or email at erin.strain@sru.edu. If you require special accommodations, please contact the Diversity Office at extension 2016.
If you are interested in enrolling in one of the online workshops please email Holly McCoy at holly.mccoy@sru.edu to register.

Touchstone: Tools for an Ethical Workplace
Duration: 45 minutes
Description: A foundation ethics course to help employees make good choices. The course begins with the perspective that employees know the difference between right and wrong, but certain circumstances can make it difficult to act upon that knowledge. Touchstone helps employees make better decisions by providing insight into competing pressures that affect daily decisions while practicing the overcoming of obstacles to doing what is right.

Bullying in the Workplace
Duration: 30 minutes
Description: Often ignored by employers, workplace bullying is a growing problem. Bullying is four times more common than illegal discrimination and harassment and has devastating long-term effects on both the workforce and on the bottom line. Still, many managers don’t know how to spot or handle bullying and most employees don’t know how to prevent becoming a victim of bullying. This course trains managers and employees to recognize and prevent workplace bullying. Workplace bullying will be defined, its effect on the workplace will be outlined and the types of bullies and reasons for bullying will be examined. Participants will learn practical tips for dealing with bullying and for maintaining a bully-free environment.

Diversity: Skills for Collaboration
Duration: 60 minutes
Description: As the world around us continues to change and become more complex, so does the workplace. Since people, in general, are not comfortable with change or the unfamiliar, employees must learn to collaborate with those who are both like and unlike themselves for maximum individual productivity and organizational effectiveness. This course is designed to help employees successfully work together with diverse co-workers by encouraging respectful behavior, reducing bias and explaining how cooperative can overcome conflict. The course also identifies the challenges and opportunities arising from human diversity and helps employees understand the need for respectful workplace and the barriers that prevent full participation.

Social Media and Your Job
Duration: 30 minutes
Description: This course is designed to help employees use social media responsibly and effectively, both at work and at home. By raising awareness of the limits of online privacy, this course helps employees understand the importance of maintaining clear boundaries between their personal and professional lives while online. This course also educates users about certain laws affecting social media use and employment and offers helpful tips for responsible social media use.

Social Media for Managers
Duration: 60 minutes
Description: Social media is blurring the lines between our professional and personal lives and it can be a struggle for management to keep up with the constant change. Employees use social media at work and home and these activities can lead to legal headaches and costly losses. To minimize the risks, managers must be savvy about these ubiquitous technologies. This course helps managers identify, respond to and minimize the legal risks posed by social media. Covering best practices for monitoring social media before, during and after employment, the session trains managers how to enforce social media rules within their organization, to preserve organizational secrets and to avoid other losses and regulatory risks that social media can create. It also shows managers how to respond to online bullying and harassment, as well as employee internet abuse.

Open Workshops

• Coaching Managers and Teams Based on Strengths
• Customize trainings/retreats to meet the objectives/needs/goals of your department

Contact Erin Strain at: 724.738.4334 or erin.strain@sru.edu to schedule your customized workshop.