FALL 2017
HUMAN RESOURCES
PROFESSIONAL DEVELOPMENT CATALOG

Cultivating Lifelong Learners

Slippery Rock University of Pennsylvania
Contents

Technology Workshops....................................................................................................................... 3
Interpersonal Skills/Management/Cognitive Diversity ................................................................. 4
Emergency Preparedness and Prevention .................................................................................. 6
Health and Wellness ...................................................................................................................... 6
Finance............................................................................................................................................... 7
Online Courses – LawRoom ........................................................................................................... 8
Open Workshops............................................................................................................................... 8

Slippery Rock University is committed to a policy of affirmative action. Slippery Rock University assures an equal opportunity to all persons without regard to race, color, religion, creed, disability, ancestry, national origin, age, gender or veteran’s status in accordance with the state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

To register, call Erin Strain at extension 4334 or email at erin.strain@sr.edu. If you require special accommodations, please contact the Diversity Office at extension 2016.
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: Monday, Oct. 9, 2017, 9-10 a.m.
Description: This session is highly recommended for new employees or those employees who desire additional review on running Business Intelligence (BI) and/or SAP budget reports, processing pre-posted budget documents and other introductory information regarding budgeting best practices and BI.

SAP/eTime Best Practices
Amanda Nichols, Staff Payroll Assistant, Payroll
Susan Patton, Student Payroll Assistant, Payroll
Location: Maltby Center, Computer Lab, Room 105
Date and Time: Tuesday, Oct. 10, 2017, 9-11 a.m.
Description: This session will address payroll best practices including data entry, viewing and understanding leave accruals in SAP, navigating the Employee-Self Service Portal (ESS), eTime reporting tools, student hiring processes, and reporting for new employees and timekeepers.

Building Your Personal Branding
Allison Peiritsch, Assistant Professor, Department of Communication
Location: Robert Smith Student Center, Room 320
Date and Time: Thursday, Oct. 12, 2017, 12:30-1:30 p.m.
Description: Branding describes the ongoing process of establishing a common and desired set of associations about a product or service. But branding also applies to people. In this one-hour interactive session, you will learn about the basics and benefits of establishing a personal brand whether you’re new to the workforce or already established in your career. You’ll also learn about the many tools that make personal branding easier.

Computer Safety Tips While You Are At Work
John Ziegler, Associate Provost, Information and Administrative Technology Services
Location: Leadership Development Center
Dates and Times: Friday, Oct. 13, 2017, 11 a.m.-noon; OR Tuesday, Nov. 14, 2017, 11 a.m.-noon; OR Tuesday, Dec. 5, 2017, 12:30-1:30 p.m.
Description: What is phishing? How does a worm get into my computer? How strong is my password? By attending this presentation, you will learn answers to these questions plus discuss various facets of cybersecurity for your professional and personal life. This interactive presentation will cover standard topics on what you can do to protect yourself at work and at home in the digital age.

SAP/ Understanding the Purchasing Process
Patti Doyle, Purchasing Agent, Contracts and Purchasing Office
Location: Maltby Center, Computer Lab, Room 105
Date and Time: Wednesday, Oct. 18, 2017, from 11 a.m.-noon
Description: This session will address vendor search and creating purchase requisitions, including material groups/GL accounts, duplicating lines, split account assignments, attaching documents or URL address and order status. This session is highly recommended for new employees or those who want additional review.

Social Media for Faculty and Staff
Kayla Hersperger, Online Design and Communication Specialist, Enrollment Management
Location: Maltby Center, Computer Lab, Room 105
Dates and Times: Wednesday, Nov. 1, 2017, 2-3:30 p.m.; OR Thursday, Nov. 2, 2017, 12:30-2 p.m.
Description: Join Kayla 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 and questions/concerns. Kayla will cover social media strategy for marketing and recruitment for academic programs. She will also cover general strategies for social media success at Slippery Rock University. Prepare for 45 minutes of instruction with 45 minutes for questions and answers.

Tips for Productivity Series Using Microsoft Office
Amy Massack, IT Student Specialist
Location: Maltby Center, Computer Lab, Room 105
Description: Hands-on training providing tips for each of the Microsoft Office programs. These workshops are stand-alone, and it is not necessary to attend all workshops within a given rotation.

Tips for Productivity with Excel 1
Location: Maltby Center, Computer Lab Room 105
Dates and Times: Thursday, Oct. 19, 2017, 8:30-9:30 a.m. OR Tuesday, Nov. 14, 2017, 8:30-9:30
Description: Learn tips and master the following: creating a new worksheet; using 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
Location: Maltby Center, Computer Lab Room 105
Dates and Times: Thursday, Oct. 26, 2017, 8:30-9:30 a.m. OR Tuesday, Nov. 21, 2017, 8:30-9:30
Description: Learn tips and master the following: importing data; opening multiple worksheets; formatting different worksheets together; referencing data from another worksheet; SUMIF formulas; data validation; conditional formatting; and using a pivot table.

Tips for Productivity with Excel 3
Location: Maltby Center, Computer Lab Room 105
Dates and Times: Thursday, Nov. 2, 2017, 8:30-9:30 a.m. OR Tuesday, Nov. 28, 2017, 8:30-9:30
Description: Learn tips and master the following: deleting blank row/columns; absolute referencing; indexing and matching; IF formula; using AND/OR functions; combining IF, AND/OR; =SUMPRODUCT() formula; creating forms; tracking changes; and protecting a worksheet or workbook.

Tips for Productivity with Excel 4
Location: Maltby Center, Computer Lab Room 105
Dates and Times: Thursday, Nov. 9, 2017, 8:30-9:30 a.m. OR Tuesday, Dec. 5, 2017, 8:30-9:30 a.m.
Description: Learn tips and master the following: texting to column; 2.

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Technology Workshops

String manipulation; 3. Concatenate; 4. Replacing formulas with static value; 5. Grouping; 6. Combining data validation and conditional formatting; 7. Pivot charts; 8. Updating a chart copied 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.

Supervisor’s Guide to the SRU Employment Site
Holly McCoy, Assistant Vice President, Diversity Office
Pam Miller, Employment Manager, Human Resources

Location: Maltby Center, Computer Lab, Room 105
Date and Time: Wednesday, Nov. 29, 2017, 11 a.m.-noon
Description: “Making It All Make Sense,” this is an interactive session that will allow individuals to follow step-by-step instructions on how to access and create an online requisition on the SRU employment site. This session is designed especially for supervisors and managers, however, all interested employees are welcome. If you have a position to post, please bring the information with you.

Learning the Perspective of LGBTQ Students
Jodi Solito, Director, Pride Center
Deb Schell, Co-chair of the Presidents Commission on Gender Identity and Sexual Orientation

Location: Robert Smith Student Center, Room 322
Date and Time: Wednesday, Oct. 11, 2017, 10:30 a.m.-noon
Description: Through this interactive program, participants will experience what it may be like for people who identify as lesbian, gay, bisexual or transgender to share that identity with family and friends.

Pencil Me In
Deb Shell, Assistant Director, Robert Smith Student Center
Nicky Taggart, Clerk Typist, Robert Smith Student Center

Location: Robert Smith Student Center, Room 319
Date and Time: Wednesday, Oct. 11, 2017, 1-2 p.m.
Description: Having difficulty reserving a space on campus? Don’t know who to call? Then this presentation is for you! It will inform you on how to reserve spaces on campus for the Smith Student Center, academic buildings, residence life, the ARC, etc., and how to use Astra to check availability.

Valuable FREE Benefits for YOU!
Marcia Kotek, Benefits and Transactions Manager, Human Resources

Location: Leadership Development Center
Date and Time: Friday, Oct. 20, 2017, 10:30 a.m.-noon
Description: This course is for all employees 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, from financial, emotional or legal. Learn how to seek professional help that is confidential, valuable and free!

Building Bridges: Internationalizing a Campus Community
Jenny Kawata, Director, Global Exchanges and Partnerships, Office of Global Engagement
Noora Alie, Assistant Director of International Student Services, Office of Global Engagement

Location: Robert Smith Student Center, Room 322
Date and Time: Tuesday, Oct. 24, 2017, 12:30-1:45 p.m.
Description: International students bring a diverse perspective to many rural college campuses. Through discussion and small group activities, we will examine best practices for bridging the gap between international students and the campus community. Participants will explore their own culture and that of others through self-reflection and guided inquiry with inclusive programming and cross-cultural communication as our focal points. A more culturally competent campus

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Interpersonal Skills/Management/Cognitive Diversity

community will enhance our institution's overall commitment to diversity and internationalization as a whole. (Registration limited to 15-20 people.)

FISH! Catch the Energy! Customer Service
Karen Perry, Director, Campus Recreation
Location: Leadership Development Center
Date and Time: Wednesday, Oct. 25, 2017, 10:30 a.m.-noon
Description: There are many models for customer service training, although we will touch on a few basic principles of the "FISH!" philosophy and how you can adapt them to your work environment. We will reinforce some communication skills and personal behaviors that can empower your staff (students, faculty and staff) to provide first-class operations. This session is open to anyone interested in learning more about providing a positive approach to customer service that will energize their team and work environment.

Being Bullied in the Workplace
Erin Strain, Director of Leadership Development
Location: Leadership Development Center
Date and Time: Tuesday, Oct. 31, 2017, 10 a.m.-noon
Description: This workshop will distinguish the difference between being bullied or harassed. We will cover the effects and cost the bully has on the individual and to the organization. We will also cover the best way to respond to the bully in the workplace.

SEAP for Supervisors
Marcia Kotek, Benefits Manager, Human Resources
Location: Leadership Development Center
Date and Time: Tuesday, Nov. 7, 2017, 10:30-11:30 a.m.
Description: This course is for supervisors who are interested in learning more about the Commonwealth’s State Employees' Assistance Program (SEAP). This program is designed to assist supervisors to help their employees and family members in resolving a wide variety of personal problems that may lead to deteriorating employee job performance. SEAP can be a valuable early-intervention tool for supervisors to develop resources to help their staffs!

Engaging Students in the Classroom
Jeremy Lynch, Associate Professor, Department of Special Education
Location: Robert Smith Student Center, Room 322
Date and Time: Tuesday, Nov. 7, 2017, 12:30-1:45 p.m.
Description: Join Jeremy for a workshop on how to engage your students in the classroom. This workshop is designed to provide instructors with a variety of ways to engage students in their learning and develop meaningful discourse. The strategies discussed will apply to a wide variety of disciplines and course structures. Following the 30- to 45-minute instructional sequence, participants will have time to ask questions and start designing strategies to implement in their classrooms.

Rooting Out Microaggressions
John Rindy, Director, Career Education and Development
Location: Leadership Development Center
Date and Time: Wednesday, Nov. 15, 2017, 11-11:45 a.m.
Description: Personality, culture and, with some people, even their occupation can all be part of an individual’s identity. Imagine if someone insulted your work, your church, your culture or your personality. Actually, we all do it probably more often than we think, but we do not realize it and most people never call us out. Microaggressions are small, often unintentional slights that seem harmless enough when we say them or do them, but can be hurtful or even hostile if they attack part of a person’s unique identity. You might think, “Oh, that’s just being overly sensitive! Suck it up, buttercup!” Actually, if you attend this program, you will likely think otherwise by the end. This is the result of a small, eye-opening exploration conducted by the Career Education staff during 2016-17.

Managing Conflict Resolution
Erin Strain, Director of Leadership Development
Location: Leadership Development Center
Date and Time: Friday, Nov. 17, 2017, 10 a.m.-noon
Description: The Managing Conflict Resolution workshop will focus on assisting participants in developing fundamental skills for working with conflict. It will help people retool how to manage conflicts in the workplace. Key areas will include: identification of issues and interests, communication skills, and a learning process to resolve conflicts.

What is Every Body Saying, Thinking and Feeling?
Erin Strain, Director, Leadership Development
Location: Leadership Development Center
Date and Time: Tuesday, Nov. 21, 2017, 10 a.m.-noon
Description: We all know that body language affects how people see us. Could it also affect how we see ourselves? We often smile and maintain eye contact with the other person as we shake their hand. The difficulty is that we give off thousands of unconscious signals through our body language that other people will “read” instantly and instinctively. Understanding body language will change the way you network, make first impressions, communicate on a daily basis and increase self-esteem.

Resume Building – Back to Basics
John Rindy, Director, Career Education and Development
Location: Leadership Development Center
Date and Time: Wednesday, Dec. 6, 2017, 11-11:45 a.m.
Description: Our career office works with thousands of employers in various ways and seeks updates on career development practice by surveying employers each year. So, how should resumes be constructed in 2017-18? Why should they be constructed that way? What happens if your resume is not built according to a few basic principles? What are some new ways companies are hiring new employees? The career education office brings the latest in resume construction to the training series at SRU.

Leadership Driven By Strengths
Stacy Jacob, Assistant Professor, Counseling and Development
Erin M. Strain, Director, Leadership Development
Location: Leadership Development Center
Date and Time: Thursday, Dec. 7, 2017, 2-4 p.m.
Description: The Leadership Driven By Strengths workshop will help participants identify their natural talents and develop them into strengths. During the workshop, you will explore your top five strengths provided by the StrengthsQuest Assessment and learn ways to apply them in your daily life.

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Emergency Preparedness and Prevention

Campus Emergency Preparedness and Active Shooter Awareness and Survival
Paul M. Novak, Executive Director, Facilities, Planning and Environmental Safety
Location: Leadership Development Center
Date and Time: Friday, Nov. 3, 2017, 10:30 a.m.-noon
Description: SRU initiated substantial renovation activities under the management of the Facilities and Planning Department that are ongoing and will extend into 2018-19 fiscal year. Buildings presently under construction and those slated for renovation, in part or in whole, include the Behavioral Science Building, Rhoads Hall, Bailey Library, Swope Music Hall, Miller Auditorium and East and West Gyms. Training sessions will provide building occupants with important information regarding the asbestos abatement process, such as what asbestos is, why it was used and measures that we, as building occupants, are required to take to ensure compliance with applicable environmental regulations governing abatement during renovation activities. An overview of building renovation details will also be provided. While especially designed for occupants in buildings slated for renovation, all employees and students are welcome to attend.

Safe Drinking Water
Paul Novak, Executive Director, Facilities, Planning and Environmental Safety
Location: Leadership Development Center
Date and Time: Friday, Dec. 1, 2017, 11 a.m. - noon
Description: Water is essential to human life. Drinking water, also known as potable water, is safe enough for drinking and food preparation according to standards set for in the Safe Drinking Water Act. This session offers an informational presentation on water sources, technologies used to determine if water is safe, and myths and public perception about what makes water “good” or “bad.”

The Story Behind SRU’s Successful Gardens
Brian Ringler, Semi-Skilled Labor, Facilities and Planning
Location: Leadership Development Center
Date and Time: Sept. 22, 2017, 11 a.m.-noon
Description: Who doesn’t love walking through a greenhouse or a beautiful garden? If you would like to learn the “tricks of the trade” of creating a beautiful flower garden, this workshop is for you. We’ll dive into how to select the best plants for your location, planting guidelines, and tips for maintaining a healthy garden, plus landscapes designs to create an enchanting flower garden.

The Hows and Whys of “Forest Bathing”
Laurel Patterson, Clerk Typist, Music Department
Location: Leadership Development Center
Date and Time: Oct. 13, 2017, noon-1 p.m.
Description: Shinrin-yoku (taking in the forest atmosphere) has been practiced in Japan since 1982. Benefits indicated in studies include lower glucose, cortisol and blood pressure levels; less anger and depression; increased liveliness; and a higher number of killer cells to fight tumors. This workshop will include a brief explanation of some of the benefits and an opportunity to walk in the woods to practice shinrin-yoku principles. Learn simple activities that can make a significant difference in well-being.

A Fresh Look at AVI Foodsystems
Alyssa Bartz, Catering Director
Abigail Cobern, Assistant Catering Director
Location: Robert Smith Student Center Theater
Date and Time: Wednesday, Nov. 8, 2017, 10:30 a.m.-noon
Description: Come and see the inner workings of AVI Foodsystems here at Slippery Rock University. Take a tour of the catering process from beginning to end. Here you will see how the flow of an event takes place, the setting of a buffet and much more! Stay a little later and enjoy a demonstration from one of our in-house chefs and enjoy a creation of your own!

Laughter: It Really is the Best Medicine!
Colleen Cooke, Professor, Recreational Therapy
Location: Leadership Development Center
Date and Time: Wednesday, Nov. 15, 2017, 1-2:30 p.m.
Description: Join Colleen, “Certified Laughter Leader,” in a discussion and experience focused on laughter. Laughter is good for us and contributes to our physical and emotional well-being. During this session you will learn about the physiological and emotional benefits of laughter, what makes laughter a unique and rewarding form of “exercise,” and you will experience the positivity of laughter. Be prepared to leave with a smile on your face!
Health and Wellness

The Untold Story About Your Cleaning and Hygiene Products!
Carolyn Davis, Lead Facilitator, Leadership Development
Location: Leadership Development Center
Date and Time: Thursday, Nov. 16, 2017, 11 a.m.-noon
Description: Who doesn’t appreciate the smell of a clean home, the way your hair feels after visiting the salon or a smooth, freshly shaven face? We all do! However, some of these products could have health effects to you and your family. Have you ever asked yourself, ‘What’s in them?’ ‘Are any of the ingredients harmful?’ ‘How do they affect us?’ or ‘Are they necessary’??

Learn How to Make All Natural Bath and Body Products that are Nontoxic and Inexpensive!
Carolyn Davis, Lead Facilitator, Leadership Development Center
Date and Time: Thursday, Nov. 30, 2017, 1:30-3 p.m.
Description: Do you want to avoid home products that are harmful to you and the environment that contain toxic chemicals? Join Carolyn in this hands-on workshop to learn how to make two EASY bath and body products from items you may already have in your pantry that work well, smell better and are inexpensive! You will be asking yourself, ‘Why I have not done this sooner?’ You will go home with two ready-to-use products and a handful of easy extra recipes to make at home.

Workplace and Stress Relaxation Techniques
Keystone Wellness Programs
Location: Leadership Development Center
Date and Time: Tuesday, Dec. 12, 2017, 11 a.m. - noon
Description: This workshop explores techniques of reducing workplace stress by presenting the benefits of humor at work, backed by research, case studies and real-world examples. This workshop will cover communication, relationships, problem-solving, productivity, health and leadership. Take a deep breath, relax your shoulders and join this group to laugh and learn!

Heartsaver AED
Robert E. Ogoreuc, Assistant Professor, Physical and Health Education Department
Location: The Leadership Development Center
Date and Time: Tuesday, Dec. 19, 2017, 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 a choking 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 or who needs a course completion card in CPR and AED use to meet job, regulatory or other requirements.

Zumba
Kim Smith, Associate Professor, Exercise and Rehabilitative Sciences
Location: 225 Patterson Hall
Date and Time: Mondays, Date (TBD), 4:45-5:45 p.m.

Yoga
Instructor: TBD
Location: 225 Patterson Hall
Date and Time: Tuesdays, Date (TBD), 4:45-6 p.m.

TIAA, Representative: Nathan Kight
September 7, 2017
October 20, 2017
November 16, 2017
December 7, 2017

Fidelity, Representative: George Maccarelli
September 7, 2017
October 12, 2017
October 24, 2017
November 2, 2017
December 14, 2017

VALIC Representative: John Hellgren
Every other Wednesday and by appointment
**Email will be sent with reservation and contact information.

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
Time: 45 minutes
Description: This is a foundation ethics course that helps employees make good choices. This 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 affecting daily decisions and practice overcoming the obstacles to doing what is right.

Diversity: Skills for Collaboration
Time: 60 minutes
Description: As the world around us is changing and getting more complex, so is the workplace. It’s an increasingly diverse workforce. Because 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 coworkers by encouraging respectful behavior, reducing bias and explaining how cooperation can overcome conflict. The course also identifies the challenges and opportunities arising from human diversity, and helps employees understand the need for a respectful workplace and the barriers that prevent full participation.

Bullying in the Workplace
Time: 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 employer’s 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 in recognizing and preventing workplace bullying. In this course, workplace bullying is defined, its effect on the workplace is outlined and the types of bullies and reasons for bullying are examined. Finally, the course provides practical tips for dealing with bullying and for maintaining a bully-free environment.

Social Media and Your Job
Time: 30 minutes
Description: This course is designed to help employees use social media responsibly and effectively, both at work and outside of it. 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
Time: 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 outside of it, 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, it trains managers 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.