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

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.
Social Media for Faculty and Staff
Kayla Hersperger, Online Design and Communication Specialist, Enrollment Management
Location: Carruth Rizza Hall, Computer Lab, Room 221
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, questions and concerns. 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.

Securing Yourself in Cyberspace!
John Ziegler, Associate Provost, Information and Administrative Technology Services
Location: Leadership Development Center
Description: What is phishing? How does a worm get into your computer? How strong is your password? Learn the answers to these questions and more; discuss various facets of cybersecurity for your professional and personal lives; and what you can do to protect yourself at work and at home in the digital age.

Tips for Productivity Series Using Excel
Amy Massack, IT Student Specialist
Location: Strain Behavioral Science Building, Room 007D
Description: Hands-on training providing 10 tips for mastering Excel. 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. 21, 2017, 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: Feb. 28, 2017, 8:30–9:30 a.m.
Description: Learn and master the following tips, including: importing data; opening multiple worksheets; formatting different worksheet 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 28, 2017, 8:30–9:30 a.m.
Description: Learn and master the following tips, including: deleting blank rows 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: April 4, 2017, 8:30–9:30 a.m.
Description: Learn and master the following tips, including: string manipulation; concatenate; replacing formulas with static value; grouping; combining data validation and conditional formatting; pivot charts; and updating charts copied to Word/PowerPoint.

SAP/eTime Best Practices
Amanda Nichols, Staff Payroll Assistant, Payroll
Susan Patton, Student Payroll Assistant, Payroll
Location: Carruth Rizza Hall, Room 211
Date and Time: March 14, 10 a.m.–noon
Description: This session will address 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.

Fundamental Budget/Business Intelligence (BI) Access and Pre-Posting Budget Transfers
Linda Moore, Position Control Manager, Budget
Cara Kriebel, Senior Budget Analyst, Finance
Location: Strain Behavioral Science Building, Room 007D
Date and Time: March 16, 2017, 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).

The Benefits of Blogging: Cultivating Your Online Presence
Allison Peiritsch, Department of Communication
Doug Strahtsch, Department of Communication
Location: Robert Smith Student Center, Room 319
Date and Time: April 13, 2017, 12:30–1:30 p.m.
Description: Blogs have become an increasingly popular way to share ideas and connect with others. This presentation will cover how you can develop a blog for academic or business purposes. Participants will leave with an understanding of best practices in setting up and running a blog, as well as generating blog traffic and loyal readership.

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Interpersonal Skills/Management/Cognitive Diversity

10 Tips for Supervisors to a Successful Performance Review
Mark O’Connor, Classification and Compliance Manager, Title IX Investigator
Location: Leadership Development Building
Date and Time: Feb. 10, 2017, 10-11:30 a.m.
Description: Supervisors will learn 10 key tips for preparing and delivering a successful performance review.

Having Difficult Conversations
Jordan Rimmer, M.Div., Pastor, Westminster Presbyterian Church
New Brighton and Lead Facilitator, Leadership Development
Location: Leadership Development Center
Date and Time: Feb. 22, 2017, 10 a.m.–noon
Description: We live in a world that is increasingly polarized and there are some difficult conversations that we simply do not want to have – correcting staff, saying “no” to a friend, talking about race and talking about politics, among others. There is growing concern, angst and fear in everyone’s conversations. In order for the world to become better, we need to have more challenging conversations.

The goal of the workshop will not be to talk about these difficult issues, but rather to take a step back and think about how to talk about these issues. Why is the world more polarized? What makes these conversations difficult? What is lost when we do not have the conversations? What standards of behavior should we have in our conversations? How do you stay engaged in a conversation if you do not value their opinion? How do you show respect to someone if you do not agree with their perspective? How do you stay open and become an active listener when you do not understand or agree with their point of view?

The workshop will be a mix of experiential training, instruction and conversation. Participants will leave with a clearer understanding of what makes difficult conversations difficult, as well as skills for having – and encouraging – difficult conversations.

Introduction to Project Management
Rhonda Clark, Instructor, School of Business
Location: Leadership Development Center
Time and Date: Feb. 23, 2017, 2-4 p.m.
Description: Designed as an interactive workshop with hands-on activities to manage projects and events with a focus on best practices.

Emotional Intelligence in the Workplace
John Golden, Assistant Professor, School of Business and Managing Director, SEA
Location: Leadership Development Center
Date and Time: March 2, 2017, 10 a.m.–noon
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.

Other Awareness: 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.

Valuable Free Benefits for You
Marcia Kotek, Benefits and Transactions Manager, Human Resources
Location: Leadership Development Center
Date and Time: March 8, 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, including financial, emotional or legal. Take advantage of learning more how to seek professional help that is confidential, valuable and free.

Acceptance vs. Rejection
Corinne Gibson, Director, Inclusive Excellence
Location: Robert Smith Student Center, Room 319
Date and Time: March 22, 2017, 9-10:30 a.m.
Description: Leo Buscaglia once said, “It is our similarities that bring us together and our differences that keep us together.” If we were all alike there would be limited excitement in our lives. While interacting with people who hold different values, beliefs and cultural practices can be challenging, it can also bring us life enrichment. In this workshop, participants will be presented with vignettes that center on issues of differences in the workplace and practice communicative behaviors that help navigate through potentially challenging interpersonal interactions.

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Project Management Workshop: Technology Skills
Rhonda Clark, Instructor, School of Business
Location: Strain Behavioral Science Building, Room 007D
Date and Time: March 28, 2017, 2-4 p.m.
Description: An interactive workshop with hands-on activities to manage projects and events with a focus on technology.

Managing Conflict Resolution
Erin Strain, Director of Leadership Development
Location: Leadership Development Center
Date and Time: March 29, 2017, 10 a.m.-noon
Description: The workshop will focus on assisting participants in developing fundamental skills for working with and managing in the workplace. Key areas to be covered will include: identification of issues and interests, communication skills and a learning process to resolve conflicts.

The Family Educational Rights and Privacy Act (FERPA): An Overview and Retention of Student Records
Elliott Baker, Executive Director of Academic Records and Summer School
Location: Leadership Development Center
Date and Time: March 30, 2017, 11 a.m.-noon
Description: This training opportunity will provide interested, faculty and staff members with an oversight of FERPA and its implications for dealing with parents, other University personnel and third parties. Discussions will also center on recommendations for record retention and disposal. There will be time at the end of the presentation to discuss issues and concerns regarding managing student records in your classroom or office.

Engaging Students in the Classroom
Jeremy Lynch, Associate Professor, Department of Special Education
Location: Robert Smith Student Center, Room 319
Date and Time: April 3, 2017, 1-2 p.m.
Description: Designed to provide instructors with a variety of ways to engage students in their learning and develop meaningful discourse. The strategies to be discussed will apply to a wide variety of disciplines and course structures. Following the instructional sequence, participants will have time to ask questions and start designing strategies.

SEAP for Supervisors
Marcia Kotek, Benefits Manager, Human Resources
Location: Leadership Development Center
Date and Time: April 4, 2017, 10:30 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 supervisors to help their employees in resolving a wide variety of personal issues that may lead to deteriorating employee job performance.

LGBTQ – Coming Out Activity
Jodi Solito, Director Pride Center and Deb Schell, Co-chair of the President’s Commission on Gender Identity and Sexual Orientation
Location: Robert Smith Student Center, Room 319
Date and Time: April 7, 2017, 1-2 p.m.
Description: 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. Participants will be challenged to reflect on ways in which heterosexism and homophobia influence their own behaviors and beliefs around sexuality.

Being Bullied in the Workplace
Erin Strain, Director of Leadership Development
Location: Leadership Development Center
Date and Time: April 11, 2017, 10 a.m.-noon
Description: Learn to distinguish the difference between being bullied or harassed; and the effects and costs 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.

Project Management Workshop: Tooling-Up
Rhonda Clark, Instructor, School of Business
Location: Strain Behavioral Science Building, Room 007D
Date and Time: April 13, 2017, 2-4 p.m.
Description: An interactive workshop with hands-on activities to manage projects and events with a focus on easy-to-use tools for better organization and efficiency skills.

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**Campus Emergency Preparedness and Active Shooter Awareness and Survival**
Paul M. Novak, Interim Executive Director, Planning and Environmental Health and Safety

**Location:** Leadership Development Center

**Date and Time:** Feb. 3, 2017, 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 M. Novak, Interim Executive Director of Planning, Environmental Health and Safety

**Location:** Leadership Development Center

**Dates and Time:** Feb. 17, 2017, 10 a.m.–noon

**Description:** Attendees will receive important information regarding the asbestos abatement process. These sessions 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; Bailey Library; Swope Music Building; the University Union; Miller Auditorium and East/West Gym.

**Violence Prevention Series**
Paul Novak, Interim Executive Director, Environmental Health and Safety

**Location:** Leadership Development Center

**Dates and Times:**
PART I: Flash Point, March 10, 2017, 10:30 a.m.–noon
PART II: Silent Storm, March 24, 2017, 10:30 a.m.–noon
PART III: Shots Fired, March 31, 2017, 10:30 a.m.–noon

**Description:** This training is comprised of a three-part series on campus violence prevention and survival. Participants will develop a mindset of awareness and learn how to recognize behaviors of concern, including stalking and intimate partner violence that can lead to violence on campus. Active shooter awareness is designed to empower individuals to take responsibility for their personal safety and security by developing a survival mindset.

**Finance**

**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. Dates are subject to change.

**TIAA Representative:** Nathan Kight
- January 27, 2017
- February 14, 2017
- March 8, 2017
- April 12, 2017
- May 12, 2017
- June 16, 2017

**Fidelity Representative:** George Maccarelli
- January 25, 2017
- February 8, 2017
- February 27, 2017
- March 15, 2017
- March 30, 2017

**VALIC Representative:** John Hellgren
Every other Wednesday and by appointment.

Note: Email will be sent with reservation and contact information.
The Untold Story About Your Cleaning and Hygiene Products!
Carolyn Davis, Lead Facilitator, Leadership Development

Location: Leadership Development Center
Date and Time: Feb. 21, 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 freshly shaven face? However, have you ever asked yourself what’s in the products you use to accomplish those feats? Are any of the ingredients harmful? How do they affect us? Are they necessary? The answers may surprise you. Attend this eye-opening workshop into the world of personal and home care products.

Workplace and Stress Relaxation Techniques
Keystone Wellness Programs

Location: Leadership Development Center
Date and Time: March 23, 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 get ready to laugh and learn.

Learn How to Make Three Products that are Toxic Free, Smell Better and are Inexpensive
Carolyn Davis, Lead Facilitator, Leadership Development

Location: Leadership Development Center
Date and Time: April 25, 2017, 1:30–3 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.

Zumba
Kim Smith, Associate Professor, Exercise and Rehabilitative Sciences

Location: 225 Patterson Hall
Dates and Times: Mondays, 4:45–5:45 p.m. (Exact dates TBA)

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

Freedom from Smoking (Smoking Cessation Program–4 part series)
Keystone Wellness Programs

Location: Leadership Development Center
Date and Time: TBD

Description: The Freedom from Smoking Cessation Program, a collaborative project from the American Lung Association, has helped thousands of smokers to quit. This program offers individuals in the Ready-to-Quit stage a step-by-step plan for quitting smoking. While the program addresses health as a motivation to quit, it focuses on how to quit smoking and how to maintain abstinence. Different techniques, tips and tools based on pharmacological and psychological principles and methods are introduced and group interaction is a critical part of the program. Contact Erin Strain at: 724.738.4334 or erin.strain@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.

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.

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 workplace 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.

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.