

Relevant Development to Support your Key Work at UW-Superior

All staff are welcome!



Enjoy hot coffee, tea, and snacks throughout the day, compliments of CETL - Swenson 2076

THREE In-House Customized Sessions



lynda.com

webinar marathon

8:30 a.m.- 3:30 p.m. in Swenson 2034 Educational Leadership Lab Room 2:

FIVE 60-minute **Lynda.com** webinars are presented on a variety of topics to enhance everyday skills, allowing for drop in/drop out participation with brief interactive opportunities: Each session will start with an introduction to **Lynda.com** from **Joe Kmiech** or **Wayne Gilroy** on

- how to access **Lynda.com**,
- what is included in the service, and
- best practices for using the most of this valuable tool.

At the conclusion of each session they will leave time open for discussion and some Q&A. Handouts on how to access Lynda.com will be provided.

8:30-9:45 a.m. Outstanding Customer Service – Joe Kmiech
Lynda.com has many resources available for training and Technology Services has used many of them to enhance our skills. This session will include Lynda.com videos on Outstanding Customer Service and Leading a Customer-Centric Culture and will close with an open discussion on best practices.

9:45-11:00 a.m. Connecting with Peers in the Workplace
– Joe Kmiech

Great communication means connecting, not just getting your point across. In this short Lynda.com course, coach Todd Dewett outlines helpful techniques for forging those important connections that make it easier to come to work every day. He introduces the key "helping" behaviors, the importance of sharing the spotlight and finding mutual interests, and the good example that modeling professional behavior can have on the entire team dynamic. There will be time during the session for discussing our success and challenges in work relationships.

11:00 a.m.-12:15 p.m. Windows 7 Tips and Tricks – Wayne Gilroy
In this session we will present Lynda.com advice on controlling Windows with the mouse and keyboard, customizing the display, working with utilities, protecting your privacy on the Internet, improving the performance of the operating system, and more.

Lunch Break: 12:15 – 1:00 p.m.

1:00-2:15 p.m. Microsoft Excel Essential Training – Joe Kmiech
Whether you're a novice or an expert wanting to refresh your skillset with Microsoft Excel, this Lynda.com course covers all the basics you need to start entering your data and building organized workbooks. This session content will be based on the skill level of the audience, so the content will be dynamic.

2:15-3:30 p.m. Microsoft Outlook: Efficient E-mail Management
– Wayne Gilroy

Be more productive in Outlook. In this session, author Gini Courter demonstrates techniques to streamline your Outlook workflow. The course offers tips, strategies, and techniques for reviewing email, using views to rearrange and sort email, organizing email with folders and categories, and using rules and Quick Steps to automate many common tasks. The session's content will be arranged based on the skill level of the audience.

10:00 - 11:00 a.m. Swenson Room 2033 Educational Leadership Lab Room #1

Working with WISDM in Effective Ways, facilitated by **Rob Waksdahl** and team, for those who use WISDM.

11:30 a.m. -12:45 p.m. Swenson 2033
University Personnel System (UPS)
Mary McCauley and **Laura Dahl** will lead a discussion of UPS policies relevant to Classified Staff effective July 2015.

1:00 - 2:00 p.m. Swenson Room 2033
Doing Clear and Effective Performance Reviews: The Human Resource team of **Erika Bjerketvedt** and **Miranda Sve** address supervisors charged with performance reviews.



Midwest EAP webinar marathon (Employee Assistance Program)

8:30 a.m. - 3:30 p.m. in Swenson 2074 CETL Seminar Room

FIVE 75-minute sessions explore **Midwest EAP** archived online webinars selected on a variety of topics to enhance every day skills, allowing for drop in/drop out participation: **Del Wright** of CETL will facilitate each session with an introduction on how to access **EAP** webinars and will allow time for discussion and some Q&A.

8:30-9:45 a.m. Everything In It's Place

Not being organized can waste precious time and create chaos in your life. This session will identify roadblocks to organization, and provide techniques to get organized, and simplify your life.

9:45-11:00 a.m. Maximizing Your Day: Effective Time Management

This session will provide a basic explanation of the time management process, provide characteristics of effective time managers, discuss the importance of prioritizing important events, and explore the role of delegation and communicating delegation requests with others.

11:00-12:15 p.m. The ABC's of Working With the XYZ's

Today's workforce is comprised of generations with different values and priorities. Learn to identify the characteristics and key motivational factors of each generation to foster successful work groups.

Lunch Break: 12:15 – 1:00 p.m.

1:00-2:15 p.m. Building Resiliency 101

This session covers the basics of stress and how to care for yourself during stressful times. Learn helpful tools and techniques to apply at work and in your private life.

2:15-3:30 p.m. Staying Fit at Work

As working adults, staying fit can be a challenge. By attending this dual-focused seminar, you will learn simple exercises that will help you stay fit while at work. Also, you will receive tips and recipes for preparing healthy snacks and lunches.

CETL encourages all staff to attend at least one of each of the **Lynda.com** and **Midwest EAP** sessions as an introduction to the vast array of topics available for professional and personal development and to provide the tools to access more sessions of interest to YOU — available to all UW-Superior staff on-line, anytime.

Also please attend any of the three "home-grown" sessions in Swenson 2033.