SPRING 2020

FACULTY & STAFF PROFESSIONAL DEVELOPMENT CATALOG
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FUTURE OPPORTUNITIES
Some additional, exciting new professional development options are going to be introduced through this spring semester! Details will be posted in UofL Today and on the Employee Development & Success website.

SUPERVISOR COACHING CIRCLES
DARE TO LEAD BOOK DISCUSSION GROUPS
STAFF FELLOWSHIP PROGRAM
CIVILITY TRAINING
WHY CIVILITY IS SO IMPORTANT IN THE WORKPLACE
When we work in a place that is not civil, it takes a toll on all of us. Not just physically and psychologically, but also financially. So what can we do about this? What are the behaviors that create civil and uncivil behavior? How does taking a self-assessment help us? What can we do to create a more civil workplace at U. of L.? All these questions and more will be answered, discussed and role played to help give strategies to make the university one of the best places to work.

INSTRUCTOR
Dr. Diane Tobin, University Ombuds

WHEN AND WHERE
February 5, 2020, 12:00 pm - 1:00 pm, Belknap Campus, Human Resources Building (1980 Arthur Street)

February 12, 2020, 12:00 pm – 1:00 pm, Health Sciences Campus, Clinical Translational Research Building Room #124 (505 South Hancock Street)

DEALING WITH DIFFICULT PEOPLE
Are your employees being impacted by challenging individuals in the workplace? This training gives attendees concrete techniques for dealing with difficult people by providing specific strategies to influence others toward a positive result. Participants explore how their own responses help or hinder the situation and will walk away with several applicable tactics that will make a difference in their work and personal lives.

INSTRUCTOR
The Human Development Company

WHEN AND WHERE
February 11, 2020, 1:00 pm - 2:30 pm, Belknap Campus, Human Resources Building (1980 Arthur Street)

February 12, 2020, 12:00 pm – 1:00 pm, Health Sciences Campus, Clinical Translational Research Building Room #123 (505 South Hancock Street)
EMOTIONAL INTELLIGENCE
WHAT IT IS AND HOW TO GET IT

Emotional intelligence is the ability to recognize and understand emotions in yourself and others, and your ability to use this awareness to manage your behavior and relationships. The most successful workers are those with high Emotional Intelligence or EQ. Can we develop, increase and incorporate EQ in our professional behavior? The answer is “yes”! Come to get trained in this essential trait and learn the strategies to implement this knowledge back in your own workplace.

INSTRUCTOR
Dr. Diane Tobin, University Ombuds

WHEN AND WHERE
*February 19, 2020, 12:00 pm - 1:00 pm, Belknap Campus, Human Resources Building (1980 Arthur Street)*

*February 26, 2020, 12:00 pm – 1:00 pm, Health Sciences Campus, Clinical Translational Research Building Room #124 (505 South Hancock Street)*

LEADING FROM OUR STRENGTHS

It makes sense that we are at our best when we spend our workday doing things that call upon our natural strengths. If it fills our bucket, we are going to feel more engaged and connected doing it, and our work is going to feel like an extension of our life rather than just a job. In this self-reflective workshop, you will take the StrengthsFinder self-assessment and learn how to maximize your strengths (and for supervisors, the strengths of your team) for a greater sense of fulfillment at work.

*Prerequisite: Take the Strengths assessment before class and bring your results with you. Go here to get the StrengthsFinder 2.0 guide and an access code for your assessment*.

INSTRUCTOR
Brian Buford, Director of Employee Development & Success

WHEN AND WHERE
*February 27, 2020, 10:00 am - 12:00 pm, Belknap Campus, Human Resources Building (1980 Arthur Street)*

*March 4, 2020, 2:00 pm – 4:00 pm, Health Sciences Campus, Clinical Translational Research Building Room #124 (505 South Hancock Street)*
COMMUNICATING ACROSS GENERATIONS

This is the first time in history that four generations are in the workforce at the same time. Communicating with each group, especially at work, can be a major challenge for workers of all ages. How can you increase your awareness of the communication styles of each generation? What are the sources of intergenerational conflicts and techniques for managing them? How does age diversity benefit the university? Find out the answers to these and more questions at this communication training.

INSTRUCTOR
Dr. Diane Tobin, University Ombuds

WHEN AND WHERE

March 4, 2020, 12:00 pm – 1:00 pm, Health Sciences Campus, Clinical Translational Research Building Room #124 (505 South Hancock Street)

March 18, 2020, 12:00 pm - 1:00 pm, Belknap Campus, Human Resources Building (1980 Arthur Street)

ELECTRONIC COMMUNICATION

(E-COMMUNICATION) LET’S DO IT RIGHT

At the very least we all use email and text. Most likely we watch videos on YouTube and create PowerPoints for classes or conferences. We teach online, FaceTime, Skype and use many other video conferencing apps to communicate. We FaceTime, put pictures up on Instagram, Message and the list goes on. But there are limitations and conflicts that arise when e-communicating, especially when emailing and texting. What can we do to minimize misunderstandings when using e-communications? When should we use email and texts? How do we be inclusive and communicative without being invasive? Come to this training and find out the answers to these and many more questions about communicating in the electronic age.

INSTRUCTOR
Dr. Diane Tobin, University Ombuds

WHEN AND WHERE

April 1, 2020, 12:00 pm - 1:00 pm, Belknap Campus, Human Resources Building (1980 Arthur Street)

April 8, 2020, 12:00 pm – 1:00 pm, Health Sciences Campus, Clinical Translational Research Building Room #124 (505 South Hancock Street)
ASSERTIVENESS TRAINING

Some employees may experience difficulty speaking up for themselves. Knowing the difference between being assertive and aggressive can impact the way a message is perceived. This workshop provides participants with the tools to assert their positions and needs more effectively. Additionally, they will learn how to utilize appropriate communication skills to maintain boundaries, access necessary resources and negotiate with confidence.

INSTRUCTOR
The Human Development Company

WHEN AND WHERE

April 15, 2020, 9:00 am - 10:30 am, Belknap Campus, Human Resources Building (1980 Arthur Street)

April 16, 2020, 12:00 pm – 1:00 pm, Health Sciences Campus, K-wing Building Room #2037 (555 South Floyd Street)

PROVIDING EXCELLENT SERVICE TO THE CARDINAL FAMILY

No matter who we are, we all have the opportunity to deliver excellent service to others, whether they are students, visitors, or our colleagues. Who should attend this session? Anyone who serves others directly, including managers whose units include a service component. Wherever you work on campus, the hands-on session will teach you skills you can easily apply. Led by certified facilitators from the Business Operations unit, this session is a must for taking your service to the next level. As the Cardinal Principles state, “Each of us will identify for ourselves the way in which we make a difference.” This is a great kick-start.

INSTRUCTOR
Business Operations unit

WHEN AND WHERE

Health Sciences Campus Two-Part Series:
February 19, 2020, 12:00 pm – 1:00 pm, Health Sciences Campus, CTR 124
February 26, 2020, 12:00 pm – 1:00 pm, Health Sciences Campus, CTR 123

Belknap Campus Session:
February 25, 2020, 1:00 pm – 3:00 pm, Belknap Campus, Human Resources (1980 Arthur Street)
CREATING INCLUSIVE ENVIRONMENTS THROUGH TEAM BUILDING
There are many factors that contribute to the effectiveness of an organization, unit, or team. Actively investing in opportunities that build trust, mitigate conflict, and encourage communication and collaboration positively impacts employee engagement and performance. During this workshop, participants will explore various team building activities that promote inclusion in the workplace and the influence that it has on making UofL a great place to work.

INSTRUCTOR
Kristia Worthy, Director of Talent Development for the Athletic Administration

WHEN AND WHERE
February 20, 2020, 9:00 am – 10:30 am, Belknap Campus, Human Resources Building (1980 Arthur Street)  
February 20, 2020, 12:00 pm - 1:00 pm, Health Sciences Campus, Clinical Translational Research Building Room #123 (505 South Hancock Street)

LEADING FROM OUR STRENGTHS
It makes sense that we are at our best when we spend our workday doing things that call upon our natural strengths. If it fills our bucket, we are going to feel more engaged and connected doing it, and our work is going to feel like an extension of our life rather than just a job. In this self-reflective workshop, you will take the StrengthsFinder self-assessment and learn how to maximize your strengths (and for supervisors, the strengths of your team) for a greater sense of fulfillment at work.

Prerequisite: Take the Strengths assessment before class and bring your results with you. Go here to get the StrengthsFinder 2.0 guide and an access code for your assessment.

INSTRUCTOR
Brian Buford, Director of Employee Development & Success

WHEN AND WHERE
February 27, 2020, 10:00 am - 12:00 pm, Belknap Campus, Human Resources Building (1980 Arthur Street)  
March 4, 2020, 2:00 pm – 4:00 pm, Health Sciences Campus, Clinical Translational Research Building Room #124 (505 South Hancock Street)
QUALITIES OF AN EFFECTIVE SUPERVISOR TRAINING

Becoming a supervisor can be an exciting and intimidating proposition. Our training brings best practices and a better understanding of the qualities one needs to be an effective supervisor. Appropriate for new and more seasoned supervisors, this workshop provides participants with an opportunity to explore their strengths and opportunities for development around decision making, professionalism, conflict resolution strategies and communication styles.

INSTRUCTOR
The Human Development Company

WHEN AND WHERE
March 24, 2020, 12:00 pm - 1:00 pm, Health Sciences Campus, Clinical Translational Research Building Room #124 (505 South Hancock Street)

March 26, 2020, 1:00 pm – 2:30 pm, Belknap Campus, Human Resources Building (1980 Arthur Street)

CONDUCTING EFFECTIVE PERFORMANCE APPRAISALS

We all want to be part of a high-performing, engaged workplace and a thoughtful performance appraisal process is one of the best tools for making it happen. Performance appraisals create an opportunity to set meaningful goals, discuss employee development, celebrate success, and provide constructive feedback for the year ahead. With a new instrument and schedule for appraisals, this workshop will provide tips and resources for making the most of the process and prepare for this year's October 31 submission deadline. All employees are welcome.

INSTRUCTOR
Brian Buford, Director of Employee Development & Success

WHEN AND WHERE
April 8, 2020, 9:00 am - 11:00 am, Belknap Campus, Human Resources Building (1980 Arthur Street)

April 9, 2020, 9:00 am - 11:00 am, Health Sciences Campus, Clinical Translational Research Building Room #124 (505 South Hancock Street)
ASSERTIVENESS TRAINING
Some employees may experience difficulty speaking up for themselves. Knowing the difference between being assertive and aggressive can impact the way a message is perceived. This workshop provides participants with the tools to assert their positions and needs more effectively. Additionally, they will learn how to utilize appropriate communication skills to maintain boundaries, access necessary resources and negotiate with confidence.

INSTRUCTOR
The Human Development Company

WHEN AND WHERE
April 15, 2020, 9:00 am - 10:30 am, Belknap Campus, Human Resources Building (1980 Arthur Street)

April 16, 2020, 12:00 pm – 1:00 pm, Health Sciences Campus, K-wing Building Room #2037 (555 South Floyd Street)

MAKING GREAT HIRES
INTERVIEW TECHNIQUES AND BEST PRACTICES FOR HIRING MANAGERS
Designed for hiring managers and those who assist in the hiring process (such as administrative support and UBMs), this session will focus on the tools needed to make a great hire, including legal/illegal questions, preparing and conducting interviews, and tips and tricks to select exceptional talent. Learn what the best managers do to find the perfect fit for their teams and all the ways the Human Resources Department can support you along the way.

INSTRUCTOR
Christina Reed, Human Resources Business Partner

WHEN AND WHERE
March 3, 2020, 9:00 am – 10:00 am, Belknap Campus, Human Resources, (1980 Arthur Street)

March 5, 2020, 12:00 pm – 1:00 pm, Health Sciences Campus, CTR 123
CREATING INCLUSIVE ENVIRONMENTS THROUGH TEAM BUILDING

There are many factors that contribute to the effectiveness of an organization, unit, or team. Actively investing in opportunities that build trust, mitigate conflict, and encourage communication and collaboration positively impacts employee engagement and performance. During this workshop, participants will explore various team building activities that promote inclusion in the workplace and the influence that it has on making UofL a great place to work.

INSTRUCTOR
Krisitia Worthy, Director of Talent Development for the Athletic Administration

WHEN AND WHERE

February 20, 2020, 9:00 am – 10:30 am, Belknap Campus, Human Resources Building (1980 Arthur Street)

February 20, 2020, 12:00 pm - 1:00 pm, Health Sciences Campus, Clinical Translational Research Building Room #123 (505 South Hancock Street)

ENGAGING IN DIFFICULT DIALOGUE

Talking about race, gender, sexuality, and other identities can be challenging, but we get better at it with practice. In fact, not talking about it can sometimes cause more harm and leave us all feeling disconnected from one another. As the university makes diversity, equity and inclusion the foundation of everything we do, now is the time to start building your skills to have successful conversations about identity and learn some techniques you can use when you need them. This session is for anyone who wants to send a message of inclusion to students, colleagues, and others and will include opportunities for hands-on practice in a safe learning environment.

INSTRUCTOR
Marian Vasser, Executive Director of Diversity & Equity

WHEN AND WHERE

April 14, 2020, 2:00 pm - 3:30 pm, Belknap Campus, Human Resources Building (1980 Arthur Street)

April 21, 2020, 12:00 pm - 1:00 pm, Health Sciences Campus, CTR 124
**CREATING A MORE INCLUSIVE CLIMATE THROUGH MICRORESISTANCE**

Whether an observer of, the target of, or the unintentional perpetrator of microaggressions, we often don’t know how to respond to them in the moment. This session will offer participants an understanding of microaggressions and their impacts on students and colleagues, along with microresistance strategies to use when they occur. The goal of the workshop is for participants to feel more comfortable responding to microaggressions with microresistance. Employing microresistance to counter microaggressions can not only contribute to individual well-being, but also serve as one part of a systemic approach to transforming oppression on our campuses.

**INSTRUCTOR**

Dr. Cynthia Ganote, Assistant Professor in Sociology

**WHEN AND WHERE**

- **March 25, 2020**, 12:00 pm - 1:00 pm, Health Sciences Campus, Clinical Translational Research Building Room #124 (505 South Hancock Street)  
  - [REGISTER]

- **March 26, 2020**, 10:00 am - 11:30 am, Belknap Campus, Human Resources Building (1980 Arthur Street)  
  - [REGISTER]
LATINX CULTURAL PERSPECTIVES, REALITIES, & RESOURCES FOR STUDENT AND COMMUNITY ENGAGEMENT

Participants in this session will explore the diverse national and cultural backgrounds of Latinx students in Kentucky, discuss experiences impacting education, and create opportunities to develop strategies for improving services for Latinx students/parents and the community. Participants will be provided with resources and this will be an interactive session including Oral Histories from the University of Louisville's Latinx Oral History Project.

INSTRUCTOR
Sarah Nunez, Associate Director of the Cultural Center

WHEN AND WHERE
February 25, 2020, 10:00 am - 11:30 am, Belknap Campus, Shumaker Research Building, Room 139

LGBTQ+ AFFIRMING HEALTHCARE SERIES

HEALTH SCIENCES CAMPUS ONLY

The LGBTQ+ Affirming Healthcare Series mission is to provide LGBTQ+ affirming education, skills, and best practices to all healthcare professions in order to address the significant health disparities LGBTQ+ lives face. The series provides healthcare students, professionals and anyone interested in LGBTQ+ affirming practices with the knowledge and applicable skills needed to advocate and improve health outcomes for LGBTQ+ patients in a self-directed, interactive, and inter-professional training program.

WHEN AND WHERE
For details on this series, visit the LGBTQ+ Affirming Healthcare Series website.
GET HEALTHY NOW GROUP FITNESS CLASSES:

**Beginner Yoga/Chair Yoga:** Pause from your busy life to recharge and revitalize at our quiet calming practice of body and breath awareness.

**Bootcamp:** High intensity interval training that incorporates strength, cardio, sport movements, CrossFit, and running.

**Fit in 30!** Power up your lunchtime routine with an energizing, whole body workout, including a variety of strength and cardio moves, all in just 30 minutes! Suitable for all levels.

**Latin Dance:** Laugh, dance and de-stress while learning basic Latin dances. All levels are welcome and no partner required.

**Mindful Yoga:** Calm the nervous system, increase the body-mind connection, and improve breathing.

**PiYo:** Combines the sculpting and core benefits of Pilates with the strength and flexibility benefits of Yoga.

**Tai Chi:** Discover the benefits of this ancient form of martial arts, which will improve balance, agility, strength, and coordination.

**Yin/Yang Yoga:** Bring an open mind and be prepared to enjoy an energizing and refreshing yoga experience – Yin yoga is slow and restorative, Yang Yoga is more powerful and challenging. Come prepared to do a mix of both!

**Zumba:** The ultimate dance-fitness party! Enjoy Latin, hip-hop, and International music and get in a great workout while you learn dynamic and effective dance moves!

**SCHEDULE**
View online at [https://louisville.edu/gethealthynow/documents/group-fitness-schedule](https://louisville.edu/gethealthynow/documents/group-fitness-schedule)

GET HEALTHY NOW RESILIENCY SERVICES

**KORU MINDFULNESS & MEDITATION**

**MINDFUL MEETINGS**

**ONE MINDFUL MOMENT**
ECOREPS WORKSHOPS
Join us for our monthly EcoReps Lunch & Learn workshop featuring a free vegetarian lunch and locals making a difference in sustainability! The Sustainability Council’s EcoReps program is designed to move students, faculty & staff beyond talk to action for a more sustainable UofL! We provide basic training & resources, service opportunities, and leadership positions as a point-person & peer-to-peer advocate for sustainability. This spring, we continue our series of in-person workshops each month on last Fridays at noon in Ekstrom Library room W210. Join us for lunch and bring your reusable plate, utensils, and cup to minimize waste! All are welcome. More info on EcoReps website at http://louisville.edu/sustainability/operations/eco-reps/eco-reps.

WHEN AND WHERE
Last Fridays, noon-1pm in Ekstrom Library Room W210
January 31 - Brownfield Redevelopment
February 28 - Extinction Rebellion Kentucky
March 27 - Air Pollution Control District
April 17 - Pancake Party with UofL Maple Syrup

GARDEN COMMONS WORKSHOPS
The Garden Commons (louisville.edu/sustainability/operations/garden-commons) hosts a monthly series of free workshops and is open to participation any time from students, staff, faculty, and community members. Everyone who comes is welcome to share in the harvest! Connect with us and get all the details on our Facebook page (www.facebook.com/groups/gardencommons/).

WHEN AND WHERE
Fridays at noon in the Garden Commons at the Cultural Center
January 17, noon – Maple-Tapping
February 21, noon – Seed Starting
March 20, noon – Pollinators & Beekeeping
April 10, noon – Climate Anxiety
ACADEMIC LEADERSHIP PROGRAM
FOR FACULTY DEPARTMENT CHAIRS AND OTHER FACULTY ACADEMIC ADMINISTRATORS ONLY

Provided by: Faculty Affairs

SPRING 2020 SESSIONS

All sessions are from noon - 1:30 pm
Navigating Privilege and Power as Department Leaders, February 28, 2020
Difficult Conversations, March 20, 2020
Models and Methods of Successful Faculty Mentoring, April 10, 2020

REGISTER

To register for any of the above sessions, email kimberly.goughler@louisville.edu. Please note, these sessions are for faculty department chairs and other faculty academic administrators only.
MENTORING FOR SUCCESS
Visit http://louisville.edu/hr/training/mentoring-for-success

EMPLOYEE RESOURCE GROUPS
Visit http://louisville.edu/hr/employee-resource-groups-at-uofl