Table of Contents

FEATURED WORKSHOP FOR SEMESTER
Conducting Effective Performance Appraisals ................................................................. 3

WORKPLACE EFFECTIVENESS
Providing Excellent Customer Service ............................................................................. 4
Effective Communication Strategies ............................................................................... 4
Conflict Resolution ........................................................................................................ 4
Dealing with Difficult People .......................................................................................... 5
Assertiveness Training .................................................................................................... 5

LEADERSHIP AND SUPERVISION
Qualities of an Effective Supervisor ............................................................................... 6
Leading from Our Strengths ............................................................................................ 6

DIVERSITY AND INCLUSION
Looking Within: How Diversity, Equity and Inclusion Means Everyone ......................... 7
How Do I Recover When I Make a Mistake? ................................................................... 7
What Are Microaggressions and Why Do They Matter? ................................................ 7

WELLBEING
Get Healthy Now Group Fitness Classes .......................................................................... 8
Get Healthy Now On Demand Services ........................................................................... 8

SUSTAINABILITY
Business-as-Usual is Killing Us! ...................................................................................... 9
EcoReps Workshops ....................................................................................................... 9
Garden Commons Workshops ......................................................................................... 10

RELATED PROGRAMS ................................................................................................... 11
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.

WHEN AND WHERE
For all dates and times, and to register, visit louisville.edu/hr/training. Multiple sessions are available on both Belknap and HSC campuses

INSTRUCTOR
Brian Buford, Director, Employee Development and Success
**PROVIDING EXCELLENT CUSTOMER SERVICE**

The idea of excellent customer service varies from person to person, so how do you make sure that everyone in your organization is on the same page? This workshop will explore the categories of customers you serve and create a clear and compelling picture of what excellent customer service means. Participants will have fun and learn more about their customers, as well as each other, while strategizing effective means to ensure outstanding service.

**WHEN AND WHERE**

August 29, 2019, 10:00 am - 11:30 am, Human Resources Building (1980 Arthur Street)

**INSTRUCTOR**

The Human Development Company

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**EFFECTIVE COMMUNICATION STRATEGIES**

Today, messages come at us in so many different formats that it is no wonder there are communication breakdowns and roadblocks in the workplace. The ability to communicate in a professional manner can further employees' careers and relationships in their personal lives. Attendees of this workshop learn how to communicate effectively with management and peers in a way that opens up new dialogues and pathways for human connection. Register to attend.

**WHEN AND WHERE**

September 4, 2019, 2:00 - 3:30 pm, Human Resources Building (1980 Arthur Street)*

**INSTRUCTOR**

The Human Development Company

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**CONFLICT RESOLUTION**

Conflict on the job is a universal phenomenon and, if left unchecked, can have a destructive effect on productivity, teamwork and morale. More importantly, the manner in which conflict is addressed, significantly influences whether the outcome is a constructive resolution or a continuing dispute. Dispelling the fear and discomfort people often feel when observing or being part of a conflict, this workshop focuses on ways to turn conflict into productive energy and navigate conflict effectively.

**WHEN AND WHERE**

September 24, 2019, 10:00 am - 11:30 am, Human Resources Building (1980 Arthur Street)

**INSTRUCTOR**

The Human Development Company
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.

WHEN AND WHERE
October 8, 2019, 2:00 pm - 3:30 pm, Human Resources Building (1980 Arthur Street)

INSTRUCTOR
The Human Development Company

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.

WHEN AND WHERE
November 7, 2019, 2:00 pm - 3:30 pm, Human Resources Building (1980 Arthur Street)

INSTRUCTOR
The Human Development Company
QUALITIES OF AN EFFECTIVE SUPERVISOR

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.

WHEN AND WHERE

October 29, 2019, 10:00 am - 11:30 am, Human Resources Building (1980 Arthur Street)

INSTRUCTOR

The Human Development Company

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.

WHEN AND WHERE

November 6, 9-11 a.m. Human Resources Building (1980 Arthur Street)

November 12, 9-11 a.m. CTR 101, Health Sciences Center

INSTRUCTOR

Brian Buford, Employee Development and Success
LOOKING WITHIN: HOW DIVERSITY, EQUITY AND INCLUSION MEANS EVERYONE

The university’s new Cardinal Principles describe a campus community where every person is valued and respected and where everyone, in the richness of all of their many unique and intersecting identities, feels included. While that sounds like a great place to work, what does it really mean for each of us to celebrate diversity, promote equity, and foster inclusion? And who is included? Join us for an overview of important concepts like identity, privilege, implicit bias, and intersectionality—key terms every member of the community should know—and reflect on how you and the identities you hold are an important part of the vision.

WHEN AND WHERE
October 2, 9-11 a.m. Human Resources Building (1980 Arthur Street)

INSTRUCTOR
Ashleigh Hazley, Assistant Director, Muhammad Ali Institute
Brian Buford, Employee Development and Success

HOW DO I RECOVER WHEN I MAKE A MISTAKE

Nobody does diversity and inclusion perfectly and, in fact, making mistakes is one of the ways we all learn. Still, we fear making a hurtful error and offending someone. Sarah Nunez of the Cultural Center will guide an exploration of how we recover and more importantly, how we restore relationships and community.

WHEN AND WHERE
November 15, 9-10:30 a.m. Human Resources Building (1980 Arthur Street)

INSTRUCTOR
Sarah Nunez, Hispanic and Latino Initiatives, Cultural Center

WHAT ARE MICROAGGRESSIONS AND WHY DO THEY MATTER?

It is a daily experience for some people to experience slights, subtle offenses, and well-intentioned comments based on the identities they hold. Known as microaggressions, research suggests that they add up over time to be damaging to a person’s self-image and confidence. As we work toward our vision for the university as a place where diversity, equity and inclusion are cornerstones, understanding microaggressions and how to address them effectively is a skill every employee should have.

WHEN AND WHERE
October 17, 1-3 pm Human Resources Building (1980 Arthur Street)
October 23, 1-3 pm HSC

INSTRUCTOR
Ashleigh Hazley, Assistant Director, Muhammad Ali Institute
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 ON DEMAND SERVICES:

e – x – h – a – l – e. Learn practical stress solutions to take back control of your life. Learn and practice proven techniques including visualization, deep breathing, biofeedback and life balance.

- **KORU Mindfulness:**
  - KORU Teaser (20-minute introduction)
  - KORU Basic
  - KORU 2
  - KORU silent retreat

- **Got Grit Resiliency Training**

- **Group Wellness Coaching:** Make powerful choices to become your best self with a certified wellness coach's facilitation and the wisdom and support of a group. In this group setting, design and implement a successful action plan to live the future of your dreams now.

- **Science of Happiness. Research-Based Techniques to Flourish:** Created from the research of Dr. Martin Seligman.

- **Take 10 to Relax** sessions: 10-minute hands-on relaxation sessions

- **OMM – One Mindful Moment:** 20-minute mindfulness sessions.

- Chair yoga/Yoga at your desk

REQUEST SESSION
Request online at [https://louisville.edu/gethealthynow/forms/OnDemand](https://louisville.edu/gethealthynow/forms/OnDemand)
BUSINESS-AS-USUAL IS KILLING US! THE NEED FOR INSTITUTIONAL WEIRDING IN THE AGE OF GLOBAL CLIMATE WEIRDING.

This August, Dr. Justin Mog celebrated his tenth year serving as UofL’s Assistant to the Provost for Sustainability Initiatives. At this workshop, he’ll be sharing some of his successes and frustrations in playing the long-game of reorienting a huge institution away from business-as-usual and toward a thoughtful balancing of environmental, social, and economic stewardship. How can we leverage the incredible resources of a major metropolitan university to drive our city, state, and nation away from collapse? How can employees and other concerned members of the UofL community help nudge the university in the right direction? Join us for a stimulating conversation about how to Keep (the University of) Louisville Weird! This is a UofL Sustainability Week event!

WHEN AND WHERE
Friday, Oct. 18th, noon-1pm, Kornhauser Library Auditorium 103 (register)
Monday, Oct. 21st, noon-1pm, Ekstrom Library room W104 (register)

INSTRUCTOR
Justin Mog, Ph.D., Assistant to the Provost for Sustainability Initiatives, louisville.edu/sustainability

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 fall, 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
- August 30 - Native Plants with Margaret Carreiro (view info)
- September 27 - WaterStep - Safe Water Sustainably Secured (view info)
- October 25 - Climate Change with Conn Center’s Jacek Jasinski (view info)
- November 22 - TBA
GARDEN COMMONS WORKSHOPS
The Garden Commons ([louisville.edu/sustainability/operations/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/](www.facebook.com/groups/gardencommons/)).

WHEN AND WHERE
Fridays at the Garden Commons at the Cultural Center

- August 30 at 1 pm - Food Justice with New Roots, Inc. ([louisville.edu/sustainability/events/garden-commons-workshop-food-justice-with-new-roots](louisville.edu/sustainability/events/garden-commons-workshop-food-justice-with-new-roots))
- September 6 at 12 pm - Herbal Tea-Making ([louisville.edu/sustainability/events/garden-commons-workshop-herbal-tea-making](louisville.edu/sustainability/events/garden-commons-workshop-herbal-tea-making))
- October – TBA
- November 22 at 12 pm - Wreath Making ([louisville.edu/sustainability/events/garden-commons-workshop-wreath-making-2](louisville.edu/sustainability/events/garden-commons-workshop-wreath-making-2))
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