

**SPRING
2020**



**FACULTY & STAFF PROFESSIONAL
DEVELOPMENT CATALOG**

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coming soon

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



UofL

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)



REGISTER



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



REGISTER



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)



REGISTER



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



REGISTER



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)



REGISTER



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



REGISTER



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)



REGISTER



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



REGISTER



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)



REGISTER



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



REGISTER



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)



REGISTER



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



REGISTER



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)*



REGISTER



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



REGISTER



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*



REGISTER



*February 26, 2020, 12:00 pm – 1:00 pm, Health Sciences
Campus, CTR 123*



REGISTER



Belknap Campus Session:

*February 25, 2020, 1:00 pm – 3:00 pm, Belknap Campus,
Human Resources (1980 Arthur Street)*



REGISTER



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)



REGISTER



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



REGISTER



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)



REGISTER



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



REGISTER



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) ● ● ● [REGISTER ▶](#)

March 26, 2020, 1:00 pm – 2:30 pm, Belknap Campus, Human Resources Building (1980 Arthur Street) ● ● ● [REGISTER ▶](#)

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) ● ● ● [REGISTER ▶](#)

April 9, 2020, 9:00 am - 11:00 am, Health Sciences Campus, Clinical Translational Research Building Room #124 (505 South Hancock Street) ● ● ● [REGISTER ▶](#)

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)



REGISTER



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



REGISTER



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)



REGISTER



March 5, 2020, 12:00 pm – 1:00 pm, Health Sciences
Campus, CTR 123



REGISTER



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)

REGISTER



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

REGISTER



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)

REGISTER



April 21, 2020, 12:00 pm - 1:00 pm, Health Sciences
Campus, CTR 124

REGISTER



CULTURAL HUMILITY

As we continue to strive for equity, equality, and inclusion, it is important to navigate spaces with a degree of Cultural Humility. What that means is that you are able to enact insightful reflection on your own cultural background while remaining actively open-minded, respectful, and appreciative to the cultural background of others. Participants in this workshop will have the time to reflect on their backgrounds while hearing about the backgrounds of others. Together we will explore how to use the practice of Cultural Humility to transform work environment into ones that are more inclusive and celebratory of all the differences that we bring to the table.

INSTRUCTOR

Ashleigh Hazley, Assistant Director of the Muhammad Ali Institute

WHEN AND WHERE

March 17, 2020, 12:00 pm – 1:00 pm, Health Sciences Campus, Clinical Translational Research Building Room #123 (505 South Hancock Street)



REGISTER



March 17, 2020, 2:30 pm - 4:00 pm, Belknap Campus, Shumaker Research Building Room #139



REGISTER



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

REGISTER



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>

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>