



2018

HAPPY NEW YEAR

UHR | Connect  
January 2019

Vol. 5 No. 1

Welcome back and Happy New Year! We are working hard in this New Year to bring you more information, seminars, and courses to make this your most successful and engaged year at the University of Maryland.

Check out the latest professional development course catalog from Learning, Training, and Development to help guide you in furthering your careers and developing those soft skills needed to be your very best.

As always, we appreciate each of you and thank you for your service. Keep your questions and comments coming to [uhrconnect@umd.edu](mailto:uhrconnect@umd.edu).

## Lynda.com

Lynda continues to be a valuable free resource for all faculty and staff. The number of course offerings and topics can be overwhelming, so we will continue to highlight specific courses to help guide you each month. Additionally, there are now curated professional Learning Tracks. Did you know that Lynda.com is a PMI Registered Education Provider? Some courses qualify for professional development units (PDUs).

### Most viewed courses in December

- Excel 2016 Essential Training
- Video Post Tips Weekly
- SQL Essential Training
- Tableau Essential Training
- Creating a First Website in Dreamweaver



### Lynda Course Highlight

Time management fundamentals.

Page 2



### Saving for your Children's Education

Two smart options from the Maryland 529 college savings plans.

Page 2



### Save \$\$ on parking

Beat the winter blues at a ridesharing "pool" party.

Page 2



### Spring Professional Development Catalog

Check out the latest tracks, certificate, and non-certificate course offerings.

Page 7

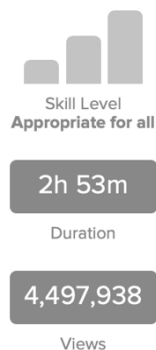
# January's Lynda Course



## Time Management Fundamentals

Effective time management is an indispensable skill. Best-selling author and business coach Dave Crenshaw lays the theoretical and practical foundations for managing your time and becoming more productive.

Learn how to get more done in the shortest time possible and avoid the obstacles and distractions that can get in the way of good time management. Dave gives practical strategies for increasing productivity in three main areas: developing habits to be more organized and reducing clutter in your workspace; staying mentally on task and eliminate the to-dos you have floating in your head; and developing a time budget to get the most done during your workday and focus on your most valuable activities.



Topics include:

- Discover the principles of time management.
- Avoid the pitfalls of multitasking.
- Identify why switch-tasking is an ineffective way to work.
- Define the limits of your physical inbox.
- Determine the best ways to consolidate multiple accounts.
- Differentiate between personal and professional gathering points.
- Plan ways to manage unresolved tasks.
- Effectively schedule your time.
- Organize digital and physical information efficiently.
- Select the appropriate steps to get tasks completed efficiently.
- Manage scheduling conflicts professionally and courteously.
- Budget your time in a way that aligns with your personal and professional priorities.

# Saving for Your Children's Education

Maryland 529 college savings plans make it easier than ever to save for college with two smart choices (use one or both).

## Maryland Prepaid College Trust

- ✓ Locks in tomorrow's tuition at today's prices
- ✓ Backed by Maryland Legislative guarantee
- ✓ Open to 12<sup>th</sup> graders and younger, including newborns
- ✓ Offers affordable and flexible tuition plans and payment options

## Maryland College Investment Plan

- ✓ Flexible contribution amounts starting at \$25/month
- ✓ Open to children or adults of any age
- ✓ Offers a variety of investment portfolios managed by T.Rowe Price

To find out more, plan to attend:

**Informational Seminar**

**Presented by: Maryland 529**

**When: January 15, 2019**

**Where: 1101U Chesapeake Building**

**Time: 11:00 a.m. – 12:00 p.m. or 1:00 p.m. – 2:00 p.m.**

Register at [training.umd.edu](http://training.umd.edu).

# Attend a “Pool” Party, Save Money on Parking

Beat the winter blues at the Department of Transportation Services' ridesharing “pool” party on January 17 from 12:00 p.m. to 1:00 p.m. at TerpZone in The Stamp. Enjoy a complimentary lunch while meeting potential carpool and vanpool matches. You'll also learn about the [benefits of ridesharing](#)—did you know that all registered carpools receive 50% off their parking permits and that all registered vanpools will receive a 50% discount for the first six months? Exclusive promotions and discounts are also available for pool party attendees.

RSVP by January 11 at [go.umd.edu/rsvp-poolparty](http://go.umd.edu/rsvp-poolparty).

Additional pool parties will be held during the spring semester if you are unable to attend on January 17.

Questions? [smartcommute@umd.edu](mailto:smartcommute@umd.edu)



# DESIGN THINKING



## JUMP IN AND EXPLORE THE TOOLS & MINDSETS OF DESIGN THINKING

A process to help solve your most difficult challenges in an iterative and human-centered way. In this workshop, you'll work in small teams on a mini-project that will guide you through all the steps of design thinking and then debrief on where and how you can apply the same process to your everyday jobs. The workshop is highly collaborative and hands-on and will set you up to boldly experiment and iterate the minute you get back to your office!

Jan. 22 ~ 1:00-4:30pm

March 6 ~ 9:00am-12:30pm

June 5 ~ 9:00am-12:30pm

Edward St. John Loft Training Room

Learning Fee: \$75

Register: [Training.umd.edu](http://Training.umd.edu)

# Wellness @ Work Jan 2019

## January 14–February 15

### 30-DAY WINTER WALKING CHALLENGE

Challenge yourself and your coworkers to walk for 30 minutes for 30 weekdays. Walk in increments of at least 5 minutes and accumulate 30 minutes throughout the workday or commit to a 30-minute walk at whatever time works best in your work schedule. Register anytime between December 20 and January 18. Get motivated, get moving, and win prizes! For challenge rules and to register go to [wellatwork.umd.edu](http://wellatwork.umd.edu).

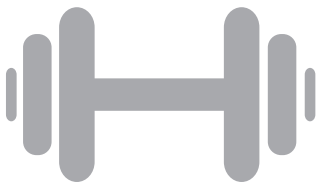


## January 14–18

### Eppley Recreation Center (ERC) Member Services

#### RECWELL FREE MEMBERSHIP WEEK

Try out Ritchie Coliseum, Regents Drive Studios, and the Eppley Recreation Center facilities for free this week. Includes access to group fitness classes. Bring your UID card to the ERC Member Services Desk to register.



## January 15, 11 AM–NOON / 1–2 PM (2 sessions)

### Chesapeake, Room 1101U

#### COLLEGE SAVINGS PLANS OF MARYLAND INFORMATIONAL SEMINARS

Learn how to use the Maryland Prepaid College Trust and the Maryland College Investment Plan to save for your child's education while enjoying federal and state tax benefits.

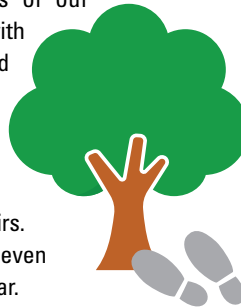


## January 18 & 25, 8–9 AM

### Testudo Statue in front of McKeldin Library

#### WALK WITH AN ARBORIST

Did you know that our entire campus is an arboretum? Enjoy an early morning walk around some of the highlights of our gardens and grounds with Outreach Coordinator and Certified Arborist Meg Smolinski. The route is approximately two miles, with a moderate to fast pace, and may involve stairs. Some surfaces may be uneven or slippery this time of year.



Advanced registration is required at: <https://goo.gl/forms/jLNH7YoNE6X0De353>

## Every Friday, 8:45–9:15 AM

### Chesapeake Building, Room 3104

#### WEIGHT WATCHERS® AT WORK

Get support for changing your eating habits. Weight Watchers at Work meetings are held every Friday in 3104 of the Chesapeake building. Contact Stacy Sims ([ssims@umd.edu](mailto:ssims@umd.edu)) for more information.

## Other Resources

Take advantage of a slow time at the **University Health Center** and these services for faculty and staff. Fees apply for some. Get more information by calling 301.314.8103 or visiting [health.umd.edu](http://health.umd.edu).

#### FACULTY STAFF ASSISTANCE PROGRAM

Counselors are available to meet with individual employees to help with stress, financial and family issues, depression, substance abuse and conflicts in the workplace and also provide presentations to groups on a variety of health and workplace topics. Call 301.314.8170 for an appointment or visit [health.umd.edu](http://health.umd.edu) for more information.

#### FLU SHOTS, TRAVEL CLINICS, AND OTHER VACCINES

It's not too late to get your flu vaccine! Most State of Maryland health plans accepted. The International Travel Clinic provides immunizations and medications required for international travel. Other vaccines, such as pneumococcal, Zoster (shingles), Hepatitis B, etc. are available. Every weekday, 8:30 AM–4:30 PM. Call 301-314-8184 for appointment.

#### PHARMACY

Offering prescription services and reasonably priced over the counter medications and products. Visit [health.umd.edu](http://health.umd.edu) for pharmacy hours



Wellness @ Work month is sponsored by University Recreation & Wellness, the University Health Center, and University Human Resources.

For more information contact [wellatwork@umd.edu](mailto:wellatwork@umd.edu).

[recwell.umd.edu](http://recwell.umd.edu)



An exclusive holiday  
gift from SECU.

**Earn up to \$250!**

**Open a new checking account by  
January 31, and we'll give you \$50.  
Start a direct deposit by January 31,  
and we'll give you an additional \$200.**

Spend it, save it, it's yours to keep!

Open an account online or by  
visiting a branch.



**[secumd.org](http://secumd.org)**

\*Accounts must be opened between November 1, 2018 and January 31, 2019, and member must be enrolled as a part-time or full-time employee at a select Bank at Work Partner. Account opening bonus of \$50 will be deposited into member's checking account within 60 days after checking account opening.

\*\*New accounts must have direct deposits totaling at least \$500 per month by 1/31/19. Bonus of \$200 will be paid to all who qualify by 2/28/19. Only direct deposits to a SECU checking account will qualify.

\*\*\*To qualify for the referral bonus, the referring member must use the online referral form. The referred person must open a membership with SECU via a share savings account and open at least one additional account within 60 days of the referral date. The referred new member's accounts must remain open for at least 60 days. Bonuses will be awarded via deposits to share savings accounts within 60 days of referred member opening membership provided all criteria are met. In the event more than one member refers the same individual, we will award the bonus to the first member making the referral. Referred member must be new to SECU. Each member is limited to 10 referral bonuses per month. You must qualify for and establish membership at SECU and be of legal contract age to apply. All accounts are subject to our normal approval process. Members and accounts must be in good standing to receive bonuses. SECU rules and regulations apply. Members who have closed their SECU membership within three months prior to being referred are not eligible. Bonuses are considered interest and will be reported on IRS form 1099-INT. Fees can reduce earnings on the account. This offer is non-transferable and may be canceled without prior notice. We reserve the right to disqualify any referrals in circumstances where we reasonably believe they were not sent to us in good faith. SECU reserves the right to terminate the program at any time, revise program terms, or refuse bonuses upon our discretion.

# January 2019

Mon.	Tue.	Wed.	Thu.	Fri.
	1	2	3	4
				
7 <a href="#">New Employee Orientation &amp; Welcome</a>	8	9 <a href="#">Using &amp; Administering FMLA</a> <a href="#">Performance Review: Process &amp; Tools</a> <a href="#">Fearless Supervision</a>	10	11
14 <a href="#">UHR Benefits: New Employee Benefits Enrollment and Q&amp;A</a>	15 <a href="#">Maryland 529 Plan</a>	16	17	18
21	22 <a href="#">Design Thinking</a>	23	24	25
28 <a href="#">UHR Benefits: New Employee Benefits Enrollment and Q&amp;A</a>	29	30	<div>UHR has all of this and more!</div> <div><a href="#">The full catalog</a></div> 	

\*\*Dates and Times Subject to Change. Please visit the [training calendar](#) for up-to-date course listings\*\*



University Human Resources Learning & Talent Development

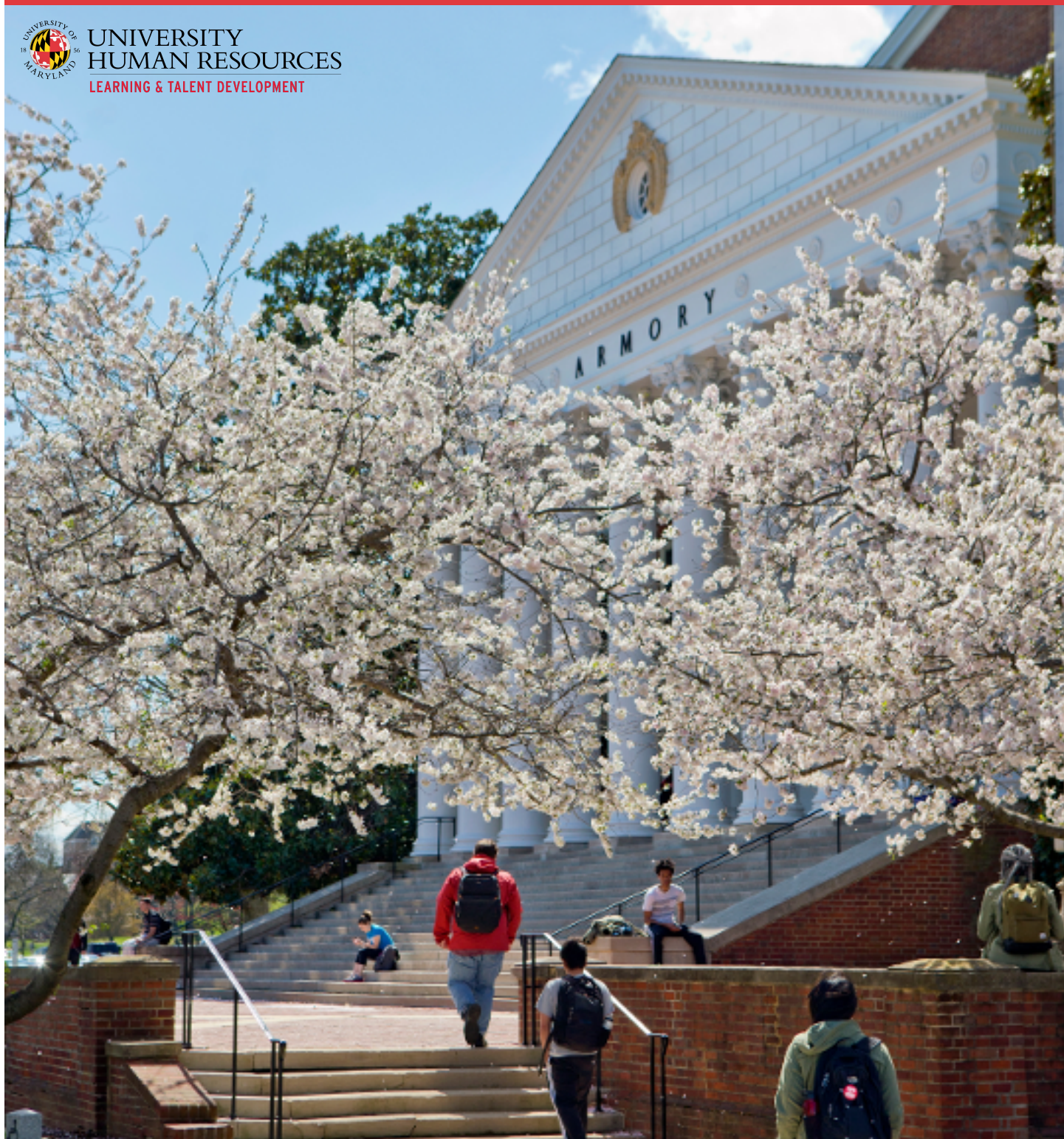
# PROFESSIONAL DEVELOPMENT

## Course Catalog

January-June 2019



UNIVERSITY  
HUMAN RESOURCES  
LEARNING & TALENT DEVELOPMENT







# TABLE OF CONTENTS & REGISTRATION

## 06 Fundamentals

These courses focus on various processes, tools, and policies to guide you on the job.

## 08 Work-Life

These courses and workshops will teach skills applicable on-the-job and in life.

## 09 Certificate Programs

These courses are in-depth trainings that give you the skills you need to do your job. Upon completion of the series or class, a certificate of completion will be awarded.

## 13 Non-certificate Programs

These trainings provide specific skills that will prepare you for success in your career.

---

### Register for classroom sessions



1. Visit [www.training.umd.edu](http://www.training.umd.edu)
2. Use the calendar to find the course you are interested in.
3. Follow the prompt to complete registration.

### Register for UHR online courses



1. Visit [umd-hr.catalog.instructure.com](http://umd-hr.catalog.instructure.com)
2. Find the course you are interested in.
3. Follow the prompt to complete registration.

# COURSES BY AUDIENCE

**New Hires:** Staff with less than 1 year with the University of Maryland, College Park.

**Individual Contributors:** Staff who manage projects and/or programs. Focus is on individual, project and program effectiveness. Titles include coordinator, specialist, project manager, assistant, etc.

**Front Line Leaders:** Leaders who manage staff and team. Focus is on individual and team effectiveness. Titles include supervisor, manager, etc.

**Mid-level Leaders:** Leaders who manage teams. Focus is operational effectiveness. Titles include assistant and associate directors, senior managers, etc.

**Senior Leaders:** Leaders who manage functions and organizations. Focus is strategic and organizational effectiveness. Titles include VP, executive and senior directors, etc.

	New Hires	Individual Contributors	Front Line Leaders	Mid-level Leaders	Senior Leaders
<b>Fundamentals</b>					
New Employee Orientation	X				
Performance Review (PRD): Process & Tools	X	X	X	X	X
FMLA: Using & Administering Family Medical Leave	X	X	X	X	X
Fearless Supervision			X	X	
HR Power Hour	X	X	X	X	X
Responding Effectively to Discrimination & Sexual Misconduct (online) - <i>Presented by the Office of Civil Rights &amp; Sexual Misconduct</i>	X	X	X	X	X
Disability & Accessibility at the University of Maryland (online) - <i>Presented by the Office of Civil Rights &amp; Sexual Misconduct</i>			X	X	X
I-9 Process & Tools (online)		X	X		
Writing Effective Job Descriptions (online)		X	X	X	
Prepare Your Shell: Emergency Preparedness (online)	X	X	X	X	X
Defending Your Shell: Security Awareness	X	X	X	X	X
<b>Work-Life</b>					
English Language Classes (Basic to Level 3)		X	X		
Wellness Lunch & Learns		X	X	X	X
Benefits Information Seminars		X	X	X	X
Lynda.com (online)		X	X	X	X

# COURSES BY AUDIENCE

	New Hires	Individual Contributors	Front Line Leaders	Mid-level Leaders	Senior Leaders
<b>Certificate Programs</b>					
Leadership Development Initiatives (LDI I)		X	X	X	
LDI II: Champion Leadership			X	X	X
LDI III: Transformational Leadership				X	X
Master Facilitator		X	X	X	
7 Habits of Highly Effective People		X	X	X	X
<b>Non-certificate Programs</b>					
Managing in a Linguistically Diverse Workplace			X	X	
What is a Supervisor?		X			
Supervising Students		X	X		
Administrative Professionals Conference		X	X		
Design Thinking		X	X	X	X
Getting Things Done		X	X		
Writing Effective Emails		X	X		
Thrive Thursdays - <i>Presented by CLOC</i>		X	X	X	X
CliftonStrengths	X	X	X	X	X

# FUNDAMENTALS

## New Employee Orientation

Highlights university policies, resources, and tips to help navigate our large campus community. Includes presentations by campus departments, a campus bus tour, and a visit to the Stamp Student Union.

**Dates:** Jan. 7, Feb. 4, Feb. 18, March 4, April 1, April 15, April 29, May 13, June 10, June 24

**Location:** 1101U Chesapeake Building

**Time:** 8:30am-4:30pm

**Learning Fee:** \$0.00

**Audience:** New Hires



## HR Power Hour

These monthly, 60 minute workshops review common HR policies, procedures, and tools. Each month will focus on a different topic that often needs further clarification. These workshops are dynamic and highly interactive.

**Dates:** Jan. 18, Feb. 15, March 15, April 19, May 17, June 21

**Location:** TBA

**Time:** 12:00-1:00pm

**Learning Fee:** \$0.00

**Audience:** All University employees

## Performance Review (PRD): Process & Tools

All Staff are required to attend the PRD class. It focuses on UMD's performance and development process including tools, tips and resources for engaging in the process. Participants will also review the PRD cycle which includes expectation setting, midway feedback, final review meetings, and the self-assessment tool. \*\*All UMD employees should plan to attend. The second half of this training will be specifically for supervisors and the facilitator will announce at the training when nonsupervisors are able to step out.

**Dates:** Jan. 9, Feb. 13, March 13, April 10, May 8, June 12

**Location:** 1101U Chesapeake Building

**Time:** 1:00-3:00pm

**Learning Fee:** \$0.00

**Audience:** All University employees

## FMLA: Using & Administering Family Medical Leave

This course helps staff understand Family Medical Leave (FMLA) - the request, approval, and administrative process.

**Dates:** Jan. 9, April 10, July 10, Oct. 9

**Location:** 1101U Chesapeake Building

**Time:** 9:00am-10:30am

**Learning Fee:** \$0.00

**Audience:** All University employees

## Fearless Supervision

This course provides supervisors with tips on managing various challenges they might face including: time, attendance, discipline, and performance improvement plans.

**Dates:** Jan. 9, April 10, July 10, Oct. 9

**Location:** 1101U Chesapeake Building

**Time:** 3:15-5:00pm

**Learning Fee:** \$0.00

**Audience:** Front line leaders, Mid-level leaders, Senior Leaders



# FUNDAMENTALS

## Responding Effectively to Discrimination & Sexual Misconduct

This required online training program provides all university employees with an understanding of their rights, responsibilities, and resources under the university's non-discrimination and sexual misconduct policies. This includes information on how to identify, prevent, and respond to incidents of discrimination and harassment; where to report such incidents; and where to access related confidential support services on campus.

*\*Presented by the Office of Civil Rights & Sexual Misconduct\**

**Dates:** Available anytime online

**Location:** Online

**Time:** Available anytime online

**Learning Fee:** \$0.00

**Audience:** All University employees

## Writing Effective Job Descriptions

The Writing Effective Job Descriptions elearning tutorial is designed to provide UMD staff who are responsible for recruiting and/or hiring with an overview of the university's job description document. The tutorial details how a job description is a critical tool for successful business operations and offers the essential principles needed to craft one to support the employee and the organization as a whole.

**Dates:** Available anytime online

**Location:** Online

**Time:** Available anytime online

**Learning Fee:** \$0.00

**Audience:** Employees who recruit and/or hire

## I-9 Process & Tools

The I-9 E-Verify Complete Training online tutorial is designed as a comprehensive resource for the I-9 and E-Verify process at UMD. The tutorial is mandatory for all PHR Creators who are responsible for completing the I-9 for their units.

**Dates:** Available anytime online

**Location:** Online

**Time:** Available anytime online

**Learning Fee:** \$0.00

**Audience:** PHR Creators

## Disability & Accessibility at the University of Maryland

This online training program is designed to help supervisory staff members identify and respond effectively to requests for reasonable accommodations from employees or students with disabilities, in accordance with the university's Disability and Accessibility Policy and Procedures. This includes employing best practices and available campus resources to help ensure an accessible and inclusive working and learning environment.

*\*Presented by the Office of Civil Rights & Sexual Misconduct\**

**Dates:** Available anytime online

**Location:** Online

**Time:** Available anytime online

**Learning Fee:** \$0.00

**Audience:** Front line leaders, Mid-level leaders, Senior leaders

## Prepare Your Shell: Emergency Preparedness Training

The Office of Emergency Management has teamed up with UHR's Learning and Talent Development to bring emergency preparedness tips to our campus community. From instructional videos, to links, protective actions, and online tools, this information is critical for anyone who wants to improve safety on campus.

**Dates:** Available anytime online

**Location:** Online

**Time:** Available anytime online

**Learning Fee:** \$0.00

**Audience:** All University Employees

## Defending Your Shell: Security Awareness Training

The Division of Information Technology in partnership with UHR's Learning and Talent Development has created this course to teach you how defend yourself and the university from IT Security threats. The goal of this training is to raise your awareness level, change habits, detect and report incidents. Topics include Social Engineering, Physical Security, Data Security, Governing Laws and Security Hygiene.

**Dates:** Available anytime online

**Location:** Online

**Time:** Available anytime online

**Learning Fee:** \$0.00

**Audience:** All University Employees



# WORK-LIFE



## English Language Classes (Basic to Level 3)

UHR offers English language classes from introductory to level 3. The program provides non-native English speaking staff the opportunity to develop proficiency in the English language to aid communication in the work place and as parents and community members. It is a year-long commitment from staff and supervisors and requires practice outside the weekly classes to aid in language development.

**Dates:** Email [traindev@umd.edu](mailto:traindev@umd.edu)

**Location:** McKeldin Library

**Time:** Varies

**Learning Fee:** \$0.00

**Audience:** All University employees



## Wellness Lunch & Learns

Focusing on a different health and wellness topic every month, this monthly lunch and learn provides employees with information to help them be their best self. Topics include, healthy food choices, dealing with stress, chair yoga, and more. Visit [training.umd.edu](http://training.umd.edu) for more information about upcoming topics.

**Dates:** TBA - Visit [Training.umd.edu](http://Training.umd.edu) for more information

**Location:** 1101U Chesapeake Building

**Time:** 12:00pm-1:00pm

**Learning Fee:** \$0.00

**Audience:** All University employees



## Benefits Information Seminars

The University Human Resources Office of Employee Benefits hosts several seminars and workshops to help employees prepare for retirement and plan for their financial wellness. Topics include State Pension Pre-Retirement Seminars, Optional Retirement Plan Pre-Retirement Seminars, college savings plans, MSRP, and wellness fairs.

**Dates:** Varies - [www.training.umd.edu](http://www.training.umd.edu) for more information

**Location:** Varies - visit [www.training.umd.edu](http://www.training.umd.edu) for more information

**Times:** Varies - visit [www.training.umd.edu](http://www.training.umd.edu) for more information

**Learning Fee:** \$0.00

**Audience:** All University employees

## Lynda.com

UMD's free elearning tool. Visit [www.lyndatraining.umd.edu](http://www.lyndatraining.umd.edu) and login with your UMD credentials to access online courses and tutorials on almost any topic that is of interest to you. Some of the most popular courses include Microsoft Office, Adobe Creative Cloud, Communication skills, and much more. Lynda.com is a LinkedIn company, so when you finish a course, be sure to share it on your LinkedIn profile.

**Dates:** Available anytime online

**Location:** Online

**Time:** Available anytime online

**Learning Fee:** \$0.00

**Audience:** All University employees



**Lynda.com**  
A LINKEDIN COMPANY

# CERTIFICATE PROGRAMS



## LDI I: Foundations of Leadership

Leadership Development Initiatives is a seven-course program that gives supervisors the essential knowledge, ideas and tools to help motivate, inspire and lead others. This highly-interactive program equips supervisors with the skills they need to build high-trust relationships through effective communication, delegation and conflict resolution. Participants also learn essential management skills for running effective meetings, performance management and training.

### LDI 1:1 - Leading a High Trust Workplace

Gives leaders the skills and ideas for creating a high-trust work environment where employees feel accepted, appreciated, valued, respected and connected. Participants learn and practice a simple, yet powerful three-step tool for engaging and including everyone from basic to more complex situations or opportunities.

**Dates:** Feb. 5, March 7    **Location:** 1101U Chesapeake Building    **Time:** 9:00am-12:00pm, 1:00-4:00pm    **Learning Fee:** \$75

**Audience:** Individual Contributors, Front line leaders, Mid-level leaders

### LDI 1:2 - Communication Essentials

The objective of this course is to equip leaders with the communication skills to build trust, improve understanding and elevate performance. Participants gain a deeper understanding of the barriers to effective communication. They learn and practice a seven-step communication tool to clear away misunderstandings and build high-trust relationships.

**Dates:** Feb. 12, March 14    **Location:** 1101U Chesapeake Building    **Time:** 9:00am-12:00pm, 1:00-4:00pm    **Learning Fee:** \$75

**Audience:** Individual Contributors, Front line leaders, Mid-level leaders

### LDI 1:3 - Conflict as Opportunity

The purpose of this course is to equip leaders with the insight, knowledge and skills to effectively resolve conflict in the workplace. Instead of viewing conflict as bad or stressful, we explore how to view conflict as a powerful opportunity for personal and organizational change. Leaders learn and apply powerful tools which help them learn to put conflict into perspective and prepare them to resolve it in a healthy, productive way.

**Dates:** Feb. 19, March 28    **Location:** 1101U Chesapeake Building    **Time:** 9:00am-12:00pm, 1:00-4:00pm    **Learning Fee:** \$75

**Audience:** Individual Contributors, Front line leaders, Mid-level leaders

**\*\*Please register separately for each session in the series\*\***

# CERTIFICATE PROGRAMS

## LDI 1:4 - Delegation as Empowerment

Delegation is the most essential and misunderstood leadership skill. This course helps leaders understand that delegation is not about assigning work—it's about empowering and developing people to learn, grow and accept increasing amounts of responsibility. Participants learn and practice a delegation tool that encourages employees to do the work because they want to, not because they have to.

**Dates:** Feb. 26, April 4    **Location:** 1101U Chesapeake Building    **Time:** 9:00am-12:00pm, 1:00-4:00pm    **Learning Fee:** \$75

**Audience:** Individual Contributors, Front line leaders, Mid-level leaders

## LDI 1:5 - Leading Effective Meetings

A Gallup survey found that American businesses waste an estimated \$37 billion dollars each year in lost productivity due to unnecessary and inefficient meetings. Typically, participants find that they can eliminate half their meetings and free up at least 700 hours of time a year. This course gives leaders the tools to decide when or if meetings are necessary. Participants learn and apply skills for running meetings that are quick, efficient and outcome-focused.

**Dates:** March 5, April 11    **Location:** 1101U Chesapeake Building    **Time:** 9:00am-12:00pm, 1:00-4:00pm    **Learning Fee:** \$75

**Audience:** Individual Contributors, Front line leaders, Mid-level leaders

## LDI 1:6 - Leaders as Trainers

One of the most important, yet often overlooked, responsibilities of a leader is to ensure their team is fully trained and cross-trained. This course equips participants with the knowledge and tools to help create and develop employees to ensure the department runs efficiently and effectively. Leaders also explore how Standard Operating Procedures (SOPs) are essential for every position.

**Dates:** March 12, April 18    **Location:** 1101U Chesapeake Building    **Time:** 9:00am-12:00pm, 1:00-4:00pm    **Learning Fee:** \$75

**Audience:** Individual Contributors, Front line leaders, Mid-level leaders

## LDI 1:7 - Performance Management Fundamentals

This is the capstone course for the Foundations of Leadership series. This course gives leaders a simple, fair and effective process for ensuring that employees are involved and engaged in establishing and achieving performance objectives. This process also includes a strong emphasis on ensuring everyone has the knowledge, training and skills needed to perform in the current position as well as opportunities to prepare for future positions.

**Dates:** March 26, April 25    **Location:** 1101 Chesapeake Building    **Time:** 9:00am-12:00pm, 1:00-4:00pm    **Learning Fee:** \$75

**Audience:** Individual Contributors, Front line leaders, Mid-level leaders

**\*\*Please register separately for each session in the series\*\***

## LDI II: Champion Leadership

### LDI II is being revised!

Be on the look out for a new and improved LDI II coming next semester.



# CERTIFICATE PROGRAMS

**NEW!**



## LDI III: Transformational Leadership

You're a seasoned leader. You have years of supervisory experience under your belt. How do you take your knowledge and experience to the next level? This six-course program gives experienced supervisors new skills to transform their team and culture to create a world-class work environment.

### Creating a Service Culture

How to create a department laser-focused on delivering the highest level of service to its customers

**Dates:** April 9      **Location:** 1101U Chesapeake Building      **Time:** 9:00am-12:00pm      **Learning Fee:** \$75

**Audience:** Mid-level leaders, Senior leaders

### Valuing Difference

How to create a culture of inclusion that brings out the best in everyone.

**Dates:** April 16      **Location:** 1101U Chesapeake Building      **Time:** 9:00am-12:00pm      **Learning Fee:** \$75

**Audience:** Mid-level leaders, Senior leaders

### Strategies for Influencing Others

Learn, develop, and practice strategies for influencing others at all levels of the organization

**Dates:** April 23      **Location:** 1101U Chesapeake Building      **Time:** 9:00am-12:00pm      **Learning Fee:** \$75

**Audience:** Mid-level leaders, Senior leaders

### Driving Change

Discover the root cause of resistance to change and develop action plans to successfully lead through any change.

**Dates:** April 30      **Location:** 1101U Chesapeake Building      **Time:** 9:00am-12:00pm      **Learning Fee:** \$75

**Audience:** Mid-level leaders, Senior leaders

### Engaging and Retaining Talent

Secure the future of your organization by learning how to engage, develop, and retain talented employees.

**Dates:** May 7      **Location:** 1101U Chesapeake Building      **Time:** 9:00am-12:00pm      **Learning Fee:** \$75

**Audience:** Mid-level leaders, Senior leaders

### Setting Goals

Wrap up the LDI Program by setting and tracking goals for growth and performance.

**Dates:** May 14      **Location:** 1101U Chesapeake Building      **Time:** 9:00am-12:00pm      **Learning Fee:** \$75

**Audience:** Mid-level leaders, Senior leaders

**\*\*Please register separately for each session in the series\*\***



# CERTIFICATE PROGRAMS

## Master Facilitator

A two-day program for anyone involved with, or interested in, learning and talent development with weighted benefit for new or experienced facilitators. You will learn adult learning theory and why it matters, experiential learning exercises that involve and excite learners, how to write effective learning objectives, how to create a learning environment that helps participants feel valued, appreciated and connected, the skills needed to be an effective facilitator, how to turn challenging participants into engaged learners, techniques for solving your own facilitation challenges, methods for quickly and effectively designing a learning program using ADDIE and ROPES, and the “Do’s and Don’ts” for public speaking.

**Dates:** April 23-24    **Location:** Stamp Student Union - Margaret Brent Room    **Time:** 9:00am-4:30pm    **Learning Fee:** \$500

**Audience:** Individual contributors, Front line leaders, Mid-level leaders

NEW!

## 7 Habits of Highly Effective People

Join us for one of the most popular training programs in the world. This training, created by the Franklin Covey Company, is based on one of the best-selling books of all time, entitled *The Seven Habits of Highly Effective People* by Steven Covey. In this 3 day workshop, you will learn about seven habits that will lead you to be more effective in your work and personal life, truly manage your time by setting top priorities, and get better results from each hour/day.

**Dates:** March 1, 8, 15 (must attend all 3 dates)    **Location:** 1101U Chesapeake Building    **Time:** 9:00am-4:30pm

**Learning Fee:** \$500    **Audience:** All University Employees



Each part was impactful and well thought out. This is easily the best training I have ever participated in. I have learned many new skills that I plan to employ in my job to improve my presentations and facilitation. I especially enjoyed the personal connections that were made between the participants and with our facilitator, who excellently modeled effective facilitation the whole time.

-Master Facilitator Participant



# NON-CERTIFICATE PROGRAMS

## Supervising Students

While it's true that leadership is leadership, there are unique aspects to supervising students and graduate assistants. This course is designed for anyone who supervises or oversees students or graduate assistants to accomplish their work. It gives participants foundational leadership skills and it is also a forum for sharing and brainstorming ideas on how best to inspire, motivate and lead our student workforce. Participants will learn best practices and ideas from the people who have experience working with students throughout the university— that's you!

**Dates:** Feb. 21

**Location:** 1101U Chesapeake Building

**Time:** 9:00am-12:00pm

**Learning Fee:** \$75.00

**Audience:** Individual contributors, Front line leaders

## What is a Supervisor?

Are you thinking about becoming a supervisor but would like a deeper appreciation for what's involved? Then this is the course for you! This course gives aspiring supervisors the knowledge and insight needed to help them decide if a career in leadership is right for them. Participants get a clear picture of what effective supervisors need to learn, know and do to be successful. It is highly recommended that aspiring supervisors take this course!

**Dates:** March 13

**Location:** 1101U Chesapeake Building

**Time:** 9:00-11:00am

**Learning Fee:** \$00.00

**Audience:** Individual contributors

## Design Thinking

In this highly interactive and creative workshop, you will boost your creative confidence, unleash your inner design thinker, become an idea-generating machine by embracing methods and mindset that bolster creativity and lead to innovation.

**Dates:** Jan. 22, March 6, June 5      **Location:** The Loft - Edward St. John Building      **Learning Fee:** \$75

**Time:** 1:00-4:30pm (January), 9:00am-12:30pm (March and June)      **Audience:** All University Employees

## Managing in a Linguistically Diverse Workplace

Do you have employees in your shop or office for whom English is a second language? Then you know that cross-cultural communications can be challenging at times. This workshop gives supervisors knowledge and insight into English sounds that non-native speakers have difficulty pronouncing or understanding, English grammatical features that non-native speakers have difficulty in mastering, and workplace attitudes of native cultures represented among University of Maryland staff.

**Dates:** TBA

**Location:** TBA

**Time:** TBA

**Learning Fee:** \$75

**Audience:** Individual contributors, Front line leaders, Mid-level leaders

## Administrative Professionals Conference

The 4th annual conference is a day of professional and personal development, as well as networking. Learn ways you can leverage opportunities for personal, professional and team success with new approaches for mindset, process and systems by attending sessions related to personal wellness, career development, and/or workplace effectiveness.

**Dates:** Summer 2019

**Location:** TBA

**Time:** TBA

**Learning Fee:** TBA

**Audience:** Individual contributors, Front line leaders



# NON-CERTIFICATE PROGRAMS

## Getting Things Done

Do you have too much to do and not enough time? Come learn tips and tricks for getting things done in less time with less stress.

**Dates:** April 3

**Location:** 3104 Chesapeake Building

**Time:** 12:00-1:00pm

**Learning Fee:** \$0.00

**Audience:** Individual contributors, Front line leaders

## Writing Effective Emails

Have you ever written an email that didn't get the response you hoped for? Learn tricks and tips on how to write clean, clear, attention getting and effective emails.

**Dates:** April 17

**Location:** 1101U Chesapeake Building

**Time:** 12:00-1:00pm

**Learning Fee:** \$0.00

**Audience:** Individual contributors, Front line leaders

## Thrive Thursdays

Free 90-minute learning sessions to build your thriving workplace knowledge and skills. Topics include managing up, giving & receiving feedback, having tough conversations, and more. Register by visiting <https://go.umd.edu/TTHome>.

*\*Presented by The Center for Leadership & Organizational Change\**

**Dates:** Jan. 25, Feb. 22, March 1, April 19, May 24, June 7

**Location:** 0110 Seneca Building

**Time:** 9:00-10:30am

**Learning Fee:** \$0.00

**Audience:** All University Employees

## CliftonStrengths

A workshop of self-discovery, you will uncover your unique talents that you rely on to build relationships, think strategically, execute plans, and influence others. Teams or individuals will take an online assessment to uncover talent themes and descriptors.

*\*Presented by The Center for Leadership & Organizational Change\**

**Dates:** TBA

**Location:** TBA

**Time:** TBA

**Learning Fee:** \$0.00

**Audience:** All University Employees



***"Develop a passion for learning. If you do, you will never cease to grow."***

-Anthony J. D'Angelo

# CUSTOM TRAINING

The most effective learning takes place when an entire department goes through the program together.

Custom training can be a workshop, online course, micro-learning video, or team building event, to positively support engagement.

For more information about custom training options contact LTD at 301-405-5651 or email [traindev@umd.edu](mailto:traindev@umd.edu)



## Examples Include:



Escape Rooms



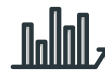
Success Habits



eLearning Development



Communities of Practice



and more!

## CAMPUS TRAINING PARTNERS

If you work with training initiatives on campus contact 301-405-5651 to join the training partners community.



## CONTACT US

.....

301.405.5651

[traindev@umd.edu](mailto:traindev@umd.edu)

[training.umd.edu](http://training.umd.edu)

1101 Chesapeake Building



UNIVERSITY  
HUMAN RESOURCES  

---

LEARNING & TALENT DEVELOPMENT