

# TerpCappella

ALL-STAFF A CAPPELLA GROUP

Want to be a part of it?  
Join us for rehearsal

terpcappella@umd.edu

Next Rehearsal  
October 11th @ 8:00 am  
Room 1101U Chesapeake Bldg



UNIVERSITY  
HUMAN RESOURCES

UHR | Connect  
October 2018

Vol. 4 No.10

## Mindfulness at Work

An interactive workshop packed with activities and tools that are scientifically proven to not only improve our sense of self and well-being but also enhance our focus and productivity in personal and professional life.

- Learn how to unleash the inner potential of people and teams.
- Explore how to use vulnerability as a strength on the job and at home.

You will leave the workshop with a renewed sense of self-awareness and with tools to help transform your relationships on the job and at home.

**Date:** November 8<sup>th</sup> 9:00 to 12:30 )

**Register at:** training.umd.edu



## Help Fill the Campus Pantry

Most Needed Non-Perishable Items: Canned Fish or Poultry | Canned Vegetables, Canned Beans | Canned Fruit (preferred: in juice/no sugar added) | Dry Pasta or Rice Cereal, Oatmeal, or other non-perishable breakfast items | Pasta Sauce | Peanut Butter Jelly or Jam | Non-Fat Dry or Canned Milk Baby Food or Formula | Cooking Supplies (flour, spices, oils, etc.)



### Open Enrollment Fair

Annual open enrollment fair is just around the corner.

Page 2



### Bike Safety Month

Pledge to share the road this month.

Page 3



### New Programs from Learning & Talent Development

October programs and a new HR Essentials program launch.

Page 4



### Professional Development

The Fall Catalog is now available.

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# Benefits Fair

The Annual Open Enrollment Benefits Fair is on Tuesday, October 2, in the Colony Room of the Stamp Student Union from 9:00 a.m. – 2:00 p.m. Flu shots\*, screenings of non-fasting cholesterol (total and HDL), non-fasting blood sugar (glucose), and blood pressure will be offered. The blood sugar and cholesterol screening is conducted via a single finger stick.

Results are obtained in 90 seconds, and participants are coached on the results

\*If you are interested in obtaining a flu shot at the Benefits Fair, please make a copy of your insurance card (back and front) and your UID card.



## Lunch & Learn

October's Lunch & Learn will focus on Flu Awareness. This seminar provides information on how to fight the flu. The Lunch & Learn will be held on Wednesday, October 3, 2018, in **1101U Chesapeake Building** from 12:00 – 1:00. Please register at [training.umd.edu](http://training.umd.edu)

# National Breast Cancer Awareness Month

Breast cancer is the most common kind of cancer in women after skin cancer. About 1 in 8 women born today in the United States will get breast cancer at some point.

The good news is that most women can survive breast cancer if it's found and treated early.

- **If you are a woman age 40 to 49**, talk with your doctor about when to start getting mammograms and how often to get them.
- **If you are a woman age 50 to 74**, be sure to get a mammogram every two years. You may also choose to get them more often.

Talk to a doctor about your risk for breast cancer, especially if a close family member of yours had breast or ovarian cancer. Your doctor can help you decide when and how often to get mammograms.



## Don't Lose Any Leave



Now is the time to start planning to use any annual or personal leave you may be in jeopardy of losing. Employees eligible to earn leave may carry over a maximum of 50 days or 400 hours of annual leave into the next calendar year. This

maximum will be prorated for part-time employees working 50% or more. Additionally, employees are granted three personal days each calendar year these personal days cannot be carried forward into the next calendar. Therefore, any annual leave exceeding 400 hours and/or any unused personal days will be forfeited on January 5, 2019.

The forfeited personal leave is contributed to the USM Leave Reserve Fund (LRF). All Exempt and Nonexempt Staff employees on Regular Status, working 50% or more, who become temporarily medically disabled or are eligible for Parental Leave and who meet qualifying criteria are eligible for paid leave through the LRF.

For more information on annual leave and the leave reserve fund, please see the Board of Regents Policies:

[VII-7.00-Policy](#) on Annual Leave for Regular Nonexempt and Exempt Staff Employees.

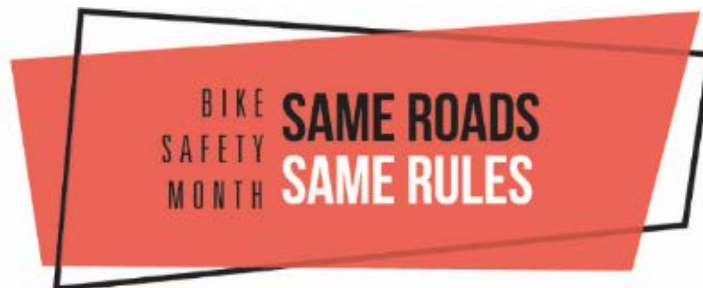
[VII-7.11-USM](#) Policy on Leave Reserve Fund for Exempt and Nonexempt Staff Employees on Regular Status

# Pledge to Share the Road during Bike Safety Month

As cycling becomes increasingly popular on campus, it's important for motorists and cyclists alike to know how to share the road. This October, the Department of Transportation Services (DOTS) promotes bike safety through free group bike

rides (including a Homecoming bike ride and a ghost tour!), lunch-and-learn classes and pop-up events. The full line-up of activities is available on the DOTS website at [go.umd.edu/bikesafety](http://go.umd.edu/bikesafety).

*Cyclists and motorists: demonstrate your commitment to sharing the road by reviewing the Same Roads, Same Rules guidelines and taking the Bike Safety Pledge at [go.umd.edu/sharetheroad](http://go.umd.edu/sharetheroad). Individuals who take the pledge may claim a "Share the Road" decal at any Bike Safety Month event.*



## BICYCLISTS

### STOP MEANS STOP



Obey traffic signals and stop signs.  
Always yield to pedestrians in crosswalks.

### RIDE ON THE ROAD



Bicycles are vehicles and vehicles belong on the road.

### BE PREDICTABLE



Make your intentions clear to everyone on the road. Don't swerve between cars and signal all turns.

### SIDEWALKS ARE FOR PEDESTRIANS



Pedestrians are unpredictable and chances of a crash are high.

## MOTORISTS

### GIVE THEM SPACE



Give bicyclists at least 3 feet of space when passing – don't try to squeeze past them. Always yield to pedestrians in crosswalks.

### BE PATIENT



The campus speed limit is 20mph so slow down and be patient. Bicycles mean less traffic.

### BE PREDICTABLE



Abrupt turns can cause crashes. Always look for bicyclists and use turn signals.

### BIKES ARE VEHICLES TOO



The law says bicycles are vehicles and they are allowed to ride in the middle of the travel lane.



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## **UNDERSTANDING THE MEDICAL PLANS OFFERED AT UMD**

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October HR Essentials

10/19/18

12:00-1:00pm

Edward St. John Building

Room 0215



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## **UNDERSTANDING HOLIDAY LEAVE**

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November HR Essentials

11/16/18

12:00-1:00pm

Edward St. John Building

Room 0215



## **HR ESSENTIALS**

Monthly 60 minute training for review of common HR policies, procedures, and tools. Each month will focus on a different topic that often needs further clarification or can cause confusion. Sessions are dynamic and interactive workshops.

# Great leadership creates great work environments!

2nd Series  
added for Fall!

Create an engaged & inclusive  
work environment



Develop a high performing team



Reduce meeting time – and with  
better results



Delegate work that empowers,  
inspires, and motivates



Make performance reviews a  
positive experience



Turn work conflicts into  
opportunities



## Leadership Development Initiatives (LDI)

**Who should attend:** This course will help almost any supervisor, but is especially helpful for supervisors with less than five years experience

**Upcoming Dates:** October 25 , November 1, 8, 15, 29, December 6, 13

**Time:** 1:00pm-4:30pm

**Location:** 1101U Chesapeake Building

**Learning Fee:** \$75

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



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LEARNING & TALENT DEVELOPMENT





# The Master Facilitator

A two-day program for anyone involved with, or interested in, learning and talent development. 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 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. Participants will also deliver a 5-minute presentation and get feedback from their peers.

**Date:**  
**October 18-19,**  
**2018**

**Time:**  
**9:00am-4:00pm**

**Location:**  
**TBD**

**Learning Fee:**  
**\$500**

**Questions? [traindev@umd.edu](mailto:traindev@umd.edu) or 301-405-5651**



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**HUMAN RESOURCES**  
**LEARNING & TALENT DEVELOPMENT**



# Do you sing?

**TerpCappella**

*\*wowed\**

the crowd  
in our debut  
at the Staff  
Appreciation  
Picnic for the  
Division of  
Administration  
and Finance.

*Want to be  
a part  
of it?*

## Join TerpCappella!

***UMD's new all-staff A Cappella group***

Next rehearsal:

Thursday, October 11<sup>th</sup> at 8:00 a.m.  
Room 1101U, Chesapeake Building

Next performance:

Thursday, November 15<sup>th</sup> at 10:00 a.m.  
VPAF All Supervisors Meeting

*Interested?*

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



# UMD Campus Pantry

distributing emergency food to terps in need

## FALL 2018

*September 7–December 7  
Every Friday, 9:00am–5:00pm*

### Location

Health Center, Heilsa Room 0143

**Individual appointments also available:**  
contact 301-314-8054 or [campuspantry@umd.edu](mailto:campuspantry@umd.edu)

To be eligible for services you must be a current student, faculty or staff-member at UMD.  
Please bring your current UMD ID with you. Pantry closed when campus is closed.



Contact [campuspantry@umd.edu](mailto:campuspantry@umd.edu) or 301.314.8054 with questions.

Visit [campuspantry.umd.edu](http://campuspantry.umd.edu) for schedule updates.

 @UMDCampusPantry |  @UMDCampusPantry |  @UMDCampusPantry



# October 2018

Mon.	Tue.	Wed.	Thu.	Fri.
1 <a href="#">New Employee Orientation &amp; Welcome</a>	2 <a href="#">LDI 1 (2 of 7): Communication Essentials for Supervisors</a>	3 <a href="#">Lunch &amp; Learn</a>	4	5
8 <a href="#">UHR Benefits: New Employee Benefits Enrollment and Q&amp;A</a>	9 <a href="#">LDI 1 (3 of 7): Conflict Opportunity for Supervisors</a>	10 <a href="#">Performance Review: Process &amp; Tools</a>	11	12
15 <a href="#">New Employee Orientation &amp; Welcome</a>	16 <a href="#">LDI 1 (4 of 7): Delegation as Empowerment</a>	17	18 <a href="#">Master Facilitator (Day 1 of 2)</a>	19 <a href="#">Master Facilitator (Day 2 of 2)</a>
22 <a href="#">UHR Benefits: New Employee Benefits Enrollment and Q&amp;A</a>	23 <a href="#">LDI 1 (5 of 7): Leading Effective Meetings</a>	24	25 <a href="#">So you want to be a Supervisor</a>  <a href="#">LDI 1 (1 of 7): Leading a High Trust Workplace</a>	26
29 <a href="#">New Employee Orientation &amp; Welcome</a>	30 <a href="#">LDI 1 (6 of 7): Leading as Trainers</a>			

UHR has all of this  
and more!

[The full catalog](#)



\*\*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

October-December



**UNIVERSITY  
HUMAN RESOURCES**  
LEARNING & TALENT DEVELOPMENT





## LDI I: Foundations of Leadership

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:** Sept. 25, Oct. 25    **Location:** 1101U Chesapeake Building    **Time:** 9:00am-12:30pm, 1:00-4:30pm    **Learning Fee:** \$75

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

### LDI 1:2 - Communication Essentials for Supervisors

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:** Oct. 2, Nov. 1    **Location:** 1101U Chesapeake Building    **Time:** 9:00am-12:30pm, 1:00-4:30pm    **Learning Fee:** \$75

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

### LDI 1:3 - Conflict as Opportunity for Supervisors

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:** Oct. 9, Nov. 8    **Location:** 1101U Chesapeake Building    **Time:** 9:00am-12:30pm, 1:00-4:30pm    **Learning Fee:** \$75

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

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



## 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:** Oct. 16, Nov. 15    **Location:** 1101U Chesapeake Building    **Time:** 9:00am-12:30pm, 1:00-4:30pm    **Learning Fee:** \$75

**Audience:** 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:** Oct. 23, Nov. 29    **Location:** 1101U Chesapeake Building    **Time:** 9:00am-12:30pm, 1:00-4:30pm    **Learning Fee:** \$75

**Audience:** 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:** Oct. 30, Dec. 6    **Location:** 1101U Chesapeake Building    **Time:** 9:00am-12:30pm, 1:00-4:30pm    **Learning Fee:** \$75

**Audience:** 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:** Nov. 6, Dec. 13    **Location:** 1101U Chesapeake Building    **Time:** 9:00am-12:30pm, 1:00-4:30pm    **Learning Fee:** \$75

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



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

## Keys Sprint

Complete all three modules of Keys to an Engaged & Empowered workplace in 1 day! Keys is a powerful program that gives individual contributors the knowledge and skills to help create an engaged and empowered workplace. Learners are exposed to new ideas and tools which help them recognize that they have the power to create the kind of work environment where everyone feels connect, respected, accepted & appreciated, valued, and empowered.

**Dates:** Nov. 7

**Location:** TBA

**Time:** 9:00am-4:30pm

**Learning Fee:** \$195.00

**Audience:** Individual contributors

## 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 PSA and ROPES, and the "Do's and Don'ts" for public speaking.

**Dates:** Oct. 18-19

**Location:** Adele H. Stamp Student Union - Pyon Su Room

**Time:** 9:00am-4:00pm

**Learning Fee:** \$500

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

## Supervising Students & Graduate Assistants

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:** Nov. 1

**Location:** 0110 Seneca Building

**Time:** 9:00am-12:30pm

**Learning Fee:** \$75.00

**Audience:** Individual contributors, Front line leaders  
2018

## LDI II: Champion Leadership

This dynamic, highly-participatory program is designed to help supervisors who have a minimum of five years' experience take their leadership to the next level. The objective is to equip supervisors with knowledge and skills to inspire, coach, and empower employees to perform at their best, build high-trust relationships at any level (up, down, or across), make data-driven decisions, and create a positive, flexible, change-friendly culture. During this intensive, two-day program, participants will learn how to lead by principle and why it matters, practice listening skills at any level, apply a change model to create a change-friendly culture, practice making data-driven decisions and conduct a performance and growth coaching session.

**Dates:** November 15-16

**Location:** University Golf Course

**Time:** 9:00am-4:00pm

**Learning Fee:** \$500

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

## So You Want to be 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 needs to learn, know and do to be successful. It is highly recommended that aspiring supervisors take this course!

**Dates:** Oct. 25

**Location:** 0110 Seneca Building

**Time:** 9:00am-12:30pm

**Learning Fee:** \$75.00

**Audience:** Individual contributors

## 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 differences, and workplace attitudes of native cultures represented among University of Maryland staff. Topics include: Why English is Hard, Cross-Cultural Communications, and Outside Resources for English Language Learners.

**Dates:** Dec. 20

**Location:** TBA

**Time:** 1:00-4:00pm

**Learning Fee:** \$75.00

## 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:** Oct. 1, Oct. 15, Oct. 29, Nov. 12, Nov. 26, Dec. 10

**Location:** 1101U Chesapeake Building

**Time:** 8:15am-4:30pm

**Learning Fee:** \$0.00

**Audience:** New Hires

## 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.

**Dates:** Oct. 10, Nov. 14, Dec. 12

**Location:** 1101U Chesapeake Building

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

**Learning Fee:** \$0.00

**Audience:** All University employees

## Fearless Supervision: Time, Attendance, & Discipline

This course provides supervisors with tips on managing tardiness, absenteeism, and the disciplinary process.

**Dates:** Oct. 10

**Location:** 1101U Chesapeake Building

**Time:** 2:45pm-4:30pm

**Learning Fee:** \$0.00

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

## FMLA: Using & Administering Family Medical Leave

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

**Dates:** Oct. 10

**Location:** 1101U Chesapeake Building

**Time:** 1:00pm-2:30pm

**Learning Fee:** \$0.00

**Audience:** All University employees

## Performance Improvement Plan: Process & Tools

This course helps supervisors understand when and how to write a performance improvement plan (PIP) for your supervisees.

**Dates:** Oct. 10

**Location:** 1101U Chesapeake Building

**Time:** 11:00am-12:00pm

**Learning Fee:** \$0.00

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

## HR101 - Understanding Health and Retirement Benefits

Recurring and dedicated 60 minute training for review of common HR policies, procedures, and tools. The focus will be a review of topics that are needing further clarifications or can cause pain points. Sessions are dynamic and interactive learning workshops that will be offered once a month.

**Dates:** Oct. 19

**Location:** Edward St. John - 0215

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

**Learning Fee:** \$0.00

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

## HR101 - Time and Attendance Challenges and Solutions

Recurring and dedicated 60 minute training for review of common HR policies, procedures, and tools. The focus will be a review of topics that are needing further clarifications or can cause pain points. Sessions are dynamic and interactive learning workshops that will be offered once a month.

**Dates:** Nov. 16

**Location:** Edward St. John - 0215

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

**Learning Fee:** \$0.00

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



## CONTACT US

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1101 Chesapeake Building



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