Notice of Non-Discrimination
Slippery Rock University of Pennsylvania does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, gender expression, national origin, religion, age, disability, age/or veteran status in its programs or activities in accordance with Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies.
**Office 365 Series**

**Broderick McKenna, IT student specialist**

**Cassandra Aber, IT student specialist**

**Office 365 - Module 1:**

**Date and Time:** Feb. 13, 11:30 a.m. - 12:30 p.m.

**Location:** Maltby Center, Room 105

**Description:** Learn and master the following tips: email signature, auto reply, establishing specific settings for emails, keyboard shortcuts, adding a photo on your account, setting inbox rules for messages, creating a calendar event through email, organizing the calendar, discovering a calendar and creating a calendar.

**Office 365 - Module 2:**

**Date and Time:** Feb. 20, 11:30 a.m. - 12:30 p.m.

**Location:** Maltby Center, Room 105

**Description:** Learn and master the following tips: getting started with Sway, sharing the Sway, creating a form, reviewing the forms' responses, getting started with SharePoint, sharing OneDrive links, saving a file from OneNote, saving documents to OneDrive, who used the Windows desktop before, the transition to Windows 10 should be relatively painless, especially after attending this one-hour training to orient yourself with this new operating system.

**Mastering the Art of Blogging**

**Jason Stuart, assistant professor, English**

**Date and Time:** March 8, 10-11 a.m.

**Location:** Carruth Rizza, Room 211

**Description:** What was once a way for individuals to jot down some personal thoughts on a webpage has gained such popularity that businesses, social groups and political affiliates are using blogs as a means of delivering their messages to the masses. Whether you’re interested in learning how to blog for personal growth or create a side business, attendees will learn foundational skills and tips for making the most of the messages they want to communicate. Novice and skilled bloggers are welcome.

**SAP Budgeting Fundamentals**

**Cara Kriebel, senior budget analyst, finance**

**Linda Moore, position control manager, finance**

**Date and Time:** March 12, 10-11 a.m.

**Location:** Maltby Center, Room 105

**Description:** This session is highly recommended for new employees that need to use SAP for budgetary purposes. The workshop will concentrate on SAP access, SAP budget reports and steps for processing a pre-posted budget document. Participants must have SAP access and bring their SAP sign-on information with them.

**Business Intelligence (BI) Reporting**

**Cara Kriebel, senior budget analyst, finance**

**Linda Moore, position control manager, finance**

**Date and Time:** March 14, 10-11 a.m.

**Location:** Maltby Center, Room 105

**Description:** This session focuses on the reporting tools available using BI. We will demonstrate how to access BI reports, modify provided reports and how to save reports that you develop for your own use. You must have BI access to benefit from this workshop. The BI tab is located in Employee Self-Serve. If you have access, you will see a “Business Intelligence” tab. For questions on how to access BI please contact Linda Moore at linda.moore@sr.edu prior to the workshop.

**Windows 10**

**Dan Brady, information technology technician, technology support services**

**Date and Time:**
- Feb. 14, 11 a.m. - noon
- March 21, 11 a.m. - noon
- April 11, 11 a.m. - noon

**Location:** Maltby Center, Room 105

**Description:** Windows 10 has arrived on campus. While there are many new features, much remains the same. For those who used the Windows desktop before, what was once a way for individuals to jot down some personal thoughts on a webpage has gained such popularity that businesses, social groups and political affiliates are using blogs as a means of delivering their messages to the masses. Whether you’re interested in learning how to blog for personal growth or create a side business, attendees will learn foundational skills and tips for making the most of the messages they want to communicate. Novice and skilled bloggers are welcome.

**Pencil Me In**

**Nicky Taggart, clerk typist, Smith Student Center**

**Date and Time:** March 14, 1:30-2:30 p.m.

**Location:** Maltby Center, Room 105

**Description:** Having difficulty reserving a space on campus? Don’t know who to call? This session provides the ins and outs on reserving spaces on campus at the Smith Student Center, academic buildings, residence life, the ARC and more as well as how to use ASTRA to check availability.

**Practical Tips to Stay TechSafe**

**Broderick McKenna, student IT specialist**

**Cassandra Aber, student IT specialist**

**Date and Time:** March 20, 11:30 a.m. - noon

**Location:** Maltby Center, Room 105

**Description:** The world around us is full of new and extraordinary technology. But with advances in technology, new and potential threats exist. This one-hour session will provide examples of these threats and ways to avoid them. The session will cover smartphone security, email security and safe browsing tips to enhance a user’s ability to recognize potential harm. Please bring your smartphone with you for a security checkup.

**SAP/ Understanding the Purchasing Process**

**Patti Doyle, purchasing agent II, contracts and purchasing**

**Date and Time:** March 26, 11 a.m. - noon

**Location:** Maltby Center, Room 105

**Description:** This session will address vendor search, creating purchase requisitions including material groups/gl accounts, duplicating lines, split account assignments, attaching documents or URL address, and order status. This session is highly recommended for new employees or those who want additional review.

To register visit [https://www.srufoundation.org/id.html](https://www.srufoundation.org/id.html). If you require special accommodations, please contact the Diversity Office at extension 2016.
Excel Series: Tips for Productivity with Excel
Cassandra Aber, IT student specialist
McKenna, IT student specialist

Tips for Productivity with Excel 1
Date and Time: March 27, 11:30 a.m. -12:30 p.m.
Location: Maltby Center, Room 105
Description: Learn and master the following tips: creating a new worksheet; utilizing office clipboard; deleting/inserting rows & columns; formatting cells; using formulas; applying a number format; creating charts; sorting lists-descending/ascending/alphabetical; freezing panes; and using tables.

Tips for Productivity with Excel 2
Date and Time: April 3, 11:30 a.m. -12:30 p.m.
Location: Maltby Center, Room 105
Description: Learn and master the following tips: importing data; opening multiple worksheets; formatting different worksheets together; referencing data from another worksheet; SumIF formulas; data validation; conditional formatting; and using pivot tables.

Tips for Productivity with Excel 3
Date and Time: April 10, 11:30 a.m. -12:30 p.m.
Location: Maltby Center, Room 105
Description: Learn and master the following tips: Deleting blank row/columns; absolute referencing; indexing and matching; IF formula; Using and/or functions; combining if, and/or; =SumProduct() formula; creating forms; tracking changes; and protecting worksheet/workbook.

Tips for Productivity with Excel 4
Date and Time: April 17, 11:30 a.m. -12:30 p.m.
Location: Maltby Center, Room 105
Description: Learn and master the following tips: texting to column; string manipulation; replacing formulas with static value; grouping; combining data validation and conditional formatting; Pivot charts; and updating a chart copied to Word/PowerPoint.

Adobe Dreamweaver
Jason Stuart, assistant professor, English

Date and Time: April 26, 10-11 a.m.
Location: Carruth Rizza, Room 211
Description: Need to make a quick webpage for your academic portfolio? Want to help get your majors online? Interested in creating a website for a personal business? Learn the basics of Adobe Dreamweaver, a web development tool, that provides users with a faster, easier way to design, code, and publish websites.

Leadership and Interpersonal Development

16 Personalities
Carolyn Davis, lead facilitator, leadership development

Date and Time: Feb. 12, 1-3 p.m.
Location: Leadership Development Center
Description: This workshop will help attendees discover and unpack their unique personality style. Everyone has tendencies, traits and behaviors that converge to make us who we are. Learn about your personality, how your personality type tends to interact with people of differing personality types and how to begin effectively communicating and understanding your colleagues.

Project Management Series
Rhonda Clark, instructor, business

Project Management: Tooing Up
Date and Time: Feb. 13, 1:30-3:30 p.m.
Location: Leadership Development Center
Description: Designed as an interactive workshop with hands-on activities to manage projects or events, large or small.

This workshop focuses on easy to use tools for better organization and efficiency skills for projects and/or events.

Project Management: Technology Skills
Date and Time: March 27, 1:30-3:30 p.m.
Location: Leadership Development Center
Description: Designed as an interactive workshop with hands-on activities to manage projects or events, large or small. This workshop focuses on the technology side of managing projects.

The Art of Feedback
Joshua Strelbicki, lead facilitator, leadership development and assistant executive director of Butler County Alliance for Children

Date and Time: Feb. 22, 9-11 a.m.
Location: Leadership Development Center
Description: This interactive workshop is designed to address the two components of feedback crucial to quality professional (and personal) development: giving and receiving. Types of feedback will be discussed with practical and fun opportunities to understand the art of delivery, understanding what motivates people in those circumstances and how to accept feedback, even criticism, with a measure of grace.

Acceptance vs. Rejection
Corrine Gibson, director, inclusive excellence
Christine Pease-Hernandez, assistant professor, communication

Date and Time: March 6, 1-3 p.m.
Location: Leadership Development Center
Description: Author Leo Buscaglia once said, “It is our similarities that bring us together and our differences that keep us together.” If we were all alike, there would be limited excitement in our lives. While interacting with people who hold different values, beliefs and cultural practices can be challenging, it can also bring us life enrichment. In this workshop, participants will be presented with vignettes that center on issues of difference in the workplace. Participants will practice communicative behaviors that can help navigate through potentially challenging interpersonal interactions.

To register visit https://www.srufoundation.org/ld.html. If you require special accommodations, please contact the Diversity Office at extension 2016.
How to Run Your Day from an Index Card  
Justin Zatul, communication specialist, communication and public affairs

**Date and Time:** March 19, 1-2 p.m.  
**Location:** Leadership Development Center

**Description:** If you are at the mercy of a never-ending to-do list, distractions from your emails and smartphone, or spells of inattentiveness, then take control of your day with a low-tech tool to get the right things done at the right time. Learn practical, evidence-based advice collected from experts to help you organize your day by determining the best time to perform different types of tasks, develop habits to increase productivity, reduce cognitive fatigue and be more engaged and effective with your work.

Courageous Conversations  
Jordan Rimmer, lead facilitator, leadership development; pastor, Northminster Presbyterian Church

**Date and Time:** March 29, 10 a.m. - noon  
**Location:** Leadership Development Center

**Description:** There are some difficult conversations that we simply do not want to have; correcting a staff member, saying “no” to a friend, talking about race, politics, religion and so on. There is growing concern, angst and fear in everyone’s conversations. In order for the world to become better, we need to have more challenging dialogues. This workshop will teach participants to take a step back and think about how to talk about difficult conversations and what is lost when we avoid the discussion. Attendees will leave with a clearer understanding of what makes difficult conversations difficult as well as the skills and healthy mindset for having courageous conversations.

I’m LinkedIn! Now What?  
John Rindy, director, career education and development

**Date and Time:** April 9, 1-2 p.m.  
**Location:** Carruth Rizza, Room 211

**Description:** “I have a LinkedIn profile, but I am not sure why…” This session will cover some basics of LinkedIn and provide an explanation of how the tool can be effectively used in career development. You do not need to have a LinkedIn account to attend, but the session will include best practices if you do have an account.

Communicating for Success  
Shawn Davis, assistant professor, parks, conservation and recreational therapy

**Date and Time:** April 17, 11 a.m. - noon  
**Location:** Leadership Development Center

**Description:** Your message matters, so make sure your audience remembers what you tell them. This workshop will show participants how to communicate using the SUCCESS model proposed by Chip and Dan Heath. Utilizing this method, attendees will make their messages more memorable and succinct by learning how to make them simpler, unexpected, credible, concrete, emotional and short in the fun and engaging talk that practices what it preaches.

AFSCME 101  
Lynn Cousins, president, AFSCME; maintenance repairman II, maintenance  
Richard Maire, vice president, AFSCME; refrigeration mechanic, maintenance

**Date and Time:** April 23, 11 a.m. - noon  
**Location:** Leadership Development Center

**Description:** The American Federation of State, County and Municipal Employees is the nation’s largest and fastest growing public services employees’ union and is representative of many SRU employees. This informative workshop will help participants better understand the AFSCME union and the facts about working alongside AFSCME-represented employees at SRU. This workshop is highly recommended for anyone who supervises or works with AFSCME employees, as well as members of AFSCME.

Leading with Character: Using Classic Disney Wisdom to Unlock Your Leadership Potential  
Robert Lagense, director, transfer admissions and new student orientation

**Date and Time:** April 24, 10:30 a.m. - noon  
**Location:** Leadership Development Center

**Description:** Do you have the desire to inspire people to be the best they can be? Then unlock your leadership potential! This interactive presentation will highlight basic, but effective leadership principles and “character”istics using popular Disney movie icons that will take the guess work out of guiding you toward successfully impacting the lives of your peers and co-workers. Whether you aspire to be a motivating role model, serve as a persuasive mentor, or initiate opportunities for personal and professional growth, these lessons can help you reach your leadership goals!

Being Bullied in the Workplace  
Erin Strain, director, leadership development

**Date and Time:** April 25, 10 a.m. - noon  
**Location:** Leadership Development Center

**Description:** This workshop will distinguish the difference between being bullied and being harassed. Participants will learn the effects and the cost a bully has on an individual and an organization. Discover the best way to respond to a bully in the workplace.

SCUPA 101: Understanding the Union and Its Employees  
Sheleta Camarda-Webb, director, multicultural affairs and diverse education/commuter and non-traditional student services, student affairs, California University of Pennsylvania; president, SCUPA  
Todd Spaulding, assistant director, residence life, Clarion University; treasurer, SCUPA

**Date and Time:** April 25, 1:30-2:30 p.m.  
**Location:** Leadership Development Center

**Description:** SCUPA represents the many PASSHE employees whose job falls under the “student development” umbrella. This workshop will help participants better understand SCUPA and the facts about working alongside SCUPA represented employees. This workshop is highly recommended for anyone who supervises and/or works with SCUPA employees, as well as SCUPA members.

To register visit [https://www.srufoundation.org/ld.html](https://www.srufoundation.org/ld.html). If you require special accommodations, please contact the Diversity Office at extension 2016.
Safe Zone
Jodi Solito, director, Women’s Center and Pride Center

Date and Time: Feb. 6, 8:30 a.m. - 12:30 p.m.
Location: Leadership Development Center

Description: Safe Zone is a program that identifies and trains pro-diversity faculty and staff to provide support and resources for lesbian, gay, bisexual, transgender, questioning/queer and intersex (LGBTQI) students. Safe Zone provides campus community members who identify with the LGBTQ+ community a “safe” place to go for help, advice or just to speak with someone who is supportive of their sexual orientation and/or gender identity. This workshop is only available for faculty and staff.

QPR Gatekeeper Training
Karla Fonner, director, student support Renee Bateman, associate director, student support

Date and Time: Feb. 27, 1-2:30 p.m.
Location: Leadership Development Center

Description: QPR: Question, Persuade, Refer. The QPR mission is to reduce suicidal behaviors and save lives by providing innovative, practical and proven suicide prevention training. Key components covered in the training include: how to question, persuade and refer someone who may be suicidal; the common causes of suicidal behavior; the warning signs of suicide; how to get help for someone in crisis; and campus, community and national resources. This workshop is highly recommended for all faculty and staff whom have direct contact with students.

Grant Writing Series
Nancy Cruikshank, director, grants, research and sponsored programs

Grant Writing 101
Date and Time: Feb. 15, 10:30 a.m. - noon
Location: Leadership Development Center

Description: Increase your grant writing proficiency and competencies through this workshop by learning how to find funding sources and write a proposal narrative. This workshop will be of interest to individuals with limited grant writing experience, while also serving as a review session for experienced grant writers.

Grant Writing 102
Date and Time: Feb. 28, 10:30 a.m. - noon
Location: Leadership Development Center

Description: This workshop will focus on assisting participants with developing a budget for a grant proposal and the process at SRU for submitting a proposal to an external sponsor. The workshop will be of interest to individuals with limited grant writing experience, while also serving as a review session for experienced grant writers. Participants are not required to take Grant Writing 101 to participate in this workshop.

Navigating Disability Services to Enhance Students’ Educational Experience
Natalie Burick, director, disability services Kim Coffaro, assistant director, disability services

Date and Time: Feb. 21, 12:30-1:45 p.m.
Location: Smith Student Center, Room 323

Description: Approximately 7 percent of SRU students are connected with the Office of Disability Services for academic accommodations. Faculty and staff will discover strategies to walk alongside and empower their students to take ownership of their educational experience. Learn about the resources available, how you can utilize them and understand how the impact of using these resources can help students “Experience the Difference” at SRU.

Let the U.S. Census Work for You
Rocco Cremonese, instructor, library

Date and Time: Feb. 26, 11 a.m. - noon
Location: Carruth Rizza, Room 211

Description: Learn how to use census data to effectively pursue demographic data that will enhance your next project. The U.S. Census provides a wealth of information that can be accessed and applied to better inform research, grants and projects. This workshop will connect participants with access to a consistent government tool that has broad applications for both professional and student research, while creating greater awareness on how population information is utilized.

Navigating Student Employment – Budget, Hiring, Payroll, and Work Study Programs
Ginny Kopko, associate director, financial aid and scholarships
Susan Patton, management technician, payroll
Lisa Theodorson, clerk typist 3, career education and development

Date and Time: Feb. 26, 1:30-2:30 p.m.
Location: Maltby Center, Room 105

Description: This session will address the student employment process including assessing needs and budget, posting a position, hiring student workers, eTime reporting and work study programs. We will address misconceptions and differences between federal, state and institutional work study programs. This session is highly recommended for any and all faculty, managers, and staff who currently supervise students or may be supervising students in the future.

To register visit https://www.srufoundation.org/ld.html. If you require special accommodations, please contact the Diversity Office at extension 2016.
Generation Z: Characteristics, Motivations, and Challenges
Renee Coyne, assistant director, career education and development
Date and Time: March 1, 11 a.m. - noon
Location: Leadership Development Center
Description: Move over millennials, Generation Z is taking over SRU’s campus. Explore the characteristics, challenges, and specifically, how to motivate and connect with members of this new generation. Through lecture, group discussions and collective brainstorming, develop some strategies for successful interaction and education of this generation that’s been plugged in from Day One.

Using Non-traditional Pedagogy for Enhanced Applied Learning
Jeremy Lynch, associate professor, special education
Date and Time: March 5, 2-3 p.m.
Location: Leadership Development Center
Description: Participants will be introduced to instructional pedagogies that provide students with the opportunity to apply discipline specific knowledge through a variety of activities. Emphasis will be placed on the nature and needs of diverse learners and how these instructional pedagogies can provide access to the curriculum for all learners.

All About Open Textbooks: Benefits and Opportunities for Your Courses
Rocco Cremonese, instructor, library
Date and Time: March 21, 1-3 p.m.
Location: Carruth Rizza, Room 211
Description: This workshop is intended as an introduction to open textbooks and the Pennsylvania Library Consortium’s Affordable Learning PA initiative. Participants will learn about open textbooks, including how they are funded, published, what copyright restrictions apply and the pros and cons they offer educators and students. Participants will also learn about reputable sources of open textbooks, reviews of open textbooks, and the state of open educational resources at SRU, including possible grants and research opportunities.

Building Bridges: Internationalizing a Campus Community
Jenny Kawata, director of global exchanges and partnerships, global engagement
Date and Time: April 2, 12:30-1:45 p.m.
Location: Leadership Development Center
Description: International students bring a diverse perspective to many rural college campuses. Through discussion and small group activities, participants will examine best practices for bridging the gap between international students and the campus community. Participants will explore their own culture and that of others through self-reflection and guided inquiry with inclusive programming and cross-cultural communication as our focal points. A more culturally competent campus community will enhance our institution’s overall commitment to diversity and internationalization as a whole.

Office of Student Conduct: General Hearing Board Training
Leigh Ann Gilmore, director, student conduct
Date and Time: April 11, 12:30-1:30 p.m.
Location: Leadership Development Center
Description: By serving as a hearing board member, faculty, staff, and students are helping to support part of SRU’s mission to provide a “safe community with access to high quality student services.” During this training, hearing board members will learn how to navigate a conduct case from the initial hearing to determining the most educationally beneficial and developmentally appropriate consequence for violations of the Student Code of Conduct. All faculty and staff are welcome to attend the training either to become a hearing board member or to become more informed of the student conduct process.

Messages that Motivate: Packaging Messages to First Year Students
John Rindy, director, career education and development
Date and Time: April 16, 12:30-1:45 p.m.
Location: Leadership Development Center
Description: When you want to get a group of first-year students to do something, what sort of things should you say? What sort of information should you put on fliers? In 2015, SRU’s Office of Career Education and Development asked this question as part of an IRB approved study. The white paper from the study was entitled “Messages that Motivate. Getting First-Year Students to Take the Career Journey.” Application of the principles discovered in that study have resulted in exponential increases in usage of the office’s services. Highly recommended for student affairs personnel and faculty.

To register visit https://www.srufoundation.org/ld.html. If you require special accommodations, please contact the Diversity Office at extension 2016.
National Incident Management System Series

Paul Novak, executive director, facilities, planning and environmental safety
Windy Stafford, assistant director, emergency management

IS-700.B: Introduction to the National Incident Management System

Date and Time: Feb. 21, 8:30 a.m. - noon
Location: Maltby Center, Room 105
Description: This course provides an overview of the National Incident Management System. NIMS defines the comprehensive approach guiding all levels of government, nongovernmental organizations and the private sector, to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. The course provides learners with a basic understanding of NIMS concepts, principles and components. This blended workshop includes instructor led and online content. An exam is required for certification.

IS-100.C: Introduction to Incident Command Systems

Date and Time: March 5, 10 a.m. - noon
Location: Maltby Center, Room 105
Description: This course describes the history, features, principles and organizational structure of the Incident Command System. The target audience includes persons involved with emergency planning, response and recovery efforts or anyone wanting to know more information. This blended workshop includes instructor led and online content. An exam is required for certification.

Climate Change: Impacts and Solutions in Pennsylvania

Paul Scanlon, director, sustainability
Shawn Davis, assistant professor, parks, conservation and recreational therapy

Date and Time: Feb. 28, 12:30 - 1:45 p.m.
Location: Leadership Development Center
Description: When most people think of climate change impacts they envision stranded polar bears and rising sea levels. But what does climate change mean for Pennsylvania? Join us for discussion on current and projected impacts of climate change on the state. Through this talk we will learn what SRU is currently doing to address climate change, what individuals can do to create effective change on the climate issue, and how entire communities can mitigate the worst impacts through resiliency planning.

Heartsaver AED

Robert Ogoreuc, assistant professor, physical and health education

Date and Time: March 13, 9:30 a.m. - noon
Location: Leadership Development Center
Description: This workshop teaches adult CPR and AED use as well as how to relieve choking on an adult. Upon completion of this course, participants will receive an American Heart Association CPR/AED course completion card that is valid for two years. This course is for anyone with limited or no medical training who needs a course completion card in CPR and AED use to meet job, regulatory and other requirements.

Campus Emergency Preparedness, Active Shooter Awareness and Survival

Paul Novak, executive director, facilities, planning, and environmental safety
Windy Stafford, assistant director, emergency management
Jason Squatrito, patrol officer, university police

Date and Time: March 21, 12:30 - 1:30 p.m.
June 6, 12:30-1:30 p.m.
Location: Smith Student Center, Room 321
Description: SRU is committed to the safety and health of its students, faculty and staff. As part of an ongoing effort in emergency management and preparedness, the Department of Environmental Safety is presenting a campus-wide training session on emergency preparedness. Attendees will be presented with an overview of emergency planning initiatives to date, including emergency exercises and planned drills, and guidance on preparing individual departmental emergency evacuation plans. The session will conclude with training on active shooter awareness and survival.

Stop the Bleed

Windy Stafford, assistant director, emergency management
Tyler Gray, police specialist, university police
Jonathan Henry, assistant professor, homeland and corporate security studies

Date and Time: March 28, 1-3 p.m.
Location: Leadership Development Center
Description: No matter how rapid the arrival of professional emergency responders, bystanders will always be first on scene. A person who is bleeding can die from blood loss within five minutes, therefore it is important to quickly stop the bleeding. This session will demonstrate how to provide care to those with life threatening injuries.
Health and Wellness

Lift Like a Pro™: Safe Lifting and Materials Handling
Christopher Hughes, professor, physical therapy
Date and Time: Feb. 12, 8:30-9 a.m.
Location: Leadership Development Center
Description: This workshop is designed to enable participants to apply practical and effective principles to move and lift safely on the job. Learn the importance of physical readiness and its role in injury reduction, as well as work situations that lead to micro-trauma and macro-trauma. Learn how to advocate for and receive education on questions you may have related to an injury free work environment.

Mindfulness Meditation
Kayla Hersperger, online design and communication specialist, enrollment management
Date and Time: March 7, 1:30-2:30 p.m.
Location: Leadership Development Center
Description: This workshop will introduce participants to the concept of mindfulness, how to integrate strategies for a mindful life and teach the practice of mindfulness meditation.

Understanding Indoor Air Quality: Health Perspectives
Paul Novak, executive director, facilities, planning, and environmental safety
Windy Stafford, assistant director, emergency management
Date and Time: March 22, 11 a.m. - noon
Location: Leadership Development Center
Description: As a population we spend the majority of our time indoors. When references are made to pollution we automatically think of outdoor air and the presence of smog or chemicals from manufacturing. In reality, the quality of our indoor air can be compromised by a number of situations. This informational presentation is designed to help participants understand the parameters of indoor air quality, circumstances under which indoor air quality can be compromised, and the science and myths involving a person’s health and the presence of mold and mildew on indoor air quality.

Tips and Tricks for Better Photos
Laura Vernon, clerk III, conference services
Date and Time: April 3, 1-2 p.m.
Location: Leadership Development Center
Description: Want to learn some awesome tips to help you take better photos and take your photography to the next level? In this introductory class, learn basic tips and tricks for better lighting, photo composition, how to pose your subjects and much more.

Office Yoga (Yes, at your desk!)
Kayla Hersperger, online design and communication specialist, enrollment management
Date and Time: Feb. 19, 2-3 p.m. March 12, 1-2 p.m.
Location: Leadership Development Center
Description: Do you have a sore lower back, stiff neck and tight hips and shoulders from sitting at a desk for eight or more hours? Join Kayla Hersperger to learn yoga poses and meditation techniques to practice at your desk, which will help minimize your discomfort throughout the day, making it easier for you to focus on work.

Assessing and Improving Your Workstation
Christopher Hughes, professor, physical therapy
Date and Time: Feb. 27, 8-8:30 a.m.
Location: Leadership Development Center
Description: For many, work is often sedentary, sitting at a desk for hours during the work day. During this informative workshop, participants will learn to detect signs and symptoms of poor sitting posture, poor ergonomics and the micro-trauma that result from it. Participants will understand and apply proper guidelines for creating an ergonomically correct work area, as well as learn the importance of mobility exercises to reduce the effect of prolonged sitting.

Using Technology Mindfully
Kayla Hersperger, online design and communication specialist, enrollment management
Date and Time: March 26, 2-3 p.m.
Location: Leadership Development Center
Description: Technology has become an absolute essential in our daily lives and because we’re constantly connected, the screen has also become a barrier to living a mindful life. Mindfulness has been linked to a variety of health benefits including decreased stress and anxiety, increased sense of self-awareness and regulation of attention. In this workshop, participants will learn how to integrate mindfulness strategies and to detach from their screens.

Connecting with Nature Series
Flower Gardens with Brian
Brian Ringler, semi-skilled laborer, campus grounds
Date and Time: April 4, 10:30-11:30 a.m.
Location: Leadership Development Center
Description: Join SRU’s resident “green thumb,” Brian Ringler, for an introductory session on maximizing your yard’s potential. Whether you’re looking to add some curb appeal or create a backyard oasis, learn some simple tricks of the trade that will enhance the beauty and serenity of your home. This workshop will touch on simple, easy to create garden designs, discuss annuals and perennials that won’t disappoint, and answer all your flower gardening questions.

Gardening with Nature, Not Against It
Jake Smith, graduate assistant, parks, conservation and recreational therapy
Date and Time: May 1, 11 a.m. - noon
Location: Robert A. Macoskey Center
Description: Join organic gardeners from the Macoskey Center to learn how to maintain an organic garden that can be beneficial to the health of humans and wildlife. Participants will enjoy an interactive tour of the food forest and market garden that was designed to thrive with the natural ecosystem. Learn new ideas on how to naturally deter unwanted pests and create a nutrient-rich, organic garden fertilizer. Participants should dress for the weather and wear walking shoes.

To register visit https://www.srufoundation.org/ld.html. If you require special accommodations, please contact the Diversity Office at extension 2016.
Health and Wellness

Introduction to Forest Therapy  
Shawn Davis, assistant professor, parks, conservation and recreational therapy  
**Date and Time:** May 7, 2-4 p.m.  
**Location:** Robert A. Macoskey Center  
**Description:** Join us for an introduction to Shinrin-yoku, otherwise known as forest bathing. Participants will take part in a guided, meditative hike through the forest at the Macoskey Center. There will be a number of activities that aim to combine mindfulness and meditation in an outdoor atmosphere ending with a tea ceremony in the Macoskey Center’s new Eco-Therapy Garden. Participants should dress for the weather and wear walking shoes.

Decrypting and Detoxing: Understanding the Reality of the Chemicals We Encounter Daily  
Carolyn Davis, lead facilitator, leadership development  
Denny Hemphill, custodial work supervisor, custodial services  
**Date and Time:** April 4, 1-3 p.m.  
**Location:** Leadership Development Center  
**Description:** Who doesn’t appreciate the smell and look of a clean room, how your hands feel after using a luxurious lotion or how your face feels after a fresh shave? Have you ever asked yourself what’s in the products you use to accomplish those feats? Learn how to decrypt product labels as you learn about the ingredients in the products you use daily. Which ingredients are harmful or benign? Discover how you can take control over what you expose yourself to. Learn how SRU has decreased the number of chemicals used on campus and how it works with individuals who may have sensitivities.

Myths and Facts about Addiction  
Jeff Geibel, instructor, counseling and development; psychologist, counselor and certified addictionologist  
**Date and Time:** April 5, 11 a.m. - noon  
**Location:** Leadership Development Center  
**Description:** Addiction is an issue that many individuals and families find themselves navigating during their lifetime. Join us for an introductory training on addiction and how family and friends can recognize and support their loved ones that struggle with addiction. This workshop will provide an overview of addiction, examine behavioral “red flags” that may indicate a possible addiction related disorder, and highlight specific interventions and treatments to improve clinical outcomes including detoxification, residential, outpatient and new medication options.

Making an Impression at Your Next Event  
Joe Balaban, resident district manager, AVI  
David Uram, executive chef, AVI  
**Date and Time:** April 9, 10 a.m. - noon  
**Location:** Weisenfluh Small Meeting Room  
**Description:** Join us for a cooking demonstration featuring five appetizers that will be the talk of your next gathering. Learn what specialty beverages to pair with each and tips on how to create simple, yet tasteful environments that convey your hospitality and set the stage for a great event.

Carolyn’s Make and Take: Spring Cleaning  
Carolyn Davis, lead facilitator, leadership development  
**Date and Time:** April 10, 1:30-3 p.m.  
**Location:** Robert A. Macoskey Center  
**Description:** It’s time to open up the windows, air out the house and give everything a hefty cleaning after being closed up all winter. During this hands-on workshop, participants will learn how to make household cleaning products that are simple, safe and effective. While there’s nothing quite like a sparkling clean workspace and home, the chemical exposure that comes with it could be toxic. The cleaning products this workshop creates are good for you, the environment and your budget. For a $5 per person fee to cover the cost of supplies, participants will be able to make and take home one item of their choice.

Understanding the Impacts: The Opioid and Pharmaceutical Epidemic  
Jeff Geibel, instructor, counseling and development; psychologist, counselor and certified addictionologist  
**Date and Time:** April 12, 11 a.m. - noon  
**Location:** Leadership Development Center  
**Description:** According to the National Institute on Drug Abuse, there were more than 2,200 opioid related overdose deaths in Pennsylvania in 2016. A major contributing factor to this situation is believed to be the over-prescribing of opioid relievers. While efforts to address the crisis have focused mainly on reducing non-medical OPR use, the need for preventing and treating opioid addiction is often overlooked. Workshop participants will explore the scope of this public health crisis, its historical context, contributing factors and lines of evidence indicating the role of addiction in exacerbating morbidity/mortality, and a framework for interventions to address the epidemic of opioid addiction.

Early Intervention Tools for a Healthy Professional Community  
Marcia Kotek, benefits and transactions manager, human resources  
**Date and Time:** April 24, 1-2 p.m.  
**Location:** Leadership Development Center  
**Description:** With a variety of to-do lists and busy work schedules, it can seem overwhelming, costly and implausible to cope or deal with personal problems when they arise. Thanks to the State Employees’ Assistance Program (SEAP), you and your family can receive no-cost, confidential, personal support when you encounter these challenges. SEAP offers emotional, legal and/or financial support for issues including, but not limited to, grief and loss, anxiety, stress, parenting concerns, debt problems, abuse, relationship issues and addiction. Join us for this informative workshop and discover how you can access these tools to increase both personal and professional satisfaction, productivity and balance. This workshop is highly recommended for all staff and faculty.

To register visit [https://www.srufoundation.org/ld.html](https://www.srufoundation.org/ld.html). If you require special accommodations, please contact the Diversity Office at extension 2016.
**Online Courses - EVERFI**

To enroll in one of the online courses, register with Stephanie Bell at: stephanie.bell@sru.edu. Email must include the course title and number.

**Touchstone: Tools for an Ethical Workplace**  
**Course Number:** 127  
**Time:** 45 minutes  
**Description:** A foundation ethics course to help employees make good choices. The course begins with the perspective that employees know the difference between right and wrong, but certain circumstances can make it difficult to act upon that knowledge. Touchstone helps employees make better decisions by providing insight into competing pressures that affect daily decisions while practicing the overcoming of obstacles to doing what is right.

**Diversity: Inclusion in the Modern Workplace**  
**Course Number:** 10917  
**Time:** 60 minutes  
**Description:** As the world around us continues to change and become more complex, so does the workplace. Since people, in general, are not comfortable with change or the unfamiliar, employees must learn to collaborate with those who are both like and unlike themselves for maximum individual productivity and organizational effectiveness. This course is designed to help employees successfully work together with diverse co-workers by encouraging respectful behavior, reducing bias and explaining how cooperative can overcome conflict. The course also identifies the challenges and opportunities arising from human diversity and helps employees understand the need for respectful workplace and the barriers that prevent full participation.

**Bullying in the Workplace**  
**Course Number:** 114  
**Time:** 30 minutes  
**Description:** Often ignored by employers, workplace bullying is a growing problem. Bullying is four times more common than illegal discrimination and harassment and has devastating long-term effects on both the workforce and on the bottom line. Still, many managers don’t know how to spot or handle bullying and most employees don’t know how to prevent becoming a victim of bullying. This course trains managers and employees to recognize and prevent workplace bullying. Workplace bullying will be defined, its effect on the workplace will be outlined and the types of bullies and reasons for bullying will be examined. Participants will learn practical tips for dealing with bullying and for maintaining a bully-free environment.

**Social Media for Managers**  
**Course Number:** 22011  
**Time:** 60 minutes  
**Description:** Social media is blurring the lines between our professional and personal lives and it can be a struggle for management to keep up with the constant change. Employees use social media at work and home and these activities can lead to legal headaches and costly losses. To minimize the risks, managers must be savvy about these ubiquitous technologies. This course helps managers identify, respond to and minimize the legal risks posed by social media. Covering best practices for monitoring social media before, during and after employment, the session trains managers how to enforce social media rules within their organization, to preserve organizational secrets and to avoid other losses and regulatory risks that social media can create. It also shows managers how to respond to online bullying and harassment, as well as employee internet abuse. This training is only available for managers and supervisors.

**Managing Bias**  
**Course Number:** 419  
**Time:** 20 minutes  
**Description:** Understanding bias in the workplace is the first step to managing it. Biases can affect our actions which can have real impacts on people. If left unchecked, biases can create unhealthy work environments that reinforce unjust practices. This course defines bias, describes how it affects our workplace and how we can reduce it. It encourages learners to use that knowledge to reduce the negative effects of bias.

To register visit [https://www.srufoundation.org/ld.html](https://www.srufoundation.org/ld.html). If you require special accommodations, please contact the Diversity Office at extension 2016.
**Financial Counseling**

**Campus visits for individual financial counseling:**

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<th>TIAA-CREFF</th>
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To schedule your financial counseling session, contact Marcia Kotek at: 724.738.2204 or marcia.kotek@sru.edu.

**Custom Training Opportunities**

**CliftonStrengths Training for Managers and Teams**

Don Clifton's strengths-based approach to management and leadership powers the greatest teams in the world's most successful organizations every day. People who know and use their CliftonStrengths are six times as likely to be engaged at work, 7.8% more productive in their role, three times as likely to have an excellent quality of life, and six times as likely to do what they do best every day. Schedule your individual or departmental CliftonStrengths Training with certified CliftonStrengths Coach, Erin Strain, at extension 4334 or erin.strain@sru.edu.

**Customized Trainings and Retreats**

The Leadership Development Team is available to all SRU departments and teams for customized training and development. We will design a unique training specific to the needs and objectives of your department. To schedule a training or retreat please contact Erin Strain at extension 4334 or email erin.strain@sru.edu.