Marquette Topics

Ignatius’s Life: Hope in the Midst of Change
Thursday, October 29, 2020 / 9 – 10 am
St. Ignatius lived in a very turbulent time. He encountered much and was faced with many adversities. Please join us as we learn how he was able to find hope and navigate his challenges. This may be a source of hope and inspiration for us today.
Presented by Michael Dante, Faber Center for Ignatian Spirituality

Meet Your Employee Resource Groups
Tuesday, November 17, 2020 / 12 – 1 pm
Marquette’s Employee Resource Groups (ERGs) are voluntary, employee-led groups that foster an inclusive workplace by promoting a sense of community, building personal and professional networks, and enhancing employee support and retention. Join Jacki Black from the Office of Institutional Diversity and Inclusion along with representatives from our widely diverse ERGs in an interactive session to learn more about what the purpose and programming of these groups are and how you can engage.

Professional Growth

Managing a Blended Work Environment
Tuesday, October 27, 2020 / 12 – 1 pm
Wednesday, November 11, 2020 / 12 – 1 pm
Thursday, January 21, 2021 / 12 – 1 pm
• Discuss the positive outcomes and challenges when working in a remote or blended work environment and learn techniques for addressing them.
• Discover and share practices for communicating and staying engaged with your team and colleagues.
Presented by Wendy Butler, Human Resources & Sara Pforr, Office of Marketing and Communication

Benefits and Wellness

Managing Your Way Through Uncertain Times
Friday, October 23, 2020 / 12 – 1 pm
• Explore uncertainty and the effects on our well-being.
• Identify the negative effects of unproductive worry.
• Learn several effective strategies to manage ongoing uncertainty and worry.
Presented by Anne Demski, Advocate Aurora Employee Assistance Program

Overcoming Barriers to Optimal Health: Understanding the Transtheoretical Model Stages of Change
Monday, November 23, 2020 / 12 – 1 pm
• Define “optimal health” and identify barriers to change.
• Discuss Motivational Theory.
• Create a “Change Plan.”
Presented by Anne Demski, Advocate Aurora Employee Assistance Program

The Power of Mindfulness
Thursday, December 17, 2020 / 12 – 1 pm
• Understand what mindfulness is and what it is not as well as the science behind it.
• Identify how it helps with self-regulation in times of stress or change.
• Learn the benefits of making this an easy, regular practice.
Presented by Anne Demski, Advocate Aurora Employee Assistance Program

Self-Care 101: Introducing the Wheel of Self-Care
Wednesday, January 6, 2021 / 12 – 1 pm
• Find your unique pathway to resiliency by understanding the six components of self-care (psychological, emotional, physical, spiritual, personal and professional) and how they work together.
• Learn additional ideas and practices to help you prioritize each wellness component.
• Additional programming related to each component will be offered in Spring 2021.
Presented by Anne Demski, Advocate Aurora Employee Assistance Program

Media and Web Training

OU Campus Quick Start CMS Training
Wednesday, October 21, 2020 / 9:30 – 11 am
Wednesday, November 4, 2020 / 9:30 – 11 am
Wednesday, November 18, 2020 / 9:30 – 11 am
Wednesday, December 2, 2020 / 9:30 – 11 am
Wednesday, December 16, 2020 / 9:30 – 11 am
Learn how to update an existing Marquette website in the content management system (CMS) in this all-in-one OU Campus training.
Presented by Alex Bushee, Office of Marketing and Communication

Qualtrics 101
Friday, January 29, 2021 / 10 – 11 am
Qualtrics online survey software is available to all faculty, staff and students. Learn to create, edit, distribute and generate reports for online surveys and explore options and features to help you build a better survey. No previous knowledge of Qualtrics is necessary.
Presented by Laura MacBride and Crystal Landved, Office of Institutional Research and Analysis

All GROW classes are free to Marquette University employees and retirees.
Online IT Training

Microsoft Teams for Your Department
Schedule a department training session on Microsoft Teams, the teamwork hub of Office 365. Contact the IT Services Help Desk at helpdesk@marquette.edu to request a session.

Accessibility
Marquette strives to make information technology accessible so people with disabilities can understand, interact, and contribute electronically. Watch a series of brief videos on Microsoft Word, Excel and PowerPoint accessibility at marquette.edu/technology-training/office-accessibility/ and learn about PDF accessibility at marquette.edu/technology-training/pdf-accessibility/.

Cybersecurity Awareness
IT Services has partnered with the SANS Institute to provide cybersecurity training for Marquette University faculty and staff. Topics include recognizing social engineering, browsing safely, enhancing mobile security and creating strong passwords. All active Marquette University faculty and staff can access the training via access.sans.org/go/marquette.

Microsoft Excel
Watch a series of brief videos on getting started with Excel; working with rows, columns and cells; applying styles and formatting; using formulas and functions, filling in data, creating tables, charts and PivotTables; and sorting and filtering data. Start the self-paced training at marquette.edu/technology-training/excel/.

SharePoint
Learn SharePoint at your own pace with brief videos on getting started with SharePoint Online, using Document Libraries and Lists, SharePoint permissions and more at marquette.edu/technology-training/sharepoint/.

On-demand Training

Academic Impressions
Academic Impressions provides leadership, personal development, and skills-based training opportunities to faculty and staff in higher education. Marquette has a campus-wide membership. Access these resources by creating an account using your Marquette email address. academicimpressions.com

Focused Learning Plans – Certificate of Completion
Each learning plan includes a set of questions that help you reflect on what you’ve learned and begin to think of ways to apply it. Access the training and the questions from a single PDF to track progress and your notes. Each plan requires two to three hours of work and when finished, you can submit for a certificate of completion. Topics include:
- Improving Your Meetings
- Leveraging Team Performance
- Understanding Teams in Higher Education
- Improving the Effectiveness of Your Decision Making
- Leading More Inclusively
- Managing Conflict as a Leader
- Understanding Strengths-Based Leadership
- Supervision and Feedback
- Identifying Talent
- Creative Problem Solving in Higher Education
- Building Resilience
- Developing Better Time Management
- Working with Introverts
- Managing Difficult Colleagues

Interested in joining a group discussion after completing a course? Need help with facilitating a group discussion? If so, contact Wendy Butler, wendy.butler@marquette.edu