GROW with Marquette
September – December 2021

Complete course descriptions and schedule can be found on the Department of Human Resources’ website: marquette.edu/hr/employeedevelopment.shtml.

Sign up online: http://growwithmu.eventbrite.com/ Code: GROW (unless noted otherwise)

Marquette Topics

Contemplatives in Action: Student Leadership Model
In Person: Thursday, September 23, 2021 / 12 pm – 1 pm / AMU 227
Virtual: Thursday, October 7, 2021 / 12 pm – 1 pm / Microsoft Teams
In Person: Thursday, November 11, 2021 / 12 pm – 1 pm / AMU 227
The Contemplatives in Action leadership development model invites students to connect experiences in their continual reflection and development. Learn how the model can be used in your role with students as a faculty member, supervisor, or advisor.
Presented by Ali Myszewski, Associate Director, Marketing, Student Employment and AMU Information

Faber Book Discussion
In Person: Thursdays: September 9, 16, 30 and October 7, 2021 / All Meetings 12 – 12:45 pm
Led by Sr. Anne Araborne, Faber Center Associate Director, this semester’s book will be John Ortberg’s “If You Want to Walk on Water You’ve Got to Get Out of the Boat.” All who register will receive their own copy of the book to keep. Register here for the book discussion.
Presented by Sister Anne Araborne, Associate Director, Faber Center

The State of Sustainability at Marquette
What are we doing and how you can Be the Difference in where we are going?
In Person: Tuesday, October 12, 2021 / 2 pm – 3 pm / AMU 163
• This GROW session will provide an overview of prominent campus sustainability features at other higher education institutions, Marquette University’s sustainability goals, the state of progress on these goals, and opportunities to be the difference in advancing sustainability at Marquette in your department/office.
• The Sustainable Marquette Employee Resource Group co-chairs will also provide information about the ERG and ways to be actively involved in cultivating employee culture around sustainability and the environment.
Presented by Chelsea Malacara, Sustainability & Energy Management Coordinator and Chair of the Sustainable Marquette ERG, and Grace Konyar, Residence Hall Director-Eckstein Tower and Co-Chair of the Sustainable Marquette ERG
TED Talk Discussions
- Join your colleagues for this monthly series to be held the first Wednesday of each month from 12 - 1pm.
- Similar to a book club, participants will submit their suggestions for group consideration.
- Join for all, a few or just one! Sign up here to get on the list!

Coordinated by Wendy Butler, Director of Organizational Development, Dept. of Human Resources

Professional Growth

How the Pandemic Has Changed the Way We Work
In Person: Wednesday, September 15, 2021 / 10:30 am – 12 pm / AMU 227
Virtual: Thursday, October 21, 2021 / 10:30 am – 12 pm / Microsoft Teams
- Discuss the positive outcomes and challenges working in a remote or blended work environment.
- Learn techniques for addressing challenges.
- Discover and share practices for communicating and staying engaged with your team and colleagues.

Presented by Wendy Butler, Director of Organizational Development, Dept. of Human Resources

How to be Open to Change
Virtual: Thursday, September 23, 2021 / 10:30 am – 12 pm / Microsoft Teams
In Person: Friday, October 8, 2021 / 10:30 am – 12 pm / AMU 227
- The Prosci ADKAR® Model is based on the understanding that organizational change can only happen when individuals change.
- Learn how this model focuses on guiding individuals through a particular change and addressing any roadblocks or barrier points along the way.

Presented by Wendy Butler, Director of Organizational Development, Dept. of Human Resources

Creating Capacity
Virtual: Friday, November 19, 2021 / 10:30 am – 12 pm / Microsoft Teams
In Person: Thursday, December 9, 2021 / 10:30 am – 12 pm / AMU 227
- The definition of capacity includes the maximum amount that something can contain and the amount that something (or someone) can produce.
- Learn strategies to help create capacity in your day by applying decision-making frameworks and prioritization techniques to your workload.
- This skill is especially important when working with limited resources.

Presented by Wendy Butler, Director of Organizational Development, Dept. of Human Resources
Professional Development / On-Demand Training – Academic Impressions

Academic Impressions provides leadership, personal development, and skills-based training opportunities to faculty and staff in higher ed. Marquette has a campus-wide membership. Access these resources by creating an account using your Marquette email address.
https://www.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 2 to 3 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 Ed
- 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 Ed
- Building Resilience
- Developing Better Time Management
- Working with Introverts
- Managing Difficult Colleagues

Learn more at https://www.academicimpressions.com/courses/micro-plan-sfwd/ (NOTE: You need to log in to Academic Impressions here before the link will work.)

The Meeting Diagnostic Tool (MDT)

Assess the effectiveness of your regular meetings and identify the specific factors that either help or hinder your meetings. Use this tool with your team or group that has regular face-to-face meetings on an ongoing basis (e.g., weekly, bi-weekly). Although the MDT is designed to evaluate face-to-face meetings, it has also been successfully used with video conferences/online meetings.

It looks at four critical elements that either make or break a meeting:

- Discipline and Focus
- Participation and Engagement
- Group Dynamics
- Practices and Protocols

https://www.academicimpressions.com/product/meeting-diagnostic-tool-mdt/ (NOTE: you need to log into Academic Impressions here before the link will work)
The High Performing Teams Survey
Is your team performing to its fullest potential? The High Performing Teams Survey is based on a research-informed team effectiveness model that Academic Impressions has developed specifically for higher education. This model values collaborative decision making, transparency, accountability and mutual support, and team learning.

The booklet you receive includes:
• A model and framework for understanding the six components of team effectiveness
• A review of the research on effective teams
• A tested and proven survey instrument, with worksheets and tools for scoring the findings
• Instructions for conducting an in-depth item analysis and benchmarking your team’s improvement over time
https://www.academicimpressions.com/product/the-high-performing-teams-survey/ (NOTE you need to log into Academic Impressions here before the link will work)

Time Management: Focusing on Your Priorities and Purpose
• Identify and focus on your purpose and top priorities in order to move towards greater effectiveness.
• Define goals that drive you toward achieving your purpose without overwhelming you.
• Create and manage a schedule that allows you to accomplish your most important work first
• Protect your schedule and stay accountable to your top priorities when distractions and derailments inevitably arise.
  o 9 lessons covered in just over 1 hour of video content
  o 16 hands-on activities allowing you to practice and hone your time management skills
  o Bite-sized lessons with course content that is broken down into chunks of no more than 20 minutes
  o Access the course from wherever you are
  o Progress on your own time and at your own pace
Access the course here. (NOTE remember to log in to receive access at no cost)

Benefits & Wellness
For Health and Wellness information please visit our Employee Wellness webpage
Media & Web Training

Microsoft Teams Meetings
Virtual: Thursday, October 28, 2021 / 1:30 pm – 2:30 pm / Microsoft Teams
Discover best practices for leading a Microsoft Teams meeting, including scheduling, screen sharing, recording and understanding roles. Use Spotlight, chat, backgrounds, polls and whiteboard.
Presented by Dan Smith, Deputy CIO, IT Services

Microsoft Excel
Virtual: Thursday, October 7, 2021 / 1 pm – 2 pm
Beginner overview of Microsoft Excel for the new or novice user. In this session the course will review overall navigation, formatting, simple formulas, charts and tables and an overview of printing. When presenting material, take advantage of the pre-made datasets in the BOM.
Microsoft Store Experience Event

Microsoft Forms
Virtual: Monday, October 18, 2021 / 11 am – 12 pm
This course introduces Microsoft forms and demonstrates how to create surveys, quizzes, and polls, how to respond in nearly any web browser or mobile device, and how to analyze those responses.
Microsoft Store Experience Event

Microsoft OneNote
Virtual: Wednesday, November 3, 2021 / 1 pm – 2 pm
Learn about OneNote, a digital note-taking app that provides a single place for keeping all your notes, research, plans, and information. Notes are easy to organize, print, and share, and you can search and find important information quickly.
Microsoft Store Experience Event

Qualtrics 101
Virtual: Thursday, November 4, 2021 / 10 am – 11:30 am / Microsoft Teams
Qualtrics online survey software is available to all faculty, staff and students. This training will teach you how 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 Heba Ali, Office of Institutional Research and Analysis
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 https://www.marquette.edu/technology-training/office-accessibility/ and learn about PDF accessibility at https://www.marquette.edu/technology-training/pdf-accessibility/

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 https://www.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 https://www.marquette.edu/technology-training/sharepoint/