GROW with Marquette
February – May 2022

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

Personal Security Awareness
In Person: Thursday, February 10, 2022 / 12 pm – 1 pm / AMU 248 (Henke Lounge)
Join MUPD as they help you become aware of everyday environmental security risks, provide you with steps to limit exposure to personal security risks and give insight into how to design the work environment to limit security risks.
Presented by Officer Tom Wichgers, MUPD

Women Sharing the Word
Virtual: Wednesdays: February 2, 9, 16, 23, and March 2, 9, 2022 / All Meetings 12:00 pm – 1:00 pm
You are invited to a weekly session of faith reflection on the Sunday readings. We will gather as a community of faith-filled women to listen to an inspirational homily by one of the women of Catholic Women Preach and to offer our own reflection on the readings. This exercise will enable us to discover our voices and giftedness as bearers and sharers of the Good News through our unique insights and perspectives as women of faith. Join us as we explore this new path together. Register here.
Presented by the Sister Anne Arabome, Associate Director, Faber Center for Ignatian Spirituality

Hope Again in a Pandemic
Virtual: Thursdays: February 3, March 3, and April 28, 2022 / All Meetings 3:00 pm – 4:00 pm
Virtual: Fridays: February 11, March 18, and April 8, 2022 / All Meetings 12:00 pm – 1:00 pm
The pandemic has been challenging for many of us. Uncertainty, doubt, loss, and weariness seem to be around us. Yet, hope and possibility are present as well. Join us as we come together in the spirit of community to listen and support one another and to explore the ways we can encounter hope together. Register here.
Presented by the Faber Center for Ignatian Spirituality

Conscious Living
Virtual: Tuesdays: February 15, 22, and March 1, 8, 15, 22, 2022 / All Meetings 12:00 pm – 1:00 pm
Virtual: Wednesdays: February 16, 23 and March 2, 9, 16, 23, 2022 / All Meetings 3:00 pm – 4:00 pm
As the pandemic continues to drag on, many people are reflecting on what their life means. Are you ready to awaken to your best self to live a life with more purpose, meaning and joy? Then this is the offering for you! Drawing on the wisdom of the Ignatian tradition, we will embark on a journey of discovery that leads to more freedom and fuller life. Register here.
Presented by the Faber Center for Ignatian Spirituality

GROW with Marquette, Feb-May 2022 (rev. 2/11/22)
Active Shooter Training
In Person: Wednesday, February 16, 2022 / 12 pm – 1 pm / AMU 157
MUPD will provide training on how to respond and react in the event of an active shooter incident. This presentation is intended to provide the Marquette University campus community the necessary information to prepare and survive a potential active shooter situation.
Presented by Officer Tom Wichgers, MUPD

Safety and Self Defense
In Person: Wednesday, February 23, 2022 / 12 pm – 1 pm / AMU 380
MUPD’s self-defense program uniquely combines a hands-on approach to learning effective techniques with information about the latest national and local crime trends. Designed for female and male audiences, the class incorporates simple strategies for escaping potentially dangerous situations. This will include an overview of the Eagle Eye app.
Presented by Officer Tom Wichgers, MUPD

Sustainability & Sips: Collective Action to Advance Sustainability at Marquette
In Person: Tuesday, March 8, 2022 / 9 am – 10 am / AMU 305
Virtual: Tuesday, March 15, 2022 / 9 am – 10 am / Microsoft Teams
Join Marquette’s Sustainability & Energy Management Coordinator for a hot morning beverage and discuss the current state of sustainability at Marquette, current achievements, and the barriers to progress. Then, work to develop a personal or departmental action item, that will help advance sustainability at Marquette that aligns with our Jesuit Catholic mission to care for our common home.
Presented by Chelsea Malacara, Sustainability & Energy Management Coordinator

Do you know that Marquette offers tuition benefits to you and your family as part of your Total Rewards?
Virtual: Thursday, April 7, 2022 / 1 pm – 2:30 am / Microsoft Teams
Attend this session to learn about Marquette’s tuition benefits. Key topics include employee, spouse and dependent tuition remission benefits; FACHEX/Tuition Exchange; undergraduate/graduate admission requirements; and tax implications.

Explore issues related to diversity and inclusion through these Marquette-sponsored learning opportunities
For questions, contact Jacki Black, director of Hispanic initiatives and diversity & inclusion educational programming

TED Talk Discussions
- Join your colleagues for this monthly series to be held the first Thursday 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

Doing What Matters Most
Virtual: Thursday, March 24, 2022 / 12 pm – 1 pm / Microsoft Teams
In-Person: Wednesday, April 27, 2022 / 12 pm – 1 pm / AMU 227
Do you have a process in place to help prioritize your time? Research has shown that close to 70% of people realize that prioritization is a challenge for them but don’t know how to fix it. Join to discover ways to change your mindset and learn the skills to take control of your schedule.
Presented by Wendy Butler, Director of Organizational Development, Dept. of Human Resources

Creating Good Habits
Virtual: Tuesday, March 29, 2022 / 12 pm – 1 pm / Microsoft Teams
In Person: Friday, May 6, 2022 / 12 pm – 1 pm / 313 Building 1st Floor Conference Room
Learn why changing our habits can lead to better control over our behaviors. We’ll discuss tools and techniques proven to help create lasting, positive habits and ways to eliminate the bad ones.
Presented by Wendy Butler, Director of Organizational Development, Dept. of Human Resources

Preparing for your own Performance Appraisal and your role in the Performance Appraisal Cycle – For Staff
In Person: Wednesday, March 30, 2022 / 12 pm – 1 pm / AMU 157
Join us as we walk through the employee’s role in preparing for their own performance appraisal and learning techniques you can use to ensure effective communication with your supervisor and preparing for a successful year.
Presented by Courtney King, Human Resources Generalist and Lisa Ploszaj, Senior Human Resources Generalist, Dept. of Human Resources

Leadership Circle: A Community of Practice
Virtual and/or In Person: Format and location TBD based on preferences of those planning to participate
A bi-monthly gathering intended for those who have completed the Leadership Development Program. The topics will vary and revolve around practicing the leadership competencies and skills you’ve gained from this experience and will also provide participants with opportunities to choose topics, facilitate conversation and practice public speaking skills.
• Join for all or a few! Sign up here to get on the list.
Presented by Wendy Butler, Director of Organizational Development, Dept. of Human Resources
WAICU Welcome Wednesdays
Marquette is a member of the Wisconsin Association of Independent Colleges and Universities (WAICU). WAICU contributes to the success of member institutions’ students, employees, and educational mission by bringing together resources, people, training, and best practices. Whether you are new or already familiar with WAICU, this virtual event is a great way to learn about resources to enhance your job knowledge and connect with other professionals in your field in Wisconsin private colleges.

The event is offered several times a year, so please register for an upcoming date that works for your schedule.

- Register for 12:00 p.m. on **February 16, 2022**
- Register for 12:00 p.m. on **April 20, 2022**
- Register for 12:00 p.m. on **July 20, 2022**
- Register for 12:00 p.m. on **October 19, 2022**
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.
  - 9 lessons covered in just over 1 hour of video content
  - 16 hands-on activities allowing you to practice and hone your time management skills
  - Bite-sized lessons with course content that is broken down into chunks of no more than 20 minutes
  - Access the course from wherever you are
  - 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

Changing Times: Navigating Change, Managing Stress, Finding Gold
Virtual: Thursday, February 24 and March 31, 2022 / 12 pm – 1 pm / Microsoft Teams

- Change is and always has been an inevitable part of life. For many people change and adversity are difficult paths to traverse. Now more so than ever.
- This session is more than a training. It is a hybrid presentation that will offer reflection questions and time for participation. During this session we will explore and discuss:
  - The challenges and responses that come with change
  - Ways to navigate and manage change from the inside out
  - Personal Change Management Plan

Presented by Dawn Zak LPC, CSAC Account Executive, Advocate Aurora Health Employee Assistance Program

Lunch and Learn: Foodie Series – Power Bowls
In Person: Wednesday, March 30, 2022 / 12 pm – 1 pm / Innovation Kitchen (2nd floor of AMU)
Please join us for lunch, and learn the nutritional value, flavorful combinations and ease of preparation with making your own Power Bowl. Dining Dietitian, Lucas Flaherty, LDN, RDN will be joined by our culinary partners at InHarvest Whole Grains for this fun and informative lunch event.
Marquette Dining Services, Lucas Flaherty, LDN, RDN InHarvest Grains, Alex Abendschein InHarvest Grains, Chef Anthony Scardina

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

Microsoft Teams Meetings
Virtual: Wednesday, February 16, 2022 / 1:30 pm – 2:30 pm / Microsoft Teams
Virtual: Thursday, March 31, 2022 / 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 breakout rooms, chat, Q&A, polls and whiteboard.
Presented by Dan Smith, Deputy CIO, IT Services

Sharing our Stories Online
How to use digital books to tell stories about people, places and data
Virtual: Tuesday, February 22, 2022 / 12:30 pm – 1:30 pm / Microsoft Teams
Share your stories, family history, or work online with easy and free tools from Knightlab, Google and Kumu.io.
Presented by Danelle Orange, Coordinator of Digital Scholarship and Programs, Raynor Memorial Library

Qualtrics 101
Virtual: Thursday, April 14, 2022 / 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/