Marquette Topics

EOP: A General Review
Tuesday, June 18, 2019 / 12 - 1 p.m. / Coughlin Hall, 357
The Educational Opportunity Program (EOP) will be celebrating its 50th Anniversary this fall. In preparation for the major campus event, this session will enable participants to “brush up” on their knowledge of EOP. The session will review about EOP’s beginnings, provide an overview of the five TRIO programs that comprise today’s EOP, and share some of the program’s success stories. Optional tour of the EOP department afterwards.

Advancing Sustainability in Your Everyday Work
Wednesday, July 17, 2019 / 12-1 p.m. / The Commons, 204
What is sustainability? Why are sustainability and environmental responsibility important? How can you advance sustainability and care for the environment in your everyday work? Discuss these questions and more while enjoying a free lunch courtesy of Marquette Sustainability.

Self Defense Class
Thursday, July 25, 2019 / 11 a.m. - 12 p.m. / AMU 252
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.

Tuition Remission, FACHEX, & Tuition Exchange Programs
Thursday, August 15, 2019 / 12 - 1 p.m. / Zilber Hall 025
This session is designed for staff and faculty who have high school-aged students and will provide information on Marquette’s tuition remission benefit and the FACHEX and Tuition Exchange programs.

Professional Growth

Professional Growth Series
Wednesdays, June 5 & 12, 2019 / 10 a.m. - 12 p.m. / The Commons, 216
Wednesdays, June 19 & 26, 2019 / 10 a.m. - 12 p.m. / AMU 157
Learn how to navigate your personal and professional growth and position yourself for new challenges. Topics covered include understanding your purpose and how it affects your approach to work, the importance of your leadership shadow, and how to take an active role in your development.

Is Graduate School in Your Future?
Tuesday, June 18, 2019 / 12 - 1 p.m. / Straz Hall 350
Considering using your Marquette tuition benefit on a graduate degree? Then this session is for you. Representatives from Human Resources and our graduate recruiters will review your benefits, the degrees we offer, and the application process.

What’s Your Work Style Preference?
Thursday, July 11, 2019 / 10 - 11:30 a.m. / AMU 157
Discover your preferred work style(s) and how it affects your approach to work and interact with others. Understand your opposite style(s) to enhance interactions with those who think, structure, organize, and complete their work in a different way. An online assessment is required for this course. Please register to be included, and cancel your registration if you cannot attend.

Supervising Students
Monday, July 22, 2019 / 10 a.m. - 12 p.m. / AMU 227
If you supervise students, this session is for you! A panel of internal stakeholders will begin the session with a discussion on best practices and answers to frequently asked questions on topics including: hiring, interviewing, and training student employees; dealing with student performance issues; setting a good example; paying students via EmpCenter; and navigating student payroll.

Time Management
Monday, July 29, 2019 / 10 - 11:30 a.m. / AMU 157
Well-managed time leads to increased productivity and efficiency, resulting in a feeling of pride and accomplishment. However, poor time management can cause mistakes, delays, frustration, and stress. Learn techniques on how to make the most of your work activities.

Change is Inevitable
Friday, August 9, 2019 / 10 - 11:30 a.m. / AMU 157
Change can be difficult. For instance, changing a work process in significant ways by introducing a new process or technology can be challenging for many. Change management is the process, tools, and techniques to manage the people-side of change to achieve desired results. This session will provide tips on how to do this.

Running Effective Meetings
Wednesday, August 28, 2019 / 10 - 11:30 a.m. / AMU 163
Research says the average employee attends 62 meetings per month. For a full-time employee at Marquette, this equates to 41% of our time. Learn what to do before, during, and after meetings to make them as effective and efficient as possible.

Passport Tours

Gallery Talk with Rosemary Ollison
Wednesday, June 12, 2019 / 11 a.m. - 12 p.m. / Haggerty Museum of Art
Ollison began making art in 1994 as a “therapeutic discussion with Jehovah God” while healing from an abusive marriage and working at a school for disabled children. Her drawings are about being a Black woman in America. In conjunction with The Greater Milwaukee Foundation’s Mary L. Nohl Fund Fellowships for Individual Artists 2018 exhibition.

Importance of Trees in our Urban Environment
Friday, June 21, 2019 / 12 - 1 p.m. / Meet at St. Joan of Arc Chapel
Take a walking tour with our tree expert from Wachtel Tree Science. Learn more about what trees work well in our geographic region, including the ones on our campus.

Milwaukee Neighborhood Engagement
Tuesday, August 6, 2019 / 10 a.m. - 2 p.m. / AMU 252 + tour
Join Marquette community engagement practitioners on a visit to two thriving neighborhoods in Milwaukee: Lindsay Heights and Sherman Park. Take a closer look to understand key developments increasing the vibrancy of business, support, and engagement of community members in both neighborhoods. Transportation is provided, but lunch is on your own.

Benefits and Wellness

Make & Take – Spring Cleaning
Wednesday, May 22, 2019 / 12 - 1 p.m. / AMU Henke
Would you like to reduce the toxins in your cleaning products for less money than you spend at Target? Come learn simple solutions for all your cleaning needs with recipes using essential oils!

Using Virgin Pulse
Thursday, May 30, 2019 / 12 - 1 p.m. / AMU 254
This session is for those interested in learning more about Virgin Pulse and how to use the wellness portal and app to maximize point-earning opportunities. We’ll discuss how data is collected, how you can control how much information you share, as well as other common questions/concerns. A demo will also be provided.

How to Treat Temporomandibular Disorder (Jaw Pain)
Thursday, June 6, 2019 / 12 - 1 p.m. / The Commons, 216
From a dental and physical therapist perspective, this presentation is designed for individuals who would like to know more about jaw pain, medically referred to as temporomandibular disorder. Learn more about what things may cause jaw pain and what strategies can be used to help treat it.

All GROW classes are free to Marquette employees and retirees.
Benefits and Wellness, continued

The Power of Herbs
Friday, June 7, 2019 / 12 - 1 p.m. / Marquette Wellness Center
Parsley, basil, cilantro, mint, thyme, oregano, and rosemary— all add enticing aromas, fresh flavor, and color to food, but also have remarkable health benefits. When you move beyond thinking of herbs as mere garnishes and start to see them as major culinary players, a whole world of healthy taste opens up.

The True Science Behind Today’s Diets
Wednesday, June 19, 2019 / 12 - 1 p.m. / Innovation Kitchen
This class will teach you the details about today’s new food diets, particularly focusing on gluten-free, ketogenic (Keto), intermittent fasting, and paleo. We will separate fact from fiction, show you what the actual science says, and how to use this information in your personal health.

How to Treat Headaches and Migraines
Thursday, August 1, 2019 / 12 - 1 p.m. / AMU 157
We have all experienced the nagging headache or midday migraine that seem to never get better regardless of what we try. From a dental and physical therapist perspective, this presentation will go into greater detail about the underlying causes of headaches/migraines and what treatments are available.

Media and Web Training

All courses will be held in Cudahy Hall, Room 208, unless otherwise noted.

Update Your MU Website: Jumpstart Web CMS Training
Various dates / 9:30 - 10 a.m.
Need to create a new website or move an old website into the new content management system (CMS)? Then Jumpstart is for you. In a series of five workshops, you’ll plan the website, learn how to create webpages in the CMS, and finally build and launch your site. Sign up at marquette.edu/jumpstart/signup.php

Intro to Phones or Tablets
iPad: Thursday, June 6, 2019 / 1 - 2 p.m.
iPhone: Thursday, June 27, 2019 / 1 - 2 p.m.
Samsung Galaxy Phone: Thursday, July 18, 2019 / 1 - 2 p.m.
Learn the essentials of your device, including general setup and usage, app settings, hardware features, and optional accessories.

Intro to Eagle Eye App
Tuesday, June 25, 2019 / 11 - 11:30 a.m. / AMU 252
The Eagle Eye Safety app, launched in the fall of 2018, offers various safety features, promotes campus resources, and provides helpful information about MUPD. Come learn about the Mobile BlueLight phone, Friend Walk, and other features this free app offers.

Qualtrics 101
Wednesday, August 7, 2019 / 1 - 2:30 p.m.
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.

Qualtrics Advanced Features
Tuesday, August 13, 2019 / 1 - 2:30 p.m.
Learn advanced features to improve your respondents’ survey-taking experience and to help you collect better data, such as advanced question randomization, question loop and merge, using quotas, working with embedded data, and more. Using Qualtrics to build online forms will also be discussed. Requires some experience using Qualtrics.

IT Office Training

All courses will be held in Cudahy Hall, Room 208. Presented by Pam Lewis.

Custom Training for Your Department
Schedule small-group training or department training on one of the IT topics. Trainings can be hands-on or large-screen projection at a department meeting. Contact the IT Services Help Desk to request a department training session.

Cybersecurity Awareness Training
IT Services has partnered with the SANS Institute to provide cybersecurity training for Marquette University faculty and staff. All active Marquette University faculty and staff can access the training via this URL: access.sans.org/go/marquette

Sharing and Managing Files via OneDrive and SharePoint
Thursday, May 30, 2019 / 1 - 2:30 p.m.
Learn how to share documents in OneDrive or SharePoint. Easily access and edit cloud-hosted files from the Office desktop or online apps and explore options for co-authoring with automatic versioning. Share a document from the Office app, Outlook, the online app, or from SharePoint using a browser. Open and edit synced files using Windows Explorer or Mac Finder.

Create an Office 365 Group and a New Sharepoint Site
Tuesday, June 4, 2019 / 9:30 - 11 a.m.
Work with Office 365 Group members on shared folders. Upload folders and documents to the Document Library and share the documents with your team members. Add users to the SharePoint site, giving them edit or view access to the documents.

Intro to Microsoft Planner
Tuesday, June 4, 2019 / 11 a.m. - 12 p.m.
Use Microsoft Planner for tracking task progress. Assign tasks with deadlines, checklists, attachments, and links to the Group SharePoint site.

Intro to Office 365 Forms
Wednesday, June 12, 2019 / 1:30 - 3 p.m.
Make a quick form that is anonymous or one that requires a Marquette login. Create different types of form questions, set restrictions for answers, and add branching logic if needed. Build a form in Teams to corroboratively edit the form and view results.

Intro to Microsoft Teams
Thursday, June 20, 2019 / 1 - 3 p.m.
Teams is a chat-based workspace that features threaded and persistent conversations. Collaborate using Microsoft Teams and make it easy for participants to access files, have conversations, as well as schedule voice and video meetings — all in one place.

PowerPoint Dos and Don’ts
Tuesday, July 16, 2019 / 1 - 3 p.m.
Clarify the message for your audience, add visual impact, and make your PowerPoint more professional. Limit the amount of text per slide. Don’t read your slides — provide details in Notes, handouts, and online resources. Less is more for transitions, animations, and decorative images. Bring your own PowerPoint.

OneNote for Windows 10 Essentials
Thursday, July 25, 2019 / 1 – 2 p.m.
Microsoft is transitioning from OneNote 2016 to the new OneNote for Windows 10. Explore the new interface, as you take notes and gather information from a variety of sources, inserting documents and files. Access your notebook online from anywhere. Prepare agendas, run meetings, and follow up on action items. Organize your notes and make a new notebook, new sections, and new pages.

Excel Essentials
Tuesday, August 6, 2019 / 1 – 3 p.m.
Format cells, insert and move data, and change layout, view and print options. Use Quick Analysis for making charts, calculating averages and totals, and more. Use Autofill and Flash Fill to enter information quickly. Use the Form tool to find and enter data. Insert a table to sort and filter data. Use basic formulas.

What’s New in Microsoft Word
Thursday, August 8, 2019 / 10 – 11:30 a.m.
Explore new features in Word. Work efficiently with your colleagues as you open, upload, save, and share OneDrive and SharePoint files. Co-edit and coauthor, using Track Changes. No need to save new versions with new names as Word automatically saves past versions.

Use Excel as a Data Management Tool
Wednesday, August 21, 2019 / 1 – 3 p.m.
Get, combine, and clean up data sources and then analyze and visualize data. Rearrange columns, sort, and filter with Tables. Use Pivot tables and Pivot charts to summarize and reorganize data and to quickly generate an interactive report.