

GROW with Marquette

January – August 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

A Peaceful Moment: Wednesday Weekly Reflection

Wednesdays: March 31; April 7, 14, 21, 28; May 12

All meetings 12 – 12:30 pm

Our days can easily become filled with stress, anxiety, and busyness. It helps every now and then to slow down, pause, and return to our center. Each Wednesday, we will offer a peaceful moment to allow yourself to be grounded. **Please register here.** Zoom link will be sent via email the day before (this same link will be used for entire series). Additional Faber Center events can be found [here](#).

Presented by Michael Dante, Faber Center for Ignatian Spirituality

A Retreat for Busy People

Initial Meeting: Monday, February 15, 2021 / 3 - 4 pm (all other meetings will be individually scheduled)

Our lives are full of uncertainty, anxiety, and change. This retreat offers you the chance to slow down and get grounded. This 6-week retreat with its 1-1 meeting is flexible to accommodate your schedule.

Please register here. Zoom link and more details will be sent via email. Additional Faber Center events can be found [here](#).

Presented by Michael Dante, Faber Center for Ignatian Spirituality

University Staff Senate Information Session

Thursday April 8, 2021 / 10:00-11:00 am

Join members of the USS at this special information session designed to share information about the work of the USS, how it is organized, the upcoming election process, ways to get involved, and benefits of being a part of the group!

Shared Inquiry: The Gift of Presence in Listening

Mondays: April 12, 19, 26; May 3

All meetings 12:00 – 1:00 pm

This gathering will start with shared inquiry, and what we have learned from it about listening itself. Moving beyond this experience, we will reflect together on ways we have found grace in saying nothing, “just listening.” Please join us as John Pustejovsky PhD (retired Assoc. Professor) leads us through this reflective experience. [Register Here](#).

TED Talk Discussions

- Join your colleagues for this monthly series to be held the first Wednesday of each month from 12-1pm, March through August.
- 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, Human Resources

Professional Growth

To offer flexibility, these courses are offered once per month, now through August 2021. The specific date and time will be determined by participant availability, to the extent possible. Registration is open now so you may sign up for the course and month of your choice at any time. MS Teams invitations will then be sent to registrants at the beginning of each month.

Creating Capacity

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

- This 60-minute course will be offered once a month, February through August 2021.
- Registrations are due on the first day of the month you want to attend.
- Once you sign up your month of choice, the session will be scheduled based on group availability, to the extent possible.

Presented by Wendy Butler, Human Resources

Managing a Blended Work Environment

Discuss the positive outcomes and challenges when working in a remote or blended work environment and suggestions for addressing them. Learn how to stay engaged with your colleagues.

- This 60-minute course will be offered once a month, February through August 2021.
- Registrations are due on the first day of the month you want to attend.
- Once you sign up your month of choice, the session will be scheduled based on group availability, to the extent possible.

Presented by Wendy Butler, Human Resources

Change is Inevitable

Change can be difficult. Learn the methods, tools, and techniques to manage the people-side of change to achieve desired results and adapt to new situations.

- This 60-minute course will be offered once a month, March through August 2021.
- Registrations are due on the first day of the month you want to attend.
- Once you sign up for your month of choice, the session will be scheduled based on group availability, to the extent possible.

Presented by Wendy Butler, Human Resources

Topics from Academic Impressions

March and June - Improving the Effectiveness of Your Decision Making

April and July - Creative Problem Solving in Higher Ed

May and August - Building Resilience

- Join us for a facilitated discussion to be scheduled the last week of each month, which will be scheduled based on group availability to the extent possible.
- Access the training and the questions from a single PDF to track progress and your notes. Each topic includes a set of questions that help you reflect on what you have learned and begin to think of ways to apply it.
- Each plan requires 2 to 3 hours of work and when finished, you can submit for a certificate of completion.
- Learn more at <https://www.academicimpressions.com/courses/micro-plan-sfwd/> (NOTE you need to log in to Academic Impressions [here](#) before the course link will work)

Presented by Wendy Butler, 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
 - 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)

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

Benefits & Wellness

Wellness Wednesday – Nutrition & Immune Support – Live Demo

Wednesday, April 14, 2021 / 12 pm – 12:45 pm

Marquette Dining Services Culinary Director, Gary Schrubbe, Lucas Flaherty will demonstrate ways to prepare your favorite immune boosting foods. This will be a live virtual cooking demo style event with the possibility for a limited in person experience as the semester moved along.

Presented by Gary Schrubbe and Lucas Flaherty, Marquette Dining Services

Media & Web Training

Microsoft Teams Meetings

Tuesday, August 10, 2021 / 1:30 pm – 2:30 pm

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 Planner

Tuesday, July 22, 2021 / 1:30 pm – 2:30 pm

Organize your next group effort with Planner (“Tasks by Planner” in Microsoft Teams). Assign tasks with deadlines, checklists and attachments. Track progress and filter tasks.

Presented by Dan Smith, Deputy CIO, IT Services

Qualtrics 101

Thursday, May 6, 2021 / 10 am – 11:30 am

Friday, August 20, 2021 / 10 am – 11:30 am

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/>

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 this URL: <https://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 <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/>