

# GROW

with MARQUETTE

Opportunities for Professional  
and Personal Growth

September–December 2018

Complete course descriptions and schedule can be found on the Department of Human Resources' website: [marquette.edu/hr/employee-development.shtml](http://marquette.edu/hr/employee-development.shtml). Register online: [growwithmu.eventbrite.com](http://growwithmu.eventbrite.com) | Code GROW

## Marquette Topics

### The Audacity of Grace: How to Keep Spiritually Fit (A Series)

**Wednesday, September 12, 2018 / 12–1 p.m.**

**Thursday, October 11, 2018 / 12–1 p.m.**

**Wednesday, November 7, 2018 / 12–1 p.m.**

**Wednesday, December 5, 2018 / 12–1 p.m.**

AMU 163

The Spiritual Exercises are at the heart of the Ignatian tradition. St. Ignatius makes an audacious claim that God deals with each person in a privileged sacred space, likening the process to doing physical exercises. We invite you to sample these life-transforming graces, wisdom and insights through this monthly series. Please register by Friday, September 7. Lunch will be provided.

### Change is Inevitable

**Tuesday, September 25, 2018 / 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.

### Is Grad School in Your Future?

**Thursday, October 11, 2018 / 12–1 p.m.** | AMU 227

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. It's never too late to start a new degree!

### Talking Trash: Tips for Reducing, Reusing, and Recycling

**Wednesday, October 17, 2018 / 12–1 p.m.**

AMU Ballroom C

All of us buy, use and dispose of lots of stuff. In this session, we will discover why it is important to do these activities more responsibly and how to do so. Bring your recycling questions because we will learn why some items are recyclable and others are not. Please register online and feel free to bring your lunch.

### Understanding and Counteracting Implicit Bias

**Thursday, October 18, 2018 / 1:30–2:45 p.m.**

Marquette Hall Room 100

This interactive workshop provides insight into what implicit bias is and how it works, how it can affect workplace and classroom practices and what we can do to counteract its effects. Participants will build self-awareness about inhibitors to building an effective and inclusive environment in which all Marquette employees and students can thrive.

### Professional Growth: Taking Accountability for Your Development

**Wednesday, October 24, 2018 / 10–11:30 a.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.

### Marquette's Hispanic-Serving Institution Initiative

**Friday, November 2, 2018 / 11–11:30 a.m.** | AMU 254

This informational session provides background on Marquette's Hispanic-Serving Institution (HSI) Initiative, including our goals for attracting, supporting and graduating an increasingly diverse student body, as well as an update on our progress to-date.

### Supervising Students

**Monday, December 7, 2018 / 9 a.m.–Noon**

AMU 157

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; paying students correctly via EmpCenter; and navigating student payroll. The end of the session will be open for Q&A.

### What's Your Work Style Preference?

**Thursday, December 13, 2018 / 10–11:30 a.m.**

AMU Ballroom A

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, as well as cancel your registration if you cannot attend.

## Passport Tours

### The Commons Tour

**Monday, September 17, 2018 / 12–1 p.m.**

**Thursday, September 27, 2018 / 12–1 p.m.**

Meet at security desk in Eckstein Hall

Come join us for a walking tour of The Commons! The goal of this structure was to create a physical layout designed to facilitate and foster a connection so that the people who live/eat/study in the complex develop an enhanced sense of community and collaboration. This project is Marquette's largest influx of new student housing in almost 50 years.

### Jesuit Residence Tour

**Friday, September 14, 2018 / 10–11 a.m.**

**Wednesday, October 17, 2018 / 1–2 p.m.**

**Monday, November 12, 2018 / 10–11 a.m.**

Meet in lobby of Jesuit Residence

The 40,000-square-foot, five-story Dr. E. J. O'Brien Jesuit Residence emphasizes the Jesuits' commitment to higher education, is environmentally friendly and remains at the center of Marquette's campus. The tour of the Jesuit Residence will be of the common areas including the chapel, dining room, living room and hospitality room.

### Attempts at a Unified Theory

**Wednesday, October 24, 2018 / 11 a.m.–Noon**

Meet in lobby of Haggerty Museum of Art

Come join us for a gallery talk with tapestry artist Sheila Held. In conjunction with Nohl Fellowship @ 15 exhibition. [marquette.edu/haggerty/NOHLat15.php](http://marquette.edu/haggerty/NOHLat15.php)

### Al McGuire Center Tour

**Thursday, November 29, 2018 / 12–1 p.m.**

Meet in lobby of Al McGuire Center

Located in the heart of campus the \$31 million practice and game competition facility features a 3,700-seat arena where both women's basketball and women's volleyball compete and includes the full-sized practice gym newly upgraded in 2015. The Al McGuire Center also houses intercollegiate administrative offices, core student-athlete services for strength and conditioning, sports medicine and academics, as well as basketball and volleyball team offices, locker rooms and office suites.

### Church of the Gesu Tour

**Wednesday, December 19, 2018 / 12:30–1:30 p.m.**

Meet in lobby of Gesu

Join us on a tour of Gesu and learn more about this sacred space. Come see the Gothic design, Pietà sculpture, historic pipe organ and famous 28-foot Rose window.

## Benefits and Wellness

### Alignment with Purpose

**Wednesday, September 19, 2018 / 12–1 p.m.**

Raynor Memorial Library, Beaumier Suites

We often talk about living with purpose, but what do we mean exactly? In this guided meditation talk, we will use meditation tools to write a personal mission statement and discuss strategies to live according to that mission. Find your purpose and let it guide you.

All GROW classes are free to Marquette employees and retirees.

## Essential Oils and Your Immunity

**Tuesday, October 2, 2018 / 12–1 p.m.**

*Marquette Wellness Center - Coughlin Hall*

Are you are looking for natural ways to support your immune system this season? Join us while we explore ways to achieve a healthy immune system and learn how essential oils can help you achieve these goals.

## Overview of Employee Assistance Program

**Thursday, October 18, 2018 / 12–12:30 p.m.**

*Raynor Memorial Library, Beaumier Suites*

Designed to help participants understand the benefit and feel comfortable using the program. We'll discuss the benefits and advantages of an EAP, what problems an EAP can address and how to confidentially access available benefits.

## Is Your Networking NOT Working?

**Tuesday, November 6, 2018, 2018 / 12–1 p.m.**

*Marquette Wellness Center - Coughlin Hall*

Understand how to leverage the amazing small town that is Milwaukee to expand your networks and get connected. Learn where to start, how to communicate your personal brand and which tools are useful to help you stay *connected*.

## The Anatomy of Health

**Wednesday, November 14, 2018, 2018 / 12–1 p.m.**

*Raynor Memorial Library, Beaumier Suite*

This talk will take you through a layman's scientific look at what and how we assess biomechanics and global mechanics in relation to both injury and overall wellness. It also looks at exactly what an acupuncture needle does within our method to help correct and balance. It then engages people in thinking about how their bodies can be an asset in living their best life or living with purpose.

## Media and Web Training

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

## Cybersecurity Awareness Training

Access the online training via this URL: [access.sans.org/go/marquette](https://access.sans.org/go/marquette) and redeem your training completion certificate at the IT Services Help Desk (Cudahy Hall, 293) and get a Marquette-themed security blanket.

## Qualtrics 101: Introduction to Qualtrics Online Survey Software

**Friday, September 14, 2018 / 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.

## Intro to iPad

**Thursday, September 27, 2018 / 11 a.m.–Noon**

Learn the essentials of your iPad, including general setup and usage, app settings, hardware features and optional accessories.

## Intro to iPhone

**Thursday, October 4, 2018 / 11 a.m.–Noon**

Learn the essentials of your iPhone, including general setup and usage, app settings, hardware features and optional accessories.

## Intro to Samsung Galaxy Phone

**Thursday, November 1, 2018 / 11 a.m.–Noon**

Learn the essentials of your Galaxy phone, including general setup and usage, app settings, hardware features and optional accessories.

## Tips & Tricks for Navigating Tableau Reports

**Tuesday, December 4, 2018 / 10–11:30 a.m.**

The Office of Institutional Research and Analysis (OIRA) uses Tableau interactive reports to visualize institutional data. Learn how to access and use these reports efficiently and effectively. The session will outline the variety of information currently available and demonstrate how to navigate the reports.

## IT Office Training

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

## Making Accessible Word Documents and PDFs

**Thursday, September 13, 2018 / 2–4 p.m.**

**Thursday, October 18, 2018 / 9:30–11:30 a.m.**

**Wednesday, November 7, 2018 / 1–3 p.m.**

What makes a document accessible to people of all abilities? Use Microsoft Word and Adobe Acrobat DC tools for checking document accessibility and learn to fix errors that are flagged.

## SharePoint Online for Site Owners

**Friday, September 14, 2018 / 9:30–11:30 a.m.**

Design and manage your site. Manage permissions and make a sub-site that only a select group of site users can access. Improve site navigation and customize your home page to show documents in modern view. Explore SharePoint Library and List Settings and set alerts for changes.

## Microsoft Teams

**Tuesday, September 18, 2018 / 9:30–11 a.m.**

Microsoft Teams is a messaging app where all conversations, meetings, files and notes can be accessed by everyone in the team all in one place. Explore when to use Teams and how to communicate instantly with members using team conversations, private chats and online meetings. Learn how to set up your own team for a particular project.

## OneDrive for Business and SharePoint Online

**Thursday, September 20, 2018 / 1–2 p.m.**

Open, edit and share documents that are stored in the cloud. Choose where you save your documents and how you share them and collaborate. Find files and make shortcuts to access them easily. Sync your folders and get easy access through Windows Explorer or Finder on a Mac. There is seamless integration with your favorite Office apps and easy co-authoring with automatic versioning.

## Microsoft Planner

**Tuesday, September 25, 2018 / 1–2 p.m.**

Collaborate as you make plans, assign tasks and share files with your team members. Keep track of your own work and your team's progress from any device.

## SharePoint Online for Site Users

**Tuesday, October 2, 2018 / 1–2:30 p.m.**

Use Search and Follow to find your sites. Explore the modern interface, upload, move, copy and share files and folders.

## Skype for Business Essentials

**Thursday, October 25, 2018 / 1–2:30 p.m.**

Make audio and video calls, transfer calls and access your voicemail. View the availability of others, chat with instant messages and turn an instant message into a call. Share your desktop remotely and set up an online conference in advance.

## OneNote Essentials

**Wednesday, October 31, 2018 / 1–2:30 p.m.**

Organize and search notes that you collect from various sources in one location, accessing them from anywhere. Share meeting notes and agenda and relevant documents. Make checklists and assign tasks.

## Excel Essentials

**Thursday, November 8, 2018 / 10–11:30 a.m.**

Format cells, insert & move data and change the layout, view & print options. Use Quick Analysis for making charts, calculating averages and totals, and more. Insert a table to sort and filter data. Use Autofill and Flash Fill to enter information quickly. Find and enter information using Forms.

## Design Professional PowerPoints

**Tuesday, November 13, 2018 / 9:30–11:30 a.m.**

Present complex data in a simple and direct way. Use font and color, photos, clip art and Smart Art to design infographics and use Designer to improve layout. Add animation to make the slideshow interactive and use Zoom for an interactive summary.

## Microsoft Excel: Get/Transform Data and Analyze Large Data Sets

**Monday, November 19, 2018 / 1–3 p.m.**

Get and transform data from spreadsheets, clean up the data, removing blanks and duplicates. Organize, sort and filter with Tables. Use Pivot tables to summarize and reorganize data and rearrange your columns.

## Microsoft Word Tips and Tricks

**Wednesday, November 28, 2018 / 9:30–11:30 a.m.**

Simultaneously edit documents, track changes and see previous versions of cloud documents. Copy and paste between documents and remove bothersome formatting. Work efficiently with long documents, using styles for headings, inserting hyperlinks, bookmarks and a table of contents.

## Microsoft Outlook and Outlook on the Web

**Tuesday, December 4, 2018 / 1–2:30 p.m.**

Access your email through a web browser. Use @mention to get someone's attention. Share a calendar, forward an email as an attachment, resend an email and block spam from a sender or domain. Attach OneDrive or SharePoint documents to an email. Send an email and its attachment to OneNote. Connect a recurring meeting to a meeting notebook in OneNote.

## Custom Training for Your Department

Schedule small-group training or department training on one of the topics above. Trainings can be hands-on or large-screen projection at a department meeting. Contact the IT Services Help Desk at (414) 288-7799.



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