

# GROW

with **MARQUETTE**

Opportunities for Professional  
and Personal Growth

January–May 2019

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

### Ignatian Book Discussion: A Series

**Wednesday, February 13 & 20, 2019 / 12–1 p.m.**

**Wednesday, March 6 & 20, 2019 / 12–1 p.m.**

**Wednesday April 10 & 24, 2019 / 12–1 p.m.**

*Faber Center*

The story of St. Ignatius has inspired countless men and women and offered them invaluable insights into their own lives. Join us as we read his autobiography, *A Pilgrim's Journey* translated by Joseph Tylenda, S.J.

### Change is Inevitable

**Wednesday, February 20, 2019 / 9–10:30 a.m. / AMU Henke**

**Wednesday, March 27, 2019 / 9–10:30 a.m. / AMU 252**

If you have an interest in leading process improvement initiatives, this class is for you! This interactive workshop shares an overview of the practice of process improvement, how to select a process improvement project and steps to get your project started.

### The Undocumented Student Experience

**Thursday, February 21, 2019 / 12–1 p.m. / Raynor 227**

The purpose of this brown bag lunch-and-learn is to create awareness of the undocumented student experience. Presenters are representatives from the Undocumented Student Task Force who will provide an overview of the challenges that undocumented students face in both our current political climate and on our campus. Participants will also gain some practical takeaways and resources for working with undocumented/DACAmented students.

### Public Service Loan Forgiveness for Employees

**Friday, February 22, 2019 / 11 a.m.–2 p.m. / AMU 252**

Come learn about the public service loan forgiveness program as it applies to Marquette employees from 11–12. There will be walk-in hours from 12–2 following the presentation where you can talk specifics with Michael regarding your student loans.

### Conversation with Claude Steele, Whistling Vivaldi

**Friday, April 5, 2019 / 12–1:15 p.m.**

Join a conversation with Dr. Claude Steele, author of *Whistling Vivaldi*. Dr. Steele will be Skyped in for a question and answer session on how the concepts described in his book can boost the culture of inclusion at Marquette and in Milwaukee.

### Soup with Substance

**Wednesday, April 24, 2019 / 12–1 p.m. / Raynor Suites**

The MU Center for Peacemaking's Soup with Substance series and Huda Alkaff present "Connecting Faith, Environmental Justice, and Sustainability through Education and Service." Huda, founder and director of Wisconsin Green Muslims (WGM), will be sharing her environmental justice work. Registration not required.

## Professional Growth

### Professional Growth Series

**Friday, January 25, 2019 / 10–11:30 a.m. / Raynor Suite C**

**Friday, February 8, 2019 / 10–11:30 a.m. /**

*Straz Tower, MPR 106*

**Friday, February 22, 2019 / 10–11:30 a.m. / AMU 313**

**Friday, March 8, 2019 / 1–2:30 p.m. / AMU 163**

A four-part series on navigating your personal and professional growth to position yourself for new challenges. Topics include the importance of purpose, values, character and how to take an active role in your development through self-empowerment. Sign up with a colleague to be paired with someone during the first session or you can choose to work independently.

### What's Your Work Style Preference?

**Thursday, January 17, 2019 / 10–11:30 a.m. / AMU 163**

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.

### Public Speaking

**Wednesday, January 30, 2019 / 12–1 p.m. / AMU 254**

Does speaking to an audience make you feel weak in the knees? Do you habitually use "crutch" words such as *ah, um, like?* Are you at a loss for how to hold the attention of the audience? This GROW session is for you! Find out how Toastmaster's International helps speakers overcome these issues in a presentation by two members of the Marq Our Words club that meets right here on campus!

### Performance Appraisals–Workshop for Supervisors

**Wednesday, March 20, 2019 / 11:30–1 p.m. / AMU 254**

This session is designed for supervisors responsible for completing annual performance appraisals. Gain a better understanding of the process, tools for preparing for an effective performance evaluation meeting with your employees and learn how to effectively set performance objectives for your staff.

### Performance Appraisals–Strategies for Working with Your Supervisor

**Thursday, April 4, 2019 / 11:30–1 p.m. / AMU 254**

Gain a better understanding of the performance appraisal process. Learn how you can take an active role in the process, which is vital in determining a fair and accurate appraisal. Learn strategies for working with your supervisor to ensure that you are making the most of your performance appraisal.

## Running Effective Meetings

**Thursday, April 11, 2019 / 10:30–12 p.m. / AMU 227**

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.

## Change Management

**Tuesday, May 7, 2019 / 10:30–12 p.m. / AMU 305**

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.

## Important Conversations

**Thursday, May 23, 2019 / 10:30–12 p.m. / AMU 163**

Learn how to navigate differences of opinion and strong emotions when communicating with others, especially when the outcomes are important and the stakes are high. You will learn techniques to address difficult issues in a positive, productive way instead of avoiding them.

## Passport Tours

### Nursing Sim Lab and OR Tour

**Wednesday, Jan 23, 2019 / 11:30–12 / 12–12:30**

*Lower level, Emory Clark Hall*

Come take a tour the Nursing Sim Lab and OR! The Wheaton Franciscan Healthcare Center for Clinical Simulation at Marquette University provides a realistic health care environment for our students.

### Art and Environment as Pedagogy

**Friday, February 8, 2019 / 8:30–2 p.m.**

*Haggerty Museum of Art*

Learn how to use art and environment as engaging tools to enhance and invigorate your students' learning experience, regardless of discipline. This workshop is intended primarily for faculty and instructors, but other staff are welcome if capacity permits. For more information and to register, visit [marquette.edu/sustainability](http://marquette.edu/sustainability).

### Tour of Recycling Center

**Tuesday, April 23, 2019 / 12–1:30 p.m.**

**Thursday, April 25, 2019 / 12–1:30 p.m.**

*Meet outside Haggerty Museum of Art*

Curious about what happens to the items you recycle? Have questions about recycling? We will walk 10 minutes to our local Materials Recovery Facility where we will learn about the recycling process and tour its operation.

**\*Must wear closed-toe shoes\***

All GROW classes are free to Marquette employees and retirees.

## Benefits and Wellness

### Credit and Spending for Young Professionals

**Tuesday, February 5, 2019 / 12–1 p.m.** / Location: TBD

**Wednesday, February 6, 2019 / 12–1 p.m.** / Location: TBD  
Geared toward young professionals, this UThrive workshop offers a comprehensive financial education program that complements existing benefit offerings while providing information needed to achieve financial goals. Topics include: How to use Credit, the 28/36 rule, gross vs. net pay, and good debt vs. bad debt. Register at [helpUthrive.com](http://helpUthrive.com) or call 414-369-6620.

### Smart Decisions With Your Money in Your 20s, 30s and 40s

**Tuesday, February 19, 2019 / 12–1 p.m.** / AMU Henke

**Wednesday, February 20, 2019 / 12–1 p.m.** / AMU 448  
This UThrive workshop offers a comprehensive financial education program that complements existing benefit offerings while providing information needed to achieve financial goals. Some topics include: how to best use current benefits, creating a spending plan, saving vs. investing, and Roth IRAs. Register at [helpUthrive.com](http://helpUthrive.com) or call 414-369-6620.

### Be a Smart Patient

**Monday, March 4, 2019 / 12–1 p.m.**

*Marquette Wellness Center*

Make the most of your limited time with your doctor by being the smartest patient you can be. Learn how to make a personal health inventory, write a one-page health history, and the five most important questions you need to ask your doctor when making any sort of medical decision. Walk into the office with a plan, and you will walk out feeling confident.

## Media and Web Training

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

### MARQetplace Training

Learn how to leverage the new web-based purchasing and payment system coming in early 2019. All purchasers, approvers, budget managers or individuals who have spending authority are suggested to attend. See [marquette.edu/its/projects/eprocurement.shtml](http://marquette.edu/its/projects/eprocurement.shtml) for dates and times.

### 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, all under the guidance of a member of OMC's web team. All you need is something to take notes with. Laptops not required. Sign up at [marquette.edu/jumpstart/signup.php](http://marquette.edu/jumpstart/signup.php)

### Qualtrics 101

**Friday, February 8, 2019 / 1–2:30 p.m.**

Qualtrics online survey software is available to all faculty, staff and students. 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 February 21, 2019 / 11:30 a.m.–12:30 p.m.**

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

### Crafting your Social Media Strategy

**Tuesday February 26, 2019 / 1–2 p.m.**

Hands-on training on six action steps to create a digital strategy that fits your department's resources and needs. Define your target audience, create measurable goals, discover peak timing, identify relevant platforms and implement management systems.

### Intro to iPhone

**Thursday March 28, 2019 / 11:30 a.m.–12:30 p.m.**

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

### Intro to Samsung Galaxy Phone

**Thursday April 25, 2019 / 11:30 a.m.–12:30 p.m.**

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

## IT Office Training

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

### OneDrive Essentials—Back Up Your Documents

**Thursday, January 31, 2019 / 1–2 p.m.**

Choose the folders you want to sync between OneDrive and your computer. Accessing, editing and sharing your files and folders via the desktop app and the web interface.

### Collaborate with Office 365 Groups

**Tuesday, February 5, 2019 / 1–2:30 p.m.**

Make your own Group with Shared Inbox, Calendar, SharePoint Document Library, SharePoint Team Site, Shared OneNote Notebook and Planner. Manage permissions and customize your site.

### Making Accessible Word Documents and PDFs

**Tuesday, February 12, 2019 / 1–3 p.m.**

**Thursday March 14, 2019 / 9:30–11:30 a.m.**

**Wednesday, April 10, 2019 / 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

**Thursday, February 14, 2019 / 1–3 p.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.

### Cloud Storage with OneDrive for Business and SharePoint Online

**Thursday, February 21, 2019 / 1–2:30 p.m.**

Choose a cloud location to store, manage, edit and share files. Find files and make shortcuts to access them easily. Sync your folders and get easy access through Windows Explorer or Finder on a Mac.

### Design Professional PowerPoints

**Tuesday, March 5, 2019 / 1–3 p.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.

### Increase Productivity with Office 365

**Thursday, March 21, 2019 / 1–2 p.m.**

Review new features in Word, Excel, PowerPoint, Outlook and Outlook on the Web. Share files via OneDrive and SharePoint, share calendars and meet online. Explore Groups, Planner, Forms and To-do apps.

### Excel Essentials

**Wednesday, March 27, 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.

### Use Excel as a Data Management Tool

**Tuesday, April 2, 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.

### Microsoft Teams

**Tuesday, April 16, 2019 / 1–3 p.m.**

Collaborate using this 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 conversations, private chats, channels, phone calls, video calls and online meetings.

### Microsoft Word Tips and Tricks

**Monday, April 22, 2019 / 1–3 p.m.**

Autosave messed up your document? Retrieve and restore a previous version or change the default save settings. Simultaneously edit documents with your coworkers, track changes and make comments. Work efficiently with long documents, using styles for headings, inserting hyperlinks, bookmarks and a table of contents.

### OneNote Essentials

**Wednesday, May 1, 2019 / 1–2 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 and emails. Make checklists and assign tasks.

### SharePoint Online for Site Users

**Tuesday, May 7, 2019 / 10–11:30 a.m.**

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

### Microsoft Outlook and Outlook on the Web

**Wednesday, May 22, 2019 / 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.