GROW with Marquette
September – December 2022

Complete course descriptions and schedule can be found on the Department of Human Resources’ website: marquette.edu/hr/employeeeducation.shtml.

Sign up online: http://growwithmu.eventbrite.com/  Code: GROW (unless noted otherwise)

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Marquette Topics

**Touchstones: Stories of Hope & Inspiration**
*Virtual: Friday, September 16, 2022 / 12 pm – 12:45 pm / Microsoft Teams*
Join us as Sheena Carey, Internship Coordinator and Lecturer, Diederich College of Communication shares highlights of how her journey has impacted her life and work here at Marquette. Register [here](#). *Presented by The Faber Center for Ignatian Spirituality and Sheena Carey, Internship Coordinator and Lecturer, Diederich College of Communication*

**Personal Security Awareness**
*In Person: Tuesday, September 20, 2022 / 12 pm – 1 pm / AMU 254*
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*

**Sustainability & Sips**
*In Person: Wednesday, September 21, 2022 / 9 am – 10 am / AMU 448*
Join Marquette’s Sustainability & Energy Management Coordinator to discuss the current state of sustainability at Marquette, current achievements, what to expect in the future, and how you can be the difference in transforming our campus into a more sustainable one. This is a fantastic opportunity to network with others who are interested in sustainability within academics, operations and engagement. Additionally, there will be time to ask questions and workshop ideas & challenges. *Presented by Chelsea Malacara, Sustainability & Energy Management Coordinator*

**Safety and Self Defense**
*In Person: Thursday, October 13, 2022 / 12 pm – 1 pm / AMU 227*
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*

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Active Shooter Training
**In Person:** Wednesday, November 9, 2022 / 12 pm – 1 pm / AMU 227
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*

Touchstones: Stories of Hope & Inspiration
**Virtual:** Friday, November 11, 2022 / 12 pm – 12:45 pm / Microsoft Teams
Join us as Dr. Kris Ropella, Opus Dean and Professor, Opus College of Engineering shares highlights of how her journey has impacted her life and work here at Marquette. Registration link coming soon.
*Presented by The Faber Center for Ignatian Spirituality and Dr. Kris Ropella, Opus Dean and Professor, Opus College of Engineering*

Marquette Basketball Through the Years
**In Person:** Thursday, November 17, 2022 / 12 pm – 1 pm / Raynor Library 301
See the history of Marquette basketball through materials from the University Archives.
*Presented by Katie Blank, University and Digital Records Archivist*

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.

Tours

Tour of Engineering Hall
**In Person:** Wednesday, October 26, 2022 / 12 pm – 1 pm / Engineering Hall Front Desk
Join us for an in-depth tour of Engineering Hall. See our shop and maker spaces, labs and more!
*Presented by Dave Newman, Director of Operations, OPUS College of Engineering*

Professional Development

Recovering from Burnout: Reigniting Your Passion
**In Person:** Thursday, December 8, 2022 / 12 pm – 1 pm / 313 Building
**Virtual:** Wednesday, October 19, 2022/ 12 pm – 1 pm / Microsoft Teams
Are you feeling tired, overwhelmed, unenthusiastic, and experiencing several bad days? You may be experiencing burnout which doesn't go away on its own; rather, it will get worse unless you address the underlying issues causing it. Join this session to identify the root causes of why you've experienced burnout and learn methods to reignite your passion for work.
*Presented by Wendy Butler, Director of Organizational Development, Human Resources*
**Take Control of Your Time (three-part virtual series)**

**Session 1:** Friday, October 14, 2022 / 12 pm – 1 pm / Microsoft Teams  
**Session 2:** Friday, November 11, 2022 / 12 pm – 1 pm / Microsoft Teams  
**Session 3:** Friday, December 16, 2022 / 12 pm – 1 pm / Microsoft Teams

Do you feel too busy all the time? Perhaps you have so much happening that you’re constantly in “firefighting” mode, struggling to keep up? You’re not alone and many people experience high levels of stress and unhappiness as a result. Join this series to learn how to be proactive with planning and protecting your time by identifying your habits and behaviors, learn techniques to help manage workload, and create an action plan with practices you can apply right away.

*Presented by Wendy Butler, Director of Organizational Development, Human Resources*

**What’s Your Workstyle Preference?**

**In Person:** Thursday, October 6, 2022 / 12 pm – 1 pm / 313 Building  
**Virtual:** Wednesday, November 16, 2022 / 12 pm – 1 pm / Microsoft Teams

Do you have coworkers that you can easily relate to and work with? Do you have others that you just don’t understand or get the impression that they just don’t “get” you? Discover your preferred work style(s) and how it affects your approach to work and interaction with others. Recognize your style(s) and learn how you can use it to make the most of your work style and communication preferences. 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 be sure to register to be included, as well as cancel your registration if you cannot attend.*

*Presented by Wendy Butler, Director of Organizational Development, Human Resources*

**Customized Department/Group Training**

Customized group training is available by request. Topics include:

- Difficult Conversations
- DiSC Analysis
- Effective Meetings
- Holding Yourself and Others Accountable
- Managing Conflict
- SMART Goal Training
- Strategic Planning Facilitation
- Team-building sessions

For more information, contact Wendy Butler, [wendy.butler@marquette.edu](mailto:wendy.butler@marquette.edu)

**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.

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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 October 19, 2022

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

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• Participation and Engagement
• Group Dynamics
• Practices and Protocols

https://www.academic Impressions.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.
  o 9 lessons covered in just over 1 hour of video content
  o 16 hands-on activities allowing you to practice and hone your time management skills
  o Bite-sized lessons with course content that is broken down into chunks of no more than 20 minutes
  o Access the course from wherever you are
  o 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

GROW Lunch & Learn: Nutrition 101
In Person: Wednesday, September 21, 2022 / 12 pm – 12:45 pm / Innovation Kitchen
Lunch and Learn: Nutrition 101 will be led by Marquette’s Campus Dietitian, Lucas Flaherty RDN, LDN and one of our campus’s culinary partners, Alex Abendschein. Come prepared with your questions on nutrition and healthy eating!

Presented by Lucas Flaherty RDN, LDN, Marquette Campus Dietician, and Alex Abendschein

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Physical Therapy Clinic Information Session / Open House
In Person: Wednesday, November 9, 2022 / 12 pm – 1 pm / Cramer Hall 215
Learn more about the services offered by the on-campus PT Clinic and how seeking PT care before other care types can save you money.
Presented by the Physical Therapy Department

For information on Marquette University’s Tuition Remission benefit, including on-demand videos, please visit this webpage

For Health and Wellness information please visit our Employee Wellness webpage
  • Financial Wellness Resources
  • Outdoor Workout Station Information

Media & Web Training

What’s New in Microsoft Teams
Virtual: Thursday, October 13, 2022 / 1:30 pm – 2:30 pm / Microsoft Teams
Learn about the latest features and enhancements in Microsoft Teams and Teams Meetings.
Presented by Dan Smith, Deputy CIO, IT Services

Improving Workplace Collaboration with Microsoft Teams
Virtual: Tuesday, October 18, 2022 / 11 am – 12 pm / Microsoft Teams
Make Office 365 and Teams your collaborative hub. Learn when to use email vs. Teams. Organize conversations and content in channels. Track progress on tasks.
Presented by Dan Smith, Deputy CIO, IT Services

Qualtrics 101 (Canceled, on-demand training coming soon)
Virtual: Tuesday, November 15, 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,

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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/