

GROW with Marquette

February – May 2023

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

Personal Security Awareness

In Person: Tuesday, February 7, 2023 / 12 pm – 1 pm / AMU 252

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

Active Shooter Training

In Person: Wednesday, February 15, 2023 / 12 pm – 1 pm / AMU 254

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 for and survive a potential active shooter situation.

Presented by Officer Tom Wichgers, MUPD

Seminar: Do You Speak Ignatian?

Virtual: Thursdays, February 16, 23; March 2, 9, 16, 23, 30; April 6, 2023 / 12 pm – 1 pm / Microsoft Teams

There is a richness to Ignatian Spirituality. It can enrich our lives personally and professionally. This seminar provides you an opportunity to learn more about some of the key Ignatian values and concepts. It consists of reading a one-page summary and watching a short video. Optional longer readings are provided for those that want a deeper perspective. You will receive a calendar invite with Teams link to join. Register [here](#).

Presented by The Faber Center for Ignatian Spirituality

Touchstones: Stories of Hope and Inspiration

Virtual: Friday, February 17, 2023 / 12 pm – 12:45 pm

Join us as Edith Hudson, Chief of Police, MUPD, shares highlights of how her journey has impacted her life and work here at Marquette.

Register [here](#) (link to join will be emailed to you)

Safety and Self Defense

In Person: Thursday, February 23, 2023 / 12 pm – 1 pm / AMU 254

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

Lenten Journey: Praying with Scripture

Virtual: Mondays, February 27 through April 10, 2023 / 12 pm – 12:45 pm

Join us for this Lenten time of prayer and reflection led by Michael Dante, Faber Center director.

Register [here](#) (link to join will be emailed to you)

Professional Development

Optimizing Your Work Relationships

Virtual: Wednesday, March 8, 2023 / 12 pm – 1 pm / Microsoft Teams

Virtual: Tuesday, April 4, 2023 / 12 pm – 1 pm / Microsoft Teams

This course will outline the importance of fostering relationships with your supervisor(s), chair, other leaders, and/or peers throughout the institution. We'll discuss the importance of earning trust and respect, understanding your supervisor's priorities and pressures, and managing expectations regardless of a person's role to best support collaboration and a productive work environment.

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

Preparing for your own Performance Appraisal and your role in the Performance Appraisal Cycle – For Staff

Virtual: Tuesday, March 28, 2023 / 1 pm – 2 pm / Microsoft Teams

Join us as we walk through the employee's role in preparing for their own performance appraisal and learning techniques you can use to ensure effective communication with your supervisor and preparing for a successful year.

Presented by Courtney King, Human Resources Generalist, and Lisa Ploszaj, Senior Human Resources Generalist

What's Your Workstyle Preference?

Virtual: Thursday, March 30, 2023 / 12 pm – 1 pm / Microsoft Teams

In-Person: Wednesday, May 10, 2023 / 12pm – 1pm / 313 Building, 1st Floor Conference Room

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

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Preparing for Performance Appraisals and your role in the Performance Appraisal Cycle – For Supervisors

Virtual: Wednesday, April 5, 2023 / 11 am – 12 pm / Microsoft Teams

Join us as we walk through the supervisor's role in the performance appraisal process and learning techniques you can use to deliver feedback and ensure effective communication with your employee.

Presented by Courtney King, Human Resources Generalist, and Lisa Ploszaj, Senior Human Resources Generalist

Everyday Engagement Series

This three-part series, designed for all employees, will provide information, resources, and tools to use to enhance your own engagement and the engagement of others. Discussions will include top priorities from the 2022 employee engagement survey such as ways to support professional development, work-life blending, and taking time to reflect upon, define or refine your purpose as it relates to Marquette's mission. Choose to attend one, two or all of the sessions.

Investing in Your Personal and Professional Development

Virtual: Friday, March 3, 2023 / 12 pm – 1 pm / Microsoft Teams

What new skills would you like to gain or refine? Learn a new language? Enhance your technological skills? Learn more about leadership competencies, improving communication, or dealing with conflict? Or finding a new hobby? Join this session to learn about various, no-cost offerings through Marquette and beyond which can be used to support your personal and professional development.

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

Work-Life Blending

Virtual: Friday, March 31, 2023 / 12 pm – 1 pm / Microsoft Teams

You've probably heard of the term work-life balance although that presumes that in order to stay balanced, sometimes one is sacrificed for the other. Completely separating work life from personal life is almost impossible, especially after many of our work and home practices, habits and priorities have changed as a result of the pandemic. Work-life blending allows us to merge the two in a healthy way that ensures we're getting important work done without overdoing it.

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

Reigniting Your Purpose

Virtual: Friday, April 28, 2023 / 12 pm – 1 pm / Microsoft Teams

Are you feeling tired, overwhelmed, and unenthusiastic? You may be experiencing burnout. Join this session to identify the root causes of burnout and learn methods to reignite your purpose and passion.

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

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)

Benefits & Wellness

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

Improving Workplace Collaboration with Microsoft Teams

Virtual: Tuesday, February 21, 2023 / 11 am – 12 pm / Microsoft Teams

This session will demonstrate ways to improve collaboration using Microsoft Teams for document sharing and communication with on premise and mobile workers.

Presented by Dan Smith, Deputy CIO, IT Services

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/>

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/>

Diversity, Equity, Inclusion and Belonging

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

WAICU Welcome Wednesdays

Marquette is a member of the Wisconsin Association of Independent Colleges and Universities (WAICU.org). WAICU's mission is "*working together for educational opportunity*." I encourage you to attend an upcoming 30-minute WAICU Welcome Wednesday. 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. The events are intended to be informal, with small group conversations designed to connect you with WAICU staff and other professionals at Wisconsin private colleges. All events are scheduled from 12:00 p.m. – 12:30 p.m., so you are welcome to bring lunch!

WAICU contributes to the success of member institutions' students, employees, and educational mission by bringing together resources, people, training, and best practices. In fact, WAICU has a larger set of services than most state-wide associations.

The virtual welcome event is offered several times a year, so please register for an upcoming date that works for your schedule.

- [Register for April 12, 2023](#)
- [Register for July 19, 2023](#)
- [Register for October 11, 2023](#)
- [Register for January 24, 2024](#)

