GROW with Marquette
June – August 2022

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

Ignatian Summer Art Series
Part 1: Painting: Wednesday, July 13, 2022 / 10 am – 11 am / St. Joan of Arc Chapel
Part 2: Writing: Wednesday, July 27, 2022 / 1 pm – 2 pm / St. Joan of Arc Chapel
Part 3: Photography: Wednesday, August 10, 2022 / 11 am – 12 pm / St. Joan of Arc Chapel

Take a creative break this Summer and join us in a Summer series exploring art through elements of Ignatian Spirituality. To register, click here.

Presented by the Office of Mission and Ministry

Personal Security Awareness
In Person: Wednesday, July 20, 2022 / 12 pm – 1 pm / AMU 157

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

Safety and Self Defense
In Person: Wednesday, July 27, 2022 / 12 pm – 1 pm / AMU 157

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

Milwaukee 101 Film Viewing Party and Discussion
In Person: Wednesday, August 3, 2022 / 12 pm – 1 pm / Raynor Library 330B

Calling everyone who would like to learn more about our beautiful city of Milwaukee! We will be viewing a short documentary called "Milwaukee 101" by Adam Carr of Neighborhood News Service and developed by the Service Learning Program, Community Service Program, and the Burke Scholarship Program to help the Marquette community learn more about the history, diversity, neighborhoods, and leaders that make our city so special. Whether you are new to the city or have been here your whole life, we promise Adam’s virtual tour will teach you something about Milwaukee you did not already know!

Presented by Kim Jensen Bohat, Service Learning Program, Kelly Walker, Community Service Programs, and Jennifer Maney, Center for Teaching and Learning

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Active Shooter Training
In Person: Thursday, August 4, 2022 / 12 pm – 1 pm / AMU 163
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

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

Celebrate Summer: Nature Walk & Social!
In Person: Wednesday, June 22, 2022 / 4:30 pm – 6:30 pm / Walk begins at Lalumiere Language Hall.
Join the Sustainable Marquette & Social Professionals Employee Resource Groups (ERG) on a two-mile roundtrip guided nature walk followed by a social gathering at the Twisted Fisherman. This late afternoon event will begin on campus with a walk to the Hank Aaron Trail where a member of the community will be guiding you through common plant identification and uses. The midpoint of the walk will be at the Twisted Fisherman to commemorate the start of summer, socializing with other folks passionate about nature and sustainability on and off campus, and general merriment. One drink will be provided by the Sustainable Marquette ERG.

Please meet at 4:30pm in the front of Lalumiere Language Hall.
It is about a mile to Twisted Fisherman so please plan accordingly with footwear and walking back to campus. If you wish to meet up at Twister Fisherman, plan to arrive around 5:15pm.


Behind the Scenes at the Haggerty Museum of Art
In Person: Thursday, July 14, 2022 / 11 am – 12 pm / Haggerty Museum of Art
Journey to the Haggerty’s storage vaults and see rarely shown artwork from the museum collection

Presented by Lynne Shumow, Curator for Academic Engagement

Tour of Biological Sciences Labs
In Person: Friday, July 15, 2022 / 12 pm – 1 pm / Wehr Life Sciences 109
In Person: Wednesday, August 10, 2022 / 12 pm – 1 pm / Wehr Life Sciences 109
Take a tour of two research laboratories in biological sciences, one investigating protein structure and misfolding while the other is investigating bee social behavior.

Presented by Anita Manogaran, Emily Sontag and Chelsea Cook, Biological Sciences
Simulation Center Tours: Nursing & Physician's Assistant (PA) Buildings

*In Person: Tuesday, July 19, 2022 / 11 am – 12 pm / PA Building Lobby*

This GROW session is an opportunity to tour the nursing and Physician Assistant (PA) simulation center, to see where some of our health profession students practice and train in a controlled clinical environment.

*Presented by Anne Costello, Nursing, and Andrew Holmes and Johanna Kaye, Physician Assistant Studies*

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**Professional Development**

**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.

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 July 20, 2022
- Register for 12:00 p.m. on October 19, 2022

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**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

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• 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

Qualtrics 101
Virtual: Tuesday, August 16, 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

Improving Workplace Collaboration with Microsoft Teams
Virtual: Wednesday, August 17, 2022 / 2:00 pm – 3:00 pm / Microsoft Teams
Moving some of your conversations to Teams will reduce the time you spend triaging and responding to email, drive a collaborative culture, and it’s not hard.
Presented by Dan Smith, Deputy CIO, IT Services

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Leading Microsoft Teams Meetings
Virtual: Thursday, August 18, 2022 / 1:30 pm – 2:30 pm / Microsoft Teams
Discover best practices for leading a Microsoft Teams meeting, including scheduling, screen sharing, recording and understanding roles. Use breakout rooms, chat, Q&A, polls and whiteboard.
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/