

William Paterson University
Summer 2019 Learning and Development

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Dated 5/22/2019

Schedule Overview

Program overview: Seven Categories

- Diversity and Inclusion – Participation is Mandatory
 - ONE Large assembly AND ONE Seminar
- Senior Leadership: Leadership Essentials
- New to Leadership: Fundamentals of Management
- Technology
- WP Systems
 - Navigating the ePAR system for classified employees - by invitation
 - Navigating the WP Applicant Tracking System (Hire Touch) from PCF to HRAF
 - Time and Time Again; The Ins and Outs of Student and Employee Payroll
 - Navigating the WP Purchasing Process
 - Mastering Processes Centralized in Academic Affairs - ordering food, arranging travel, and assigning workload for faculty and adjuncts
- Focus Areas
 - Legal Issues for Managers
 - Employee Benefits
 - Effective Writing
 - Workplace Safety
 - Beginner Excel
- Personal and Career Development
 - Personal Finance
 - Effective Communication Skills
 - Leading through Communication
 - Advancing your Career
 - Collaboration
 - Reputation Development
 - Working Effectively with Customers
- Examples of Self-Directed Program Scheduling
- Master Schedule – dates, topics, rooms
- Location Glossar

Summer 2019 Schedule Overview

- Kickoff assembly – Shea Auditorium Thursday, May 16, 2019 from 8am to 10am
- Session dates - 11 Wednesdays from 8:00am to 10:00am
 - May 22, June 5, 12, 19, 26, July 10, 17, 24, 31, August 7, 14

- Closing assembly – Shea Auditorium Wednesday, August 21 from 8am to 10am

Program Overview: Seven categories

1. **Diversity and Inclusion** - Mandatory for all employees designed to create a University-wide shared experience in order to foster an inclusive and welcoming work environment. Attendance is mandatory – ONE large assembly and ONE small seminar
2. **Senior Leadership: Leadership Essentials** – Appropriate for the supervisor or manager who has been in a leadership position for a minimum of five years. These cohorts will learn about strategic planning and strategic leadership (This elective is three sessions).
3. **New to Leadership: Fundamentals of Management and Supervision** - Appropriate for those who aspire or are new to a supervisor or managerial position. These cohorts will learn effective communication skills, best practice coaching and team building skills. (This elective is three sessions).
4. **Technology skills** - Appropriate for employees to either improve skills for their current job (training) or to learn new skills in order to advance (development). Choose from two sessions for classroom work and then, if warranted, from several lab opportunities to work at your own pace or with assistance from IRT staff. (This elective is up to two sessions).
5. **WP Systems** - Appropriate for employees to either improve skills for their current job (training) or to learn new skills in order to advance (development). (Attend one or more sessions).
6. **Personal and Career Development** - Appropriate for all employees. You may choose from seven online learning topics based on your interests. View the online learning videos within your chosen topic during one Wednesday 8:00am to 10:00am block. This is your pre-work. Then, select a date and register for one facilitated group discussion for each topic you select. This elective is a two-session commitment. One is self-directed and one is facilitated.
7. **Focus Areas** – Legal Issues for Managers, Employee Benefits, Effective Writing, Workplace Safety, Basic Excel. Appropriate for all employees.

CATEGORY DETAILS

1. Diversity and Inclusion - mandatory sessions

Large assembly – mandatory - Diversity and Inclusion

Choose one: June 5 or June 12

Attendance: Choose ONE attend one large Diversity and Inclusion assembly

Place: Shea Auditorium

Associate Professor LaShauna M. Dean, Co-director of Professional Counseling Program, Clinical Mental Health Track Professional Counseling Program will bring the topic of diversity and inclusion to hearts and minds in a new way. Her unique brand of presentation will facilitate a deep dive look into how we experience diversity and inclusion for ourselves and how our mindsets unintentionally affect others. Building a sense of awareness about this important topic will lead to creating a community that is welcoming, diverse, and inclusive.

Seminar offerings – mandatory - Diversity and Inclusion

Choose one: June 19, 26 and July 10, 17, 24, 31, and August 7, 14

Attendance: Mandatory to attend one Diversity and Inclusion Seminar

Place: UC 211 - June 19, 26 and July 10, 17, 24, 31, and August 7 and Preakness Hall 236 - Aug 14

Associate Professor LaShauna M. Dean, Co-director of Professional Counseling Program, Clinical Mental Health Track Professional Counseling Program will facilitate a deep dive look into how we experience, portray, and interpret overt oppression and microaggressions and how our mindsets unintentionally affect others. Building a sense of awareness about this important topic through interactive hands-on activities will lead to creating a community that is welcoming, diverse, and inclusive.

2. SENIOR LEADERSHIP: Leadership Essentials (School of Continuing and Professional Education)

Cohort 1 – June 12, 19, 26 (PH 220)

Cohort 2 – July 24 (UH 113), July 31 (UC 168AB), Aug 7 (UC 216)

Sessions:

a) STRATEGIC PLANNING FOR LEADERS: DECISIONS AND DYNAMICS

Leadership plays a critical role in any organization. Having a plan in place provides management with a process for identifying strengths and weaknesses while taking advantage of opportunities and preparing for threats.

b) EFFECTIVE LEADERSHIP PRINCIPLES

Upon completion of this course, participants will have an identifiable leadership style that will assist them in identifying their leadership strengths and opportunities for development. We will examine how effective leadership skills can be applied to address the current issues of employee engagement.

c) COMMUNICATION & WORK STYLES: UNDERSTANDING BEHAVIOR

The Communication and Work Styles course provides the opportunity to understand the way you communicate, so that you can better understand others. You can then adjust your style to build more cohesive teams, deal with conflict and build strategic relationships. The course includes the MBTI (Myers-Briggs Type Indicator) profile.

3. NEW TO LEADERSHIP: Fundamentals of Management and Supervision (School of Continuing and Professional Education)

Cohort 1 – May 16, May 22, June 5 (UH 117)

Cohort 2 – July 10 (Lib Aud), July 17 (PH 236), July 24 (Ben Shaun 20)

Cohort 3 – July 31 (Lib Aud), Aug 7 (UC Multip Rm), Aug 14 (Lib Aud)

Sessions:

a. MANAGER AS COACH

The first step is defining the role of the manager as opposed to the role of leader.

Coaching is defined as a two-way process, using ongoing feedback, to reinforce positive

actions and outcomes. The focus is on developing knowledge and skills. Participants will learn these skills as well as how to counsel when coaching does not work.

b. MANAGEMENT VS. LEADERSHIP: TEAM BUILDING

The ability to work in teams is a critical factor for today's organizations, whether team members are in the same location or geographically dispersed. This workshop will focus on the strategies managers and leaders employ to have highly functioning teams as well as the stages of team development, and the qualities of effective team members.

c. COMMUNICATION and WORK STYLES: UNDERSTANDING BEHAVIOR

The Communication and Work Styles course provides the opportunity to understand the way you communicate, so that you can better understand others. You can then adjust your style to build more cohesive teams, deal with conflict and build strategic relationships. The course includes the MBTI (Myers-Briggs Type Indicator) profile.

4. TECHNOLOGY

In-person sessions – June 19 (Atrium Aud) and July 17 (UH 113)

Lab sessions – June 26, July 10, July 24, July 31 (IRT Cheng Library)

Join Information Technology (IT) for a training and development session designed to introduce the novice and hone the abilities of the experienced employee about IT Services, WP connect, including the tools area that includes LinkedIn Learning (formally [Lynda.com](https://www.lynda.com)), Qualtrics, Office 365, Find Time, Scheduling Assistant, and more. Take this opportunity to learn about the power and benefits of LinkedIn Learning; learn how to search for and select courses that inspire new learning, and solidify existing technology skills that will help us all work more efficiently and effectively through technology. The session will serve as an introduction to learning tools. Additional time for will be available in the Cheng Library to work individually exploring technology at one's own pace. Assistance will be available if needed. Assistance will also be available if exploring remotely from office. Bring ear buds or a headset to session and lab.

5. WP SYSTEMS

a. Navigating the ePAR system for classified employees - by invitation

b. Navigating the WP Applicant Tracking System (Hire Touch) from PCF to HRAF
June 12(PH 215) or July 10 (PH 236)

The Roadmap from Position Control Form (PCF) to Human Resources Action Form (HRAF) in HireTouch. The Office of Human Resources will conduct a demonstration on the "how to" process of initiating a PCF in the applicant tracking system, to completing the HRAF upon acceptance of an offer. We welcome employees who are or will be responsible for managing this process in their college/department.

c. Time and Time Again; The Ins and Outs of Student and Employee Payroll
June 19 (UC 216) or July 31 (UC 216)

Join us for a two-part training on two of the most popular topics of Payroll. During the first part, we will dive into the ins-and-outs of the campus' timekeeping systems. The session will cover timesheet completion as well as approvals. For the second part, we will navigate the path of Student Employment. You will hear from Career Services, Financial Aid, and Human Resources as well as a review of HireTouch.

a. Navigating the WP Purchasing Process

July 24 (Atrium Aud) or Aug 7 (Lib Aud)

For all University employees involved in the purchase to payment process, this will be a Complete Guide to Purchasing Policy and Procedure: Everything you need to know about the purchasing process, from policy and procedure, to perfect purchase orders, to punctual payments. Learn how to plan your procurements properly and avoid perplexing pitfalls.

b. Mastering Processes Centralized in Academic Affairs - ordering food, arranging travel, and assigning workload for faculty and adjuncts

July 31 (UC 171 A/B) or Aug 14 (U 171 A/B)

- FLM (Faculty Load Module) - Come learn about how the FLM system is used to enter, track and provide input into the payroll system for faculty course assignments and credit compensation for both teaching and non-teaching responsibilities.
- TRAVEL REQUESTS - A review of the Travel Request and Approval Form submission, and the Travel Policy. Documents required when submitting a Travel Request and Approval Form. New to the Travel Menu: International Travel Form, Student Travel Form, Trip Waiver and Research Agenda.
- FOOD SERVICES - Come learn about how to order food for a function. Become proficient at coordinating the Sodexo and internal WP process in order to ensure a successful event.

6. FOCUS AREAS

a. Legal Issues for Managers - May 22 or June 26 or July 31 – Atrium Auditorium

Our session on legal guidance for managers will provide a basic understanding of the laws and policies that apply to supervisors and managers, and support you in feeling comfortable making more informed decisions on these matters. Supervisors are usually the first point of contact on these matters, and this session will help you to recognize areas of legal concern, and how to decide on appropriate next steps when they come to your attention.

b. Employee Benefits – June 5 or July 10 or August 7 – Atrium Auditorium

Learn about the various employee benefits the University offers including Health, Dental and Vision Programs, Retirement and Tax Shelter Plans, Tuition Waivers, Employee Discounts, Flexible Spending Accounts using pre-tax dollars, Deferred Compensation Programs, and more.

c. Effective Writing - June 12 (Atrium Aud) or July 17 (UC Multip Rm)

Are you often devoting hours each day struggling to express thoughts and recommendations in writing? Sadly, this is wasted time spent on emails, memos, reports,

and other documents which are subject to being misinterpreted or even ignored. Awkward sentence structure, poor organization, and murky language, drops written communication into the bucket of information clutter. Boost your ability to cut through the clutter and communicate clearly without leaving anything open to misinterpretation or misunderstanding.

d. Workplace Safety – June 19 (Lib Aud) or July 24 (Lib Aud)

Start your journey to a better understanding of safety and health in the workplace by taking part in this training session. Safety at work is an issue that concerns everyone and the safety of our employees is a core value at WPU. Join us as we cover a broad range of topics from green cleaning to electrical safety to indoor air quality and demonstrate how you can apply this information at home.

e. Beginner Excel – August 14 (Atrium Room 125)

Microsoft Excel 2016 is a digital spreadsheet program that can be used to sort, compile, organize and manipulate data. This course teaches you the basics of Excel, such as how to create and edit multiple worksheets within a workbook, filter your data, and create charts. Additional topics include creating tables, formulas, using and customizing excel templates, print and page setup options, and different cell formats.

7. PERSONAL AND CAREER DEVELOPMENT

Instructions: Please choose from the following seven online learning topics. You may choose topics based on your interests. (1) View the videos within your chosen topic. This is your pre-work. (2) Select a date and register up for one in-person facilitated group discussion for each topic you selected.

Rooms – Group Discussions

6/5 & 6/19 – Preakness Hall Rooms 215, 220, 221, 229, 230, 231, 232

7/10, 7/24 & 8/7 – UC Rooms 168A/B, 171A/B, Multipurp Room, Ballroom C, UC 216

Signs will be posted on the doors directing you to the room for your chosen discussion

Note: Please contact Annette Baron at Barona6@wpunj.edu if you would like to showcase your facilitation skills by leading any of these group discussions.

SEVEN personal and career development online learning and group discussion subjects from which to choose:

- 1) Personal Finance – three choices, each equivalent to one session
- 2) Effective Communication Skills – bundle of three courses, equivalent to one session
- 3) Leading through Communication – bundle of two courses, equivalent to one session
- 4) Advancing Your Career – bundle of three courses, equivalent to one session
- 5) Collaboration and Leadership – bundle of two courses, equivalent to one session
- 6) Reputation Development – bundle of three courses, equivalent to one session
- 7) Working Effectively with Customers – bundle of two courses, equivalent to one session

1) Personal Finance – One choice equals ONE two-hour session

- a) Managing Your Personal Finances (Duration 1h 26m)
<https://www.lynda.com/Business-Accounting-tutorials/Personal-Finance-Fundamentals/363223-2.html?org=wpunj.edu>
- b) Managing Your Personal Investments (Duration 1h 31m)
<https://www.lynda.com/Accounting-tutorials/Personal-Investing-Basics/382578-2.html?org=wpunj.edu>
- c) Finance Foundation: Income Taxes (Duration 2h 4m)
<https://www.lynda.com/Business-tutorials/Finance-Foundations-Income-Taxes-2019/779740-2.html?org=wpunj.edu>

These Instructions are for the CONTENT of Personal Finance video viewing and discussion groups ONLY:

- 1. Choose ONE of the three videos
- 2. Choose a follow-on facilitated discussion session specifically for the video you watched.
- 3. Repeat if you would like to watch and discuss another video from this series on Personal Finance

Discussions will rotate through the videos and an additional session has been added to accommodate the rotation - as follows:

- June 5 – video 1 discussion – Managing your personal finance
- June 19 – video 2 discussion – Managing your personal investment
- July 10 – video 3 discussion – Finance foundation: Income taxes
- July 24 - video 1 discussion – Managing your personal finance
- Aug 7 – video 2 discussion – Managing your personal investment
- Aug 14 – video 3 discussion – Finance foundation; income taxes

2) Effective Communication Skills - All three = ONE two-hour session

- a) Creating Personal Connections (Duration 49m 24s)
<https://www.lynda.com/Business-tutorials/Creating-Personal-Connections/746262-2.html?org=wpunj.edu>
- b) Persuasive Coaching (Duration 43m 7s)
<https://www.lynda.com/Business-tutorials/Persuasive-Coaching/758620-2.html?org=wpunj.edu>
- c) Communicating Across Cultures (Duration 32m 48s)
<https://www.lynda.com/Business-Communication-tutorials/Communicating-Across-Cultures/746261-2.html?org=wpunj.edu>

3) Leading through Communication - Both = ONE two-hour session

- a) Preparing for Successful Communication (Duration 1h 3m)

- <https://www.lynda.com/Leadership-Management-tutorials/Preparing-Successful-Communication/743144-2.html?org=wpunj.edu>
- b) Having Difficult Conversations (Duration 1h 7m)
<https://www.lynda.com/Leadership-Management-tutorials/Having-Difficult-Conversations/746303-2.html?org=wpunj.edu>
- 4) **Advancing Your Career – All three = ONE two-hour session**
- a) Building Professional Relationships (Duration 17m 9s)
<https://www.lynda.com/Business-tutorials/Building-Professional-Relationships/699322-2.html?org=wpunj.edu>
- b) Creating Great First Impressions (Duration 27m 15s)
<https://www.lynda.com/Business-tutorials/Creating-Great-First-Impressions/751308-2.html?org=wpunj.edu>
- c) Building Trust (Duration 58m 37s)
<https://www.lynda.com/Business-tutorials/Building-Trust/700791-2.html?org=wpunj.edu>
- 5) **Collaboration and Leadership - Both = ONE two-hour session**
- a) Conflict Resolution Foundations (Duration 51m 13s)
<https://www.lynda.com/Business-tutorials/Conflict-Resolution-Foundations/746260-2.html?org=wpunj.edu>
- b) Developing Your Leadership Philosophy (Duration 1hr 23m)
<https://www.lynda.com/Leadership-Management-tutorials/Welcome/160362/784786-4.html?org=wpunj.edu>
- 6) **Reputation Development - All three = ONE two-hour session**
- a) Navigating Awkward Situations at Work (Duration 34m 18s)
<https://www.lynda.com/Business-tutorials/Navigating-Awkward-Situations-Work/709834-2.html?org=wpunj.edu>
- b) Pitching your Ideas Strategically (Duration 22m 45s)
<https://www.lynda.com/Business-tutorials/Pitching-Your-Ideas-Strategically/737755-2.html?org=wpunj.edu>
- c) Becoming a Thought Leader (Duration 1h 16 m)
<https://www.lynda.com/Leadership-Management-tutorials/Becoming-Thought-Leader/696326-2.html?org=wpunj.edu>
- 7) **Working Effectively with Customers - Two videos = ONE two-hour session**
- a) Define Internal Customer Service (Duration 43m)
<https://www.lynda.com/Business-Skills-tutorials/Define-internal-customer-service/630599/689361-4.html?org=wpunj.edu>
- b) Customer Service Foundations (Duration 1h 23min)
<https://www.lynda.com/Business-Skills-tutorials/Customer-Service-Foundations/693076-2.html?org=wpunj.edu>

EXAMPLES OF SELF-DIRECTED PROGRAM SCHEDULE

Senior Leadership: for the supervisor or manager who has been in a leadership position for a minimum of five years. Cohorts will take dive into strategic planning for leaders in order to understand and develop a strategic leadership style that builds more cohesive teams, deals with conflict, and builds strategic relationships.

	Mandatory Kick off/ Closing Assemblies	Mandatory Diversity sessions	Senior Leadership Cohort 1 Example	Legal Issues for Managers	Technology	Employee Benefits	Writing Effectively	Personal and Career Development
May 16	Kick off							
May 22				Atrium A				
June 5		Large Diversity Assembly – Shea Aud						
June 12			PH 220					
June 19			PH 220					
June 26			PH 220					
July 10		Small Diversity Seminar UC 211						
July 17								Online learning
July 24								Facilitated Group Discussion
July 31					Technology Lab			
Aug 7						Atrium A		
Aug 14							Atrium A	
Aug 21	Closing							

New to Leadership: For those who aspire or are new to a supervisor or managerial position. Cohorts will enhance communication skills, best practice coaching and team building skills.

	Mandatory Kick off/ Closing Assemblies	Mandatory Diversity sessions	New to Leadership Cohort 2 Example	Legal Issues for Managers	Workplace Safety	Employee Benefits	Writing Effectively	Personal and Career Development
May 16	Kick off							
May 22				Atrium Aud				
June 5		Large Diversity Assembly – Shea Aud						
June 12							Atrium Aud	
June 19		Small Diversity Seminar – UC 211						
June 26								Online Learning
July 10			Lib Aud					
July 17			PH 236					
July 24			BS 20					
July 31								Facilitated Group Discussion
Aug 7						Atrium Aud		
Aug 14					Atrium Aud			

Aug 21	Closing							
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Advancing Employees - Skill Enhancement - Employees will enhance skills for current job (training) or to add new skills in order to advance (development) to a higher position.

	Mandatory Kick off/ Closing Assemblies	Mandatory Diversity sessions	WP Systems	Technology	Work-place Safety	Employee Benefits	Writing Effectively	Personal & Career Development	Recruiting
May 16	Kick off								
May 22								Online Learning #1	
June 5						Atrium A			
June 12		Large Diversity Assembly – Shea Aud							
June 19			Payroll UC 216						
June 26								Facilitated Discussion #1	
July 10									PH 236
July 17				UC 113				Online Learning #2	
July 24			Purchasing					Group Discussion #2	
July 31				Lab - IRT					
Aug 7		Small Diversity Seminar – UC 211							
Aug 14					Atrium A				
Aug 21	Closing								

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