Hitting Your Professional Development Targets

2006 Professional Development Conference for Faculty and Staff
with extended Spring On-Campus Events

Courses listed in this brochure are offered by Human Resources to all regular faculty and staff.
What’s new in 2006?

- The Professional Development Conference (January 9-12) kicks off 37 professional development events offered throughout spring term
- Choose courses by date or description, or select from 7 new “learning targets” (see pages 4-5)
- Each learning target contains a set of recommended courses to build knowledge or skill in a strategic university goal area
- Courses emphasize interactive learning and offer practical “take away” tools
- Working with supervisors, staff members can use the Professional Development Worksheet on page 24 to create an individualized development plan, and the tips on page 25 to prepare for training
- Supervisors of staff can find tips on assisting staff members with course selection, transferring learning back to the workplace, and performance development planning at www2.ups.edu/humanresources/profdevsupertips.htm

We hope you enjoy your professional development activities during the 2006 Professional Development Conference and spring term!

To register, complete the form on page 27, send e-mail to trainme@ups.edu, or call 3541.
Registering for courses

Registration forms will be processed in the order received, and confirmed on a first-come, first-served basis. Pre-registration is required unless otherwise indicated in course descriptions.

Priority Registration Date for Professional Development Conference (PDC)
Please submit registrations for PDC courses (all courses January 9-12) by December 13, 2005. Registrations for PDC courses received after December 13 will be accepted based on available space.

Before Registering
If you are a staff member, please discuss your interests with your supervisor or department head, and obtain approval before submitting your registration request, to ensure that departmental staffing needs can be met (see page 25 for tips to help with requesting approval).

Options for Registering
To register for courses, you may
1. Return the registration form on the facing page with your selections
2. Send an e-mail message to trainme@ups.edu
3. Leave a voicemail message at ext. 3541

If registering via e-mail or phone, include the following in your message:
- Title of the course(s) you wish to attend
- Your name
- Your department
- Your campus telephone extension or e-mail address

Confirmations and Cancellations
Confirmations are normally sent within one week of registration receipt. Registered attendees will be notified in the event of course cancellation or postponement. If you find that you are not able to attend a program for which you have registered, please call ext. 3369.

Eligibility to Attend
Unless otherwise noted, professional development events are open, at no charge, to all regular faculty and staff members. Temporary staff members, adjunct faculty, or graduate assistants/interns may register on a space-available basis and are subject to fees covering the cost of course materials.

To register, complete the form on page 27, send e-mail to trainme@ups.edu, or call 3541

Selecting courses

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Space in some courses is limited, and participants will be registered on a first-come, first-served basis. If you are a staff member, please discuss your interests with your supervisor and obtain approval to attend before registering.

Courses may be modified, rescheduled or canceled. The campus community will receive notification of any programs added for spring term after release of this catalog. For the current schedule of events, visit http://www2.ups.edu/humanresources/train.htm#On-campus

Faculty will also want to reference http://www2.ups.edu/dean/profdev/ and http://www2.ups.edu/dean/profdev/external.shtml

If you have questions, feedback to improve training events, suggestions for future courses, or would like to assist with developing training on campus, send e-mail to trainme@ups.edu, or contact HR Training Specialist Nancy Nieraeth (nnieraeth@ups.edu, ext. 3541) or Employment and Training Manager Bev Smith (bsmith@ups.edu, ext. 3461).
Courses by learning target

“I want to learn more about the university” 🎓
For new faculty and staff, and as refreshers/updates for long-term community members

Admission and Prospective Students: An Overview
Admission Campus Tour NEW, PDC
And I Need it ASAP: Using Library Resources NEW, PDC
Applying the New Graphics Standards NEW, PDC
Banner/Budget Administration Open House NEW, PDC
ILLIAD: Easier, Faster Interlibrary Loan NEW, PDC
Intro to Web Site Content Management PDC
Invisible Disabilities NEW
Just be F.A.I.R. NEW
Nooks and Crannies Tour: Checking Out the View PDC
Puget Sound Students: A Primer
Puget Sound’s Student Alert Group: Identifying and Helping Students of Concern NEW, PDC
Spotlight on Access Programs NEW
Spotlight on Residence Life NEW

“I want to learn about our students in order to provide the support they need” 🎓
For all faculty and staff

Admission and Prospective Students: An Overview
Invisible Disabilities NEW
Puget Sound Students: A Primer
Puget Sound’s Student Alert Group: Identifying and Helping Students of Concern NEW, PDC
Spotlight on Access Programs NEW
Spotlight on Residence Life NEW

“I want to communicate more effectively with colleagues and customers” 🎓
For all faculty and staff

Applying the New Graphics Standards NEW, PDC
Dealing with Conflict NEW, PDC
Dealing with Difficult People NEW
Intro to Web Site Content Management PDC
Just be F.A.I.R. NEW
Success Signals: Communication Styles NEW, PDC
The Fine Art of Dining Etiquette Luncheon NEW
Writing for High-Speed Readers NEW
And offered by OIS (see pages 22-24 for descriptions):
Entourage 2004 for the Mac
Intro to Outlook 2003
Outlook 2003 Tips and Tricks
Spring Forward with Microsoft Exchange

Preparing for training—tips for staff members

Before requesting your supervisor’s approval to attend training, consider
• How will the program assist you in your daily work or benefit you personally?
• How will you share any learned information with your work group following training? (for example, routing materials and notes to your colleagues, arranging to present a brief overview of learned material in an all-staff meeting, meeting with your supervisor, or making a recommendation for other colleagues to attend the same course)
• How could work coverage be handled or job tasks reprioritized while you attend training, to minimize potential disruption to your department?

Before attending professional development events, review your Professional Development Worksheet and consider the following
• What is your own learning style? For a quick, free, non-scientific but illuminating learning styles assessment, visit http://agelesslearner.com/assess/learningstyle.html
• What do you hope to get out of the course? Specific goals can keep you focused during the course, and help you think about applying learning back on the job.
• If you’re attending with others from your department or work group, how can you work together to put your learning into action back on the job? When and how will you practice what you’ve learned?

Off-Campus Training Resources

The organizations represented below conduct training in the local area (please note that the university does not screen or endorse these providers). Visit their websites for more information:

www.seminarinformation.com consolidates course schedules from many top workplace training providers, including SkillPath, Fred Pryor, and Padgett-Thompson. Searchable by topic, date, and location.

www.lorman.com emphasizes professional continuing education. Searchable by topic, state, and credit type.

www.natsem.com consolidates course schedules from multiple providers. Searchable by topic and zip code.

www.skillpath.com provides a broad range of workplace training topics. Searchable by topic and zip code.

To register, complete the form on page 27, send e-mail to trainme@ups.edu, or call 3541
### Professional Development Worksheet for staff members

Working in collaboration with your supervisor, you can use this worksheet to identify how professional development courses will help you meet work objectives, transfer learning back to the workplace, and plan future professional development.

<table>
<thead>
<tr>
<th>My current work objectives</th>
<th>Course(s) I will attend Spring 2006</th>
<th>How course(s) will help me meet my objectives</th>
<th>My plan for reporting back what I learned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

To accomplish future objectives, I need the following training or other professional development:

1. _______________________________________________________________
2. _______________________________________________________________
3. _______________________________________________________________

To locate and complete needed professional development, I will__________________

_________________________________________________________________

My supervisor will _______________________________________________

_________________________________________________________________

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“I want to understand the ways our community acknowledges, aspires, and acts regarding diversity”

For all faculty and staff

- Invisible Disabilities NEW
- Just be F.A.I.R. NEW
- Spotlight on Access Programs NEW
- Success Signals: Communication Styles NEW, PDC
- Workplace Film Festival NEW, PDC

“I want to improve my leadership and supervision skills”

For supervisors of regular staff members

- Coaching Smart People NEW, FOR SUPERVISORS
- Dealing with Conflict NEW, FOR SUPERVISORS
- Dealing with Difficult People NEW, PDC
- Effectively Managing Workplace Aggression NEW, FOR SUPERVISORS
- Invisible Disabilities NEW
- Just be F.A.I.R. NEW
- Managing Performance at Puget Sound NEW, FOR SUPERVISORS
- Substance Abuse in the Workplace PDC, FOR SUPERVISORS
- Success Signals: Communication Styles NEW, PDC
- The Fine Art of Dining Etiquette Luncheon NEW, PDC
- Workplace Film Festival NEW, PDC

“I want to improve my overall effectiveness”

For all individual contributors

- And I Need it ASAP: Using Library Resources NEW, PDC
- Banner/Budget Administration Open House NEW, PDC
- Dealing with Difficult People NEW, PDC
- ILLIAD: Easier, Faster Interlibrary Loan NEW, PDC
- Intro to Web Site Content Management PDC
- Managing Career Success NEW, PDC
- The 7 Habits of Highly Effective People NEW, PDC
- Web Searching Tips NEW, PDC
- Workplace Film Festival NEW, PDC

And offered by OIS (see pages 22-23 for descriptions):
- Outlook 2003 Tips and Tricks
- Spring Forward with Microsoft Exchange

“I want tools to manage other parts of my life”

For all faculty and staff

- Creating/Editing Home Movies (Digital) NEW, PDC
- Dealing with Difficult People NEW, PDC
- Honoring the Anniversary NEW, PDC
- Planning Ahead for Retirement PDC
- Stress and Life Balance NEW, PDC
- Success Signals: Communication Styles NEW, PDC
- The Fine Art of Dining Etiquette Luncheon NEW, PDC
- The 7 Habits of Highly Effective People NEW, PDC
- Understanding Alzheimer’s NEW, PDC
- Web Searching Tips NEW, PDC
- Your Financial Identity: Keep it to Yourself NEW, PDC

To register, complete the form on page 27, send e-mail to trainme@ups.edu, or call 3541.
Courses by date

For complete course descriptions, see pages 10-20. For course registration, see pages 26-27.

2006 Professional Development Conference
(Monday, January 9–Thursday, January 12, 2006)

Monday, January 9, 2006

8:15–9:45 a.m. ILLIAD: Easier, Faster Interlibrary Loan

9–11 a.m. Spring Forward with Microsoft Exchange! (Offered by OIS)
To register for this program, contact Theresa Duhart at ext. 2842 or tduhart@ups.edu. Course description on page 22.

10–11:30 a.m. Success Signals: Communication Styles
Puget Sound’s Student Alert Group: Identifying and Helping Students of Concern

1–3 p.m. Spring Forward with Microsoft Exchange! (Offered by OIS)
To register for this program, contact Theresa Duhart at ext. 2842 or tduhart@ups.edu. Course description on page 22.

1:15–2:45 p.m. Understanding Alzheimer’s and Related Dementias
Creating and Editing Home Movies with Digital Video

3–4:30 p.m. Web Searching Tips
Workplace Film Festival

Tuesday, January 10, 2006

8:15–9:45 a.m. Stress and Life Balance

Software training through Information Services

1–4 p.m. Outlook 2003 Tips and Tricks
This class uses a combination of lecture, instructor demonstration and, when possible, hands-on practice and independent exercises to familiarize participants with Outlook 2003 new features. Participants become familiar with the new 2003 interface, and use the new Mail, Contact, and Tasks features. Other featured topics include controlling e-mail organization, using new addressing features, setting message options, assigning flags for follow up, using and creating search folders, cleaning up mail messages, and rules and alerts.

Wednesday, January 11, 2006

9–11 a.m. Entourage 2004 for the Mac
Entourage helps you handle e-mail messages, contacts, schedules, notes, documents and more from one central location. Mastermind your next project with the tightly integrated, streamlined information management tools in Microsoft Entourage 2004 for Mac.

9 a.m.–noon Introduction to Outlook 2003 (Repeat session)
See description on previous page.

1–4 p.m. Outlook 2003 Tips and Tricks (Repeat session)
See description above.

Try to learn something about everything and everything about something.
—Thomas H. Huxley, biologist (1825-1895)
Software training through Information Services

The following software training courses are offered through the Office of Information Services (OIS). To register for these courses, contact Theresa Duhart, Office of Information Services, ext. 2842 or send e-mail to tduhart@ups.edu—attempting to register through other methods will delay, and may prevent, enrollment. All programs have limited enrollment, so early registration is encouraged.

Monday, January 9, 2006
9–11 a.m. Spring Forward with Microsoft Exchange!
This is a demonstration presentation of Microsoft Exchange. Come find out about the OIS project and campus-wide initiative to deploy Microsoft Exchange in spring 2006. Exchange offers mobile, remote, and desktop integrated collaborative messaging capabilities to help you share information quickly and efficiently. Explore and preview the exciting ways in which Exchange works with Outlook (PC), Entourage (Macintosh), and Outlook Web Access (OWA) to handle e-mail, scheduling, contact, and tasks management.

1–3 p.m. Spring Forward with Microsoft Exchange! (Repeat session)
See description above

Tuesday, January 10, 2006
9 a.m.–noon Introduction to Outlook 2003
For persons who are familiar with basic Windows features and want to develop an understanding of Outlook 2003 e-mail features. No experience with Outlook 2003 is required. This course uses a combination of lecture, instructor demonstration and, when possible, hands-on practice and independent exercises to familiarize you with Outlook’s collaboration features. You will create and read mail, prepare and set special mail features, handle file attachments, and manage mailbox folders.

Courses by date (continued)

9 a.m.–noon Introduction to Outlook 2003 (Offered by OIS)
To register for this program, contact Theresa Duhart at ext. 2842 or tduhart@ups.edu. Course description, page 23.

10–11:30 a.m.
Honoring the Anniversary

Planning Ahead for Retirement

Nooks and Crannies Tour: Checking Out the View

1–4 p.m. Outlook 2003 Tips and Tricks (Offered by OIS)
To register for this program, contact Theresa Duhart at ext. 2842 or tduhart@ups.edu. Course description, page 23.

1:15–2:45 p.m.
Substance Abuse in the Workplace FOR SUPERVISORS
Your Financial Identity: Keep it to Yourself

3–4:30 p.m.
...And I Need it ASAP: Using Library Resources
Dealing with Difficult People

3–5 p.m.
Intro to Web Site Content Management for Macintosh Users

Wednesday, January 11, 2006
8:15–9:45 a.m. Applying the New Graphics Standards

9–11 a.m. Entourage 2004 for the Mac (Offered by OIS)
To register for this program, contact Theresa Duhart at ext. 2842 or tduhart@ups.edu. Course description, page 23.

9 a.m.–noon Introduction to Outlook 2003 (Offered by OIS)
To register for this program, contact Theresa Duhart at ext. 2842 or tduhart@ups.edu. Course description, page 23.
Courses by date (continued)

10–11:30 a.m. ILLIAD: Easier, Faster Interlibrary Loan (Repeat session)

Noon–2:45 p.m. The Fine Art of Dining Etiquette Luncheon (meal included)

1–4 p.m. Outlook 2003 Tips and Tricks (Offered by OIS)
To register for this program, contact Theresa Duhart at ext. 2842 or tduhart@ups.edu. Course description on page 23.

1:15–2:45 p.m. Dealing with Conflict

3–4:30 p.m. Managing Career Success

3–5 p.m. Intro to Web Site Content Management for Windows Users

Thursday, January 12, 2006

8:30 a.m.–4:30 p.m. Banner/Budget Administration Training Open House

11 a.m.—noon Admission Campus Tour

Please submit registrations for Professional Development Conference (PDC) courses (all courses January 9-12) by December 13, 2005. Registrations for PDC courses received after December 13 will be accepted based on available space. For more registration information and a registration form, see pages 26-27.

SPRING TERM 2006

February 2006

Wednesday, February 1 Spotlight on Access Programs (12:15–1 p.m.)

Tuesday, February 7 Invisible Disabilities: Out of Sight, Not Out of Mind (3–5 p.m.)

Tuesday, February 14 Puget Sound Students: A Primer (3–5 p.m.)

E-learning Programs

Preventing Sexual Harassment
The University of Puget Sound and New Media Learning present an e-learning professional development opportunity for staff, faculty and students. This interactive one-hour computer tutorial offers a convenient and practical means of educating ourselves about sexual harassment and associated legal issues. You are encouraged to visit the site, go through the tutorial, and complete the test at its conclusion. Getting in tune through increased awareness of and sensitivity to sexual harassment can only improve our educational and work environment.

http://training.newmedialearning.com/psh/upuget/index.htm

Ergonomic Solutions for Computer Workstations
Ergonomics is an important issue in the workplace, especially as it relates to computer workstations. For a comprehensive overview of ergonomics and for workstation tips/solutions, visit the following site that was developed by Kimberly L. Reed, MOT, a graduate of the university’s Occupational Therapy Program.

http://www2.ups.edu/ot/workstations/

Family Educational Rights and Privacy Act
Does your job require you to access information that must be handled in a secure way, e.g., a university telephone directory, student registration forms, graded papers, advising packets, student information displayed on your computer screen? If so, you will want to go through the Family Educational Rights and Privacy Act tutorial that was designed by the university’s Registrar’s Office staff.

http://www2.ups.edu/acadser/registrar/ferpatutorial.htm

To register, complete the form on page 27, send e-mail to trainme@ups.edu, or call 3541
Writing for High-Speed Readers **NEW**

Would you like to produce documents that are easy for hurried readers to scan, understand, and act on? In this NetSpeed Leadership™ course, you will learn strategies that enable readers to respond quickly and easily. You’ll also walk away with concrete tools to help you produce effective quick-read documents that are based on a true understanding of your reader’s needs.

*Friday, February 24, 8:30 a.m.–noon. Facilitated by Nancy Nieraeth, training specialist, Human Resources.*

Your Financial Identity: Keep it to Yourself **NEW, PDC**

An estimated 700,000 people fall victim to identity theft each year and spend an enormous amount of time (and often money!) clearing their names and credit records. This course focuses on how to avoid becoming a victim and provides some steps to recover from identity theft.

*Tuesday, January 10, 1:15–2:45 p.m. Facilitated by Jeffry Southard, financial literacy specialist, Northwest Education Loan Association (NELA).*

Courses may be modified, rescheduled or canceled. The campus community will receive notification of any programs added for spring term after release of this catalog.

For the current schedule of events, visit [http://www2.ups.edu/humanresources/train.htm#On-campus](http://www2.ups.edu/humanresources/train.htm#On-campus)

Faculty will also want to reference [http://www2.ups.edu/dean/profdev/](http://www2.ups.edu/dean/profdev/) and [http://www2.ups.edu/dean/profdev/external.shtml](http://www2.ups.edu/dean/profdev/external.shtml)

Courses by date (continued)

**March 2006**

TBA

Spotlight from academic division—topic to be announced

*Tuesday, March 7*  

Just be F.A.I.R. (9 a.m.–noon)

*Tuesday, March 14*  

The 7 Habits of Highly Effective People (8 a.m.–5 p.m.) continues  
*8 a.m.–5 p.m. March 21 and 28, and 8 a.m.–noon April 4*  

*Thursday, March 16*  

Coaching Smart People **FOR SUPERVISORS** (8:30 a.m.–noon)

**April 2006**

*Wednesday, April 5*  

Spotlight on Residence Life (12:15–1 p.m.)

*Thursday, April 6*  

Admission and Prospective Students: An Overview (3–4 p.m.)

*Thursday, April 20*  

Effectively Managing Workplace Aggression **FOR SUPERVISORS** (3–5 p.m.)

Courses may be modified, rescheduled or canceled. The campus community will receive notification of any programs added for spring term after release of this catalog.

For the current schedule of events, visit [http://www2.ups.edu/humanresources/train.htm#On-campus](http://www2.ups.edu/humanresources/train.htm#On-campus)

Faculty will also want to reference [http://www2.ups.edu/dean/profdev/](http://www2.ups.edu/dean/profdev/) and [http://www2.ups.edu/dean/profdev/external.shtml](http://www2.ups.edu/dean/profdev/external.shtml)

To register, complete the form on page 27, send e-mail to trainme@ups.edu, or call 3541.
Course descriptions

Admission and Prospective Students: An Overview
Did you know that more than 58,000 high school seniors request information on Puget Sound each year? Attend this session to learn more about the university’s enrollment goals, strategies, and challenges for identifying prospective students, or to find out what prospective students and their families consider when making this key life decision.

Thursday, April 6, 3–4 p.m. Facilitated by George Mills, vice president for enrollment.

Admission Campus Tour
If you’re new to campus or just don’t get around much, this tour will (re)acquaint you! You’ll experience what prospective students and their families see, hear, and learn when visiting our beautiful campus. Offering much more than sightseeing.

Course descriptions key

PDC = course is offered during the Professional Development Conference, January 9-12, 2006

FOR SUPERVISORS = open to supervisors of regular staff only

Learning target key (see pages 4-5 for course listings by learning target):

• I want to learn more about the university
• I want to learn about our students in order to provide the support they need
• I want to communicate more effectively with colleagues and customers
• I want to improve my overall effectiveness
• I want to understand the ways our community acknowledges, aspires, and acts regarding diversity
• I want to improve my leadership and supervision skills (for supervisors)
• I want tools to manage other parts of my life

Understanding Alzheimer’s and Related Dementias
It’s extremely painful to watch people we love lose their memory, engage in uncharacteristic behavior, and lose their ability to recognize us. As they manifest these symptoms of dementia or Alzheimer’s Disease, we may end up feeling helpless and powerless. This program can help us gain a better understanding of these conditions, discover what treatments are available, and explore the impact on the family. You’ll learn the difference between normal forgetfulness and Alzheimer’s Disease; understand the relationship between Alzheimer’s Disease and related dementias; learn communication strategies for communicating with a person with dementia; and determine strategies for caregivers to help take care of themselves.

Monday, January 9, 1:15–2:45 p.m. Facilitated by Marti Richards, LifeEra.

Web Searching Tips
Looking for help on how to use web search engines better? Learn the latest strategies and techniques in this fast-paced workshop with time for hands-on practice.

Monday, January 9, 3–4:30 p.m. Facilitated by Lori Ricigliano, associate director for information and access services, Library. Learners must have basic experience with web searching. Limited enrollment, so register early.

Workplace Film Festival
Come eat some popcorn and watch a work-related movie! We’re breaking out our collection of videos on topics like disability awareness, ergonomics, office safety, and stress management.

Monday, January 9, 3–4:30 p.m. No facilitator, just come and join us!

Knowledge is not information, it’s transformation.
—Osho, spiritual leader (1931-1990)
Course descriptions (continued)

The Fine Art of Dining Etiquette Luncheon

Recommended for staff and faculty serving on search committees, or for those attending formal meals at university events, meetings, or conferences.

When faced with a phalanx of silverware, do you know which fork to use? If you're feeling rusty, this complimentary lunch is for you. While you dine, etiquette experts will walk you through a multi-course meal, providing tips and rules throughout.

Wednesday, January 11, 12 noon–2:45 p.m. Facilitated and hosted by Keith Gulley and Mylene Barizo, Enterprise Rent-a-Car. Please note: registration requires committing to attend this program, and to remain in attendance throughout the entire program. Limited enrollment, so please register early.

The 7 Habits of Highly Effective People

In this FranklinCovey seminar, you will learn the 7 Habits that can improve your effectiveness at work, at home, and in other key relationships. Using hands-on exercises, you’ll learn to apply the 7 Habits to your specific needs and circumstances.

Tuesday, March 14, 21 and 28, 8 a.m.–5 p.m. and Tuesday, April 4, 8 a.m.–noon. Please note: registration requires committing to attend this program in its entirety. Facilitated by Craig Benjamin, associate vice president, Facilities Services.

In a time of drastic change, it is the learners who inherit the future. The learned usually find themselves equipped to live in a world that no longer exists.

—Eric Hoffer, social philosopher (1902-1983)

Course descriptions (continued)

this hour is chock full of interesting information about Puget Sound.

Thursday, January 12, 11 a.m.–noon. Facilitated by Office of Admission campus visit assistants. Limited enrollment, so register early.

…And I Need it ASAP: Using Library Resources

Recommended for administrative staff whose jobs involve using library resources and services.

This course will cover finding full-text articles, requesting materials from other libraries, putting items on reserve, understanding citations, searching the journal locator, interpreting the library catalog, and more!

Tuesday, January 10, 3–4:30 p.m. Facilitated by Peggy Burge and Elizabeth Knight, liaison librarians. Enrollment is limited, so register early.

Applying the New Graphics Standards

Recommended for all who will create documents using the new graphic elements.

Make sure your print publications support the university’s new visual identity. Learn the finer points of using the seal and wordmark, discover how to minimize design and printing costs, and find out where to go when you need new publications or stationery supplies.

Wednesday, January 11, 8:15–9:45 a.m. Facilitated by Gayle McIntosh, executive director of communications, and Julie Reynolds, design manager.

Banner/Budget Administration Training Open House

Would you like to learn more about the Banner purchasing upgrade and the new purchase order approval process? Do you have questions about creating purchase orders in Banner? Need a bit of help with the Banner Tools and Budget Administration Web applications? During this training open house, a member of Accounting and Budget Services will be available to answer your questions, help you create a purchase order, or walk you through the new approval tool. You’re invited to visit anytime throughout the day.

Thursday, January 12, 8:30 a.m.–4:30 p.m. Wyatt Hall 203. Offered by Accounting and Budget Services staff. No registration required for this event.
Course descriptions (continued)

Coaching Smart People NEW, FOR SUPERVISORS

Using a six-step model, this NetSpeed Leadership™ course covers how to coach staff you supervise—not to correct performance deficiencies but to motivate, inspire, and mentor staff who are already working effectively. Learn to spot coaching opportunities and identify behaviors that foster a coaching climate.

Thursday, March 16, 8:30 a.m.–noon. Facilitated by Nancy Nieraeth, training specialist, Human Resources.

Creating and Editing Home Movies with Digital Video NEW, PDC

In this session, you’ll learn to use Adobe Premiere Elements to capture still images from video to create a slide show, and how to create and edit digital videos including transitions, effects, and titles.

Monday, January 9, 1:15–2:45 p.m. Facilitated by Paul Monaghan, consultant, Information Services.

Dealing with Conflict NEW, PDC, FOR SUPERVISORS

In this course, supervisors have an opportunity to learn how conflict affects the workplace, to practice positive techniques that lead to conflict resolution. You’ll learn how to maintain successful relationships, improve trust, heighten morale, and increase productivity.

Wednesday, January 11, 1:15–2:45 p.m. Facilitated by Rachelle Jacover, LifeEra.

Dealing with Difficult People NEW, PDC

All of us have had to deal with a difficult person here or there. This course identifies those difficult-to-deal-with behaviors we have encountered along the way. You will receive specific guidelines on how to interact and cope with such people in everyday life.

Tuesday, January 10, 3–4:30 p.m. Facilitated by Karl Pister, LifeEra.

Stress and Life Balance NEW, PDC

An out-of-balance life can contribute to high levels of stress. In this course, you will complete a stress survey, examine personal values and choices, learn methods of using resources to meet needs, and take home a variety of tools for addressing stress.

Tuesday, January 10, 8:15–9:45 a.m. Facilitated by Cathy Rider, LifeEra.

Substance Abuse in the Workplace PDC, FOR SUPERVISORS

Supervisors will learn important information about substance abuse and drug testing, identifying substance abuse problems in the workplace, and how to address those problems in accordance with university policy. You will also learn how to confront an employee and document observations.

Tuesday, January 10, 1:15–2:45 p.m. Facilitated by Karl Pister, LifeEra.

Success Signals: Communication Styles NEW, PDC

Experts maintain that most conflicts and interpersonal problems stem from communication style differences. This fun and energizing seminar provides powerful and practical communication tools to improve relationships both at work and home. Learn how communication styles affect others, and discover ways they can help you achieve goals.

Monday, January 9, 10–11:30 a.m. Facilitated by Denise Rollin, Human Resources manager, University of Washington, Bothell Campus.

That is what learning is. You suddenly understand something you’ve understood all your life, but in a new way.  
—Doris Lessing, author (1919-)

To register, complete the form on page 27, send e-mail to trainme@ups.edu, or call 3541
Course descriptions (continued)

Puget Sound Students: A Primer  
Recommended for faculty, and all staff who interact with students.
This fun course, also given to parents of new students each fall, teaches the common developmental and generational issues for our “millennial” students. Learn about issues our students face—including independence, time management, reaching out for help—and also learn how to help students.
  
  Tuesday, February 14, 3–5 p.m. Facilitated by Houston Dougharty, associate dean, Student Services.

Puget Sound’s Student Alert Group (SAG): Identifying and Helping Students of Concern  
Recommended for faculty, and all staff who interact with students.
Several years ago, a group of staff members began working closely together to assist students of concern—those experiencing academic, personal, social, or financial difficulty. The SAG model is now recognized nationally as a model for providing collaborative support to students. Come learn how Puget Sound developed this innovative approach, how SAG works, and how you can better support students with whom you work.
  
  Monday, January 9, 10–11:30 a.m. Facilitated by Student Alert Group members.

The Spotlight Series
The 2005-06 Spotlight Series showcases university divisions, departments, and programs engaged in new or existing strategic initiatives. No pre-registration is required for these noon-time events—just bring your lunch and learn.

Spotlight on Access Programs  
Wednesday, February 1, 12:15–1 p.m. Facilitated by Kim Bobby, director, Access Programs.

Spotlight on Residence Life  
Wednesday, April 5, 12:15–1 p.m. Facilitated by Shane Daetwiler, director, Residence Life.

Course descriptions (continued)

Effectively Managing Workplace Aggression  
Learn the keys to recognizing the different levels of workplace aggression; address selection and termination issues; identify the primary warning signs and symptoms related to a potentially violent episode; understand the role of body language, personal space, and paraverbal communication when encountering an anxious or hostile individual; know how to defuse conflicts between co-workers before they escalate; and how to document incidents.
  
  Thursday, April 20, 3–5 p.m. Facilitated by Susan Stewart, assistant professor, School of Business and Leadership.

Honoring the Anniversary  
The anniversaries of traumatic events may trigger many emotions replicating those felt at the initial trauma and intensifying feelings of grief. People may feel that they are losing ground as they try to heal from the trauma. This course will help to normalize the anniversary experience, explore the benefits of commemorating these anniversaries, and offer an opportunity to define the changes and meaning that can result from traumatic events.
  
  Tuesday, January 10, 10–11:30 a.m. Facilitated by Cathy Rider, LifeEra.

ILLIAD: Easier, Faster Interlibrary Loan  
Recommended for faculty and staff who request resources through the interlibrary loan system.
ILLiad is a new web-based system that allows users to check the status of their interlibrary loan requests, access articles over the web, and make interlibrary loan requests directly from selected databases. You’ll learn library resource searching strategies and how to create and manage your online ILLiad accounts.
  
  Monday, January 9, 8:15–9:45 a.m. OR Wednesday, January 11, 10–11:30 a.m.
  Facilitated by Teresa Walker and Susan Oros, interlibrary loan specialists. Limited enrollment, so register early.

To register, complete the form on page 27, send e-mail to trainme@ups.edu, or call 354-31.
Course descriptions (continued)

**Intro to Web Site Content Management**  
Recommended for all faculty and staff managing conversions to the new Web site format.

This course will provide an overview of the university's new Web site structure and design, as well as hands-on training using the content management system (CMS). You'll practice many types of Web site updates, including editing text, working with images, making links, creating new pages, and more.

*Limited enrollment, so register early.*

Tuesday, January 10, 3–5 p.m. for Macintosh users, OR Wednesday, January 11, 3–5 p.m. for Windows users. Facilitated by Barbara Weist, web manager.

**Invisible Disabilities: Out of Sight, Not Out of Mind**  
Recommended for faculty, and all staff who interact with students.

Learn the effects of “unseen” disabilities on students and other community members. Discuss making resource referrals when you become aware that a student with a disability needs assistance, and learn standards of workplace behavior consistent with the university’s commitment to diversity.

*Limited enrollment, so register early.*

Tuesday, February 7, 3–5 p.m. Facilitated by Ivey West, disability services coordinator, Center for Writing, Learning and Teaching.

**Just be F.A.I.R.**  
Learn what it means to be “culturally competent” and why it’s important in the workplace. This course explains what diversity really is and isn’t, and how people and organizations can be more culturally competent by using the F.A.I.R. approach.

*Limited enrollment, so register early.*

Tuesday, March 7, 9 a.m.–noon. Facilitated by Nancy Nieraeth, training specialist, Human Resources.

**Managing Career Success**  
This course offers “food for thought” regarding your choices for their future in the workplace. You’ll learn how to set goals and determine how to reach them.

Wednesday, January 11, 3–4:30 p.m. Facilitated by Rachelle Jacover, LifeEra.

**Managing Performance at Puget Sound**  
Discover how to coach and motivate staff you supervise by effectively engaging in the performance appraisal process. Practice a performance improvement conversation, and review how to plan with staff for ongoing professional development. Learn about internal and external resources available for coaching.

*Tuesdays, February 28, 2–4 p.m. Facilitated by Rosa Beth Gibson, associate vice president, Human Resources.

**Nooks and Crannies Tour: Checking Out the View**  
This year’s tour will focus on high places across campus and their incredible views. Featured locations include Thompson Hall Observatory, Wyatt Hall Balcony, Baker Stadium Roof, Steam Plant Roof, Jones Hall Roof, and the Norton Clapp Theater. With the exception of the Theater, the tour will be in outdoor locations, so dress warm. Be prepared for climbing stairs and a mounted ladder.

*Tuesdays, January 10, 10–11:30 a.m. Facilitated by groundskeeping staff, Facilities Services.

**Planning Ahead for Retirement**  
Identify retirement savings gaps that could potentially prevent you from reaching your goals. This program features tools you can use to evaluate if you are on track to reach your financial goals.

*Tuesdays, January 10, 10–11:30 a.m. Facilitated by Patty Kuntz, individual client services consultant, TIAA-CREF.