Fall 2019  Learning & Development Workshop Descriptions

Title: Collaborative Leadership  
Date: September 6th  
Time: 2pm-3:30pm  
Location: UH 1900 (HR Training Room)  
Facilitator: Carol Kinsey Goman, Dustin Reece  
Description: Collaboration has become an essential ingredient for organizational survival and success. As more organizations move toward a collaborative culture, a new leadership model is emerging—one that replaces command and control with trust and inclusion. The leader’s new role is to create an environment in which people choose to participate and contribute. This online course is designed to give you the insight and skills to build collaborative relationships within your team and throughout the organization. Instructor Carol Kinsey Goman explains why collaboration is so important, introduces key elements and skills for collaborative leadership, and delivers practical strategies for collaboration, from designing more effective in-person meetings, to working with remote teams and collaborating across cultures. Plus, get tips for adopting the body language of a collaborative leader and making collaboration a habit.

Title: Implicit Bias Training  
Date: September 12th  
Time: 2pm-4pm  
Location: UH 1900 (HR Training Room)  
Facilitator: Joe Bernardo, Kim Misa  
Description: Through a mix of short presentations, videos, activities, and discussions, this implicit bias workshop for staff will explore how implicit biases form in our brains, their impact on other people and society, and strategies we can take to mitigate the implicit biases that we all possess.

Title: Ignatius’ 3 Different “Times” for Making Decisions  
Date: September 17th  
Time: 2pm-3pm  
Location: UH 1900 (HR Training Room)  
Facilitator: Fr. Randy Roche, SJ  
Description: A session with Fr. Randy Roche, SJ, Director of the Center for Ignatian Spirituality, where participants will consider decision-making in three different modes of our experience as identified by Ignatius of Loyola.
Title: Systems Thinking  
Date: September 26th  
Time: 2pm-3:30pm  
Location: UH 1900 (HR Training Room)  
Facilitator: Derek Cabrera, Dustin Reece  
Description:  
The situations and events that we deal with in our daily personal and work lives are complex, yet our thinking is often biased and simplistic. By adopting new ways of thinking that are more in tune with our adaptive, nonlinear world, we can achieve increased effectiveness and success in nearly all domains. In this online course, learn the basic tenets of systems thinking, a more sophisticated way of looking at problems and organizing your thoughts. Instructor Derek Cabrera—a Cornell University professor specializing in systems thinking—lays out what systems thinking is, why it’s valuable, and how to do it. Learn all about the power of mapping in systems thinking and get examples of its real-life applications. Plus, learn how systems thinking can even help you boost your emotional intelligence.

Title: Assertiveness  
Date: October 3rd  
Time: 10am-11am  
Location: UH 1900 (HR Training Room)  
Facilitator: HealthAdvocates  
Description:  
Assertiveness is the ability to confidently express one’s thoughts, feelings and actions without negatively impacting others. This workshop outlines strategies for becoming assertive without being aggressive. Participants will learn the difference between assertive and aggressive behavior, the rules for valuing yourself and others, new skills for being assertive and how to say “no” without offending others.

Title: Money Management Essentials  
Date: October 8th  
Time: 2pm-3pm  
Location: UH 1900 (HR Training Room)  
Facilitator: Angela Horvat, TransAmerica  
Description:  
Zero debt, a perfect credit score, and a reliable emergency fund are smart ideas, but often feel out of reach. Don’t worry; it’s never too late to pick up better financial habits. The sooner you start, the sooner you’ll feel more confident about your long-term future. Join us to learn about strategies for saving, budgeting and managing credit and debt.
Title: Implicit Bias Training  
Date: October 15th  
Time: 10am-12pm  
Location: UH 1900 (HR Training Room)  
Facilitator: Steven Neal, Dustin Reece  
Description: Through a mix of short presentations, videos, activities, and discussions, this implicit bias workshop for staff will explore how implicit biases form in our brains, their impact on other people and society, and strategies we can take to mitigate the implicit biases that we all possess.

Title: Influencing Others  
Date: October 17th  
Time: 2pm-3:30pm  
Location: UH 1900 (HR Training Room)  
Facilitator: John Ullmen, Dustin Reece  
Description: Ever had trouble persuading someone to do something, even if it was in their best interest? Sometimes people don't budge, but thankfully you have more than rewards and penalties at your disposal. Join John Ullmen, PhD, in this online course as he explains how to influence others when you're at the "pivot point of influence," by applying 18 scientifically confirmed methods. Whether you're influencing at work or at home, you can learn what the best influencers do before they influence, and see how to choose the best steps for your situation, and have people want to be influenced by you.

Title: Building Resilience  
Date: October 22nd  
Time: 10am-11:30am  
Location: UH 1900 (HR Training Room)  
Facilitator: Tatiana Kolovou, Dustin Reece  
Description: Have trouble getting by when the going gets tough? Everyone wants to perform well when the pressure's on, but a lot of us withdraw in times of stress or adversity. If you can build your resilience, you'll have an easier time facing new challenges and earn a valuable skill to offer employers. In this online course, Kelley School of Business professor and professional communications coach Tatiana Kolovou explains how to bounce back from difficult situations, by building your "resiliency threshold." She outlines five training techniques to prepare for difficult situations, and five strategies for reflecting on them afterward. Find out where you are on the resilience scale, identify where you want to be, and learn strategies to close the gap.
Title: Developing Self-Awareness  
Date: October 29th  
Time: 2pm-3:30pm  
Location: UH 1900 (HR Training Room)  
Facilitator: Gemma Leigh Roberts, Dustin Reece  
Description:  
While a multitude of factors can go into the making of a successful person, nearly all individuals who achieve high levels of personal and professional success have a keen sense of self-awareness. In this online course, learn how to become more self-aware in order to develop yourself personally and enhance career progression. Organizational psychologist Gemma Roberts helps you learn how to develop your self-awareness so that you can understand how others see you, and better align your actions with your intentions. She explains how to identify beliefs to enhance self-awareness, step outside of yourself to gain a different perspective, leverage a self-awareness action plan, and more.

Title: Communication Improved, Conflict Reduced  
Date: November 5th  
Time: 2pm-3pm  
Location: UH 1900 (HR Training Room)  
Facilitator: HealthAdvocates  
Description:  
Effective communication is essential not only for our professional life, but for our personal life as well. This interactive workshop focuses on non-verbal communication, active listening and barriers to effective communication. It explores how we can learn to effectively resolve conflicts more productively and prevent conflict from occurring, with a greater understanding of our conflict styles and methods of communication.

Title: Jesuit Constitutions: Practical Ignatian Guidelines for Working Together  
Date: November 7th  
Time: 10am-11am  
Location: UH 1900 (HR Training Room)  
Facilitator: Fr. Randy Roche, SJ  
Description:  
Fr. Randy Roche, SJ, Director of the Center for Ignatian Spirituality, will propose some practical experiential procedures for LMU faculty and staff, “partners in mission,” that are found in the Jesuit Constitutions composed by Ignatius of Loyola.

Title: Implicit Bias Training  
Date: November 13th  
Time: 2pm-4pm  
Location: UH 1900 (HR Training Room)  
Facilitator: John Orozco, Brandi Tate  
Description:  
Through a mix of short presentations, videos, activities, and discussions, this implicit bias workshop for staff will explore how implicit biases form in our brains, their impact on other people and society, and strategies we can take to mitigate the implicit biases that we all possess.
Title: Understanding Social Security  
**Date:** November 19th  
**Time:** 10am-11am  
**Location:** UH 1900 (HR Training Room)  
**Facilitator:** Angela Horvat (TransAmerica)  
**Description:**  
There are many Social Security claiming strategies — choosing the optimal strategy for you could mean a difference of thousands of dollars every year in retirement. Transamerica wants to show you how Social Security can fit into your retirement income plan and share different strategies for when to claim your benefit.

Title: Leading with Confidence and Strength  
**Date:** December 3rd  
**Time:** 10am-11am  
**Location:** UH 1900 (HR Training Room)  
**Facilitator:** Fran Houser, Dustin Reece  
**Description:**  
For many women, "niceness" can feel like a professional liability. They find themselves putting on a front, trying to be tough but not too tough, lest they appear unlikable. In her book, *The Myth of the Nice Girl*, Fran Hauser makes the case that women don't need to sacrifice their authentic personalities to achieve success in the business world. Fran—herself a celebrated executive and startup investor—outlines practical strategies for balancing empathy with decisiveness. In this course, Fran shares some of these strategies with you. Learn how to leverage empathy as a tool, cultivate evidence-based confidence, ask for a raise, protect your time by saying "no" to things that don't matter, and more.

Title: Implicit Bias Training  
**Date:** December 9th  
**Time:** 10am-11am  
**Location:** UH 1900 (HR Training Room)  
**Facilitator:** Julia Wade, Fred Puza  
**Description:**  
Through a mix of short presentations, videos, activities, and discussions, this implicit bias workshop for staff will explore how implicit biases form in our brains, their impact on other people and society, and strategies we can take to mitigate the implicit biases that we all possess.