Successful Goal Setting  
Thursday, August 30th  
2pm – 3:30pm  
HR Training Room (UH 1900)  
Facilitator: Aimee Bateman, Dustin Reece  
Description: Even your loftiest goals are possible if you approach them strategically. In this online course, join Aimee Bateman as she shares her top tips on setting—and achieving—goals, explaining how to take small steps that can help you make your bigger plans a reality. Discover how to scope out and define your career goals, removing anything that isn't quite right for you. Learn how to refine your objectives by identifying barriers and determining the steps you need to take to work towards your goal. To wrap up, Aimee shares strategies that can help you stay on track.

Being and Effective Team Member  
Thursday, September 6th  
10am – 11:30am  
HR Training Room (UH 1900)  
Facilitator: Daisy Lovelace, Dustin Reece  
Description: It's easy to call out the qualities that make someone a poor team member. But what makes a person invaluable on a team? In this online course, Kelley School of Business professor Dr. Daisy Lovelace highlights the key characteristics of exemplary team members. As she dives into each trait, Daisy shares how—by making subtle changes—you can adopt these behaviors to become a more valuable collaborator. Learn tips that can help you increase your self-awareness, demonstrate that you're a reliable teammate, approach teamwork more collaboratively, and more.

A Practical Ignatian Exercise for Everyone  
Tuesday, September 11th  
10am – 11:30am  
HR Training Room (UH 1900)  
Facilitator: Fr. Randy Roche, SJ  
Description: Fr. Randy Roche, SJ, Director of the Center for Ignatian Spirituality, will describe some of the various ways the faculty and staff at LMU make use of a refreshing, enlivening “pause” in their busy lives. He will guide a sharing of participants’ thoughts and experiences regarding this practice.

Coping with Change  
Thursday, September 13th  
2pm – 3:30pm  
HR Training Room (UH 1900)  
Facilitator: Health Advocates  
Description: Change in the workplace is inevitable. However, a changing environment can often produce stress or anxiety. Change and the resulting stress derive from both positive and negative events. This workshop explores the various stages of change, and steps employees can take to
achieve acceptance. Through awareness, participants can increase their ability to cope with change in both their professional and personal lives.

**Compassionate Directness**  
**Wednesday, September 19th**  
10am – 11:30am  
HR Training Room (UH1900)  
**Facilitator:** Arianna Huffington, Joey Hubbard, Dustin Reece  
**Description:** In any organization, communicating with directness is vital to success. But to build a truly healthy culture, directness must go hand-in-hand with compassion. When you combine these qualities, the result is truly powerful, creating a culture of increased clarity and productivity that also values and respects people's essential humanity. In this online course, Arianna Huffington and Joey Hubbard discuss the art of effective, compassionate communication, giving you tools and strategies to be a more honest, kind, and director communicator.

**StrengthsFinder: Discovering My Strengths**  
**Tuesday, September 25th**  
10am – 11:30am  
HR Training Room (UH1900)  
**Facilitator:** Marcy Newman, Director of Campus Partnerships  
**Description:** This workshop is designed to help participants discover and develop their natural talents, and identify strategies to utilize these strengths in their lives. Participants will complete the Clifton StrengthsFinder assessment, learn how their strengths operate at work, how to build a strengths-based team, and an overview of the Four Domains of Leadership. Pre-registration is required.

**LMU Service Standards**  
**Thursday, September 27th**  
2pm – 3:30pm  
HR Training Room (UH1900)  
**Facilitator:** Dustin Reece  
**Description:** This fun and interactive workshop is designed to explore the topic of customer service on campus. This workshop helps you understand LMU’s Service Standards and their relationship to the mission, goals, and objectives of the University. Specifically, you will learn about LMU Service standard and how they apply to campus life, customers you provide service to, both internally and externally, the importance of attitude and perception, as they relate to others.

**Public Speaking Foundations**  
**Tuesday, October 2nd**  
10am – 11:30am  
HR Training Room (UH 1900)  
**Facilitator:** Laura Bergells, Dustin Reece  
**Description:** Develop the skills you need to prepare and deliver an outstanding speech or
presentation. In this online course, Laura Bergells offers practical insights that can help presenters prepare, open, deliver, and close their speeches. Along the way, discover how to project confidence, outline a speech, take questions, and develop the creative story that adds life to a speech.

New Manager Foundations
Thursday, October 4th
2pm – 3:30pm
HR Training Room (UH1900)
Facilitator: Todd Dewett, Dusting Reece
Description: Join management and leadership expert Todd Dewett as he provides practical advice to help you establish your identity as a leader, connect with your team, and become a successful first-time manager. Learn how to survive your first 30 days, build trust, and develop authority. Todd also details how to manage change, discusses the importance of diversity and inclusion, and explores how to build resilience through stress management. This online course was designed to prepare you to confidently tackle your responsibilities at work and increase your value to the organization while improving operational effectiveness.

Stress Management
Tuesday, October 9th
10am – 11:30am
HR Training Room (UH1900)
Facilitator: Health Advocates
Description: It is natural to become stressed when the demands on time and energy have become too great. This can happen both at home and at work, and can severely limit productivity and effectiveness. This workshop shows the physiological stages of stress development, and its harmful effects on the body. It also addresses the defining symptoms and different sources of stress. This useful information is incorporated with helpful stress relievers and imagery techniques.

Ignatian Best Practices
Thursday, October 11th
2pm – 3:30pm
HR Training Room (UH1900)
Facilitator: Fr. Randy Roche, SJ
Description: Fr. Randy Roche, SJ, Director of the Center for Ignatian Spirituality, will provide input and guide an interactive session on how we can continually improve management of all the information we process in our daily interactions and experiences.

Balancing Multiple Roles as a Leader
Thursday, October 18th
2pm – 3:30pm
HR Training Room (UH1900)
Facilitator: Sara Canaday, Dustin Reece
Description: As a leader, you're expected to do more than just manage people. Your employees
and colleagues look to you as a subject matter expert, a coach, an agent of change, and more. In this online course, leadership expert Sara Canaday dives into the different roles leaders play—from manager to motivator—and shares strategies that can help you effectively balance them for greater success. Discover how to assess what each of your leadership roles require and move seamlessly between each one.

Investing 101: Retirement Planning Essentials  
**Tuesday, October 23**
10am – 11:30am  
**HR Training Room (UH1900)**  
**Facilitator: Angela Horvat**  
**Description:** This workshop will provide useful information regarding retirement savings and is geared towards anyone enrolled in the plan seeking to learn more about investment. The workshop will highlight the importance of taking a long term approach and describe key concepts like diversification, risk tolerance and rebalancing. The workshop will also pose the question: would participants want to select their own investments or would they want more help?

Finding Your Time Management Style  
**Thursday, October 25**  
2pm – 4pm  
**HR Training Room (UH1900)**  
**Facilitator: Dave Crenshaw, Dustin Reece**  
**Description:** When it comes to time management strategies, one size does not fit all. To create your optimal workday, you must consider many factors, including the nature of your job, the level of interaction you have with others, and your personal preferences. In this online course, productivity expert Dave Crenshaw expands upon the concepts covered in his other time management courses to help you boost your productivity by crafting a personalized approach to time management. Dave takes you through an assessment to discover your time management style and then shows how to adapt fundamental time management strategies to suit your unique needs. Plus, discover how to work productively with coworkers whose time management style differs from yours.

Grow Where You’re Planted  
**Tuesday, November 6**  
10am – 11:30am  
**HR Training Room (UH1900)**  
**Facilitator: Health Advocates**  
**Description:** There may be times when we wish things were different at work and/or in our home life. Sometimes it’s time for a change, and other times it isn’t. How do we know when to accept things as they are, or when a change in perspective is needed? This seminar explores the typical flow of human reactions and responses and suggests practical tips for enjoying whatever stage participants are experiencing. Proven strategies such as gaining clarity, brainstorming creatively, re-framing and parallel paths are some of the useful tools participants will learn about.
Managing Holiday Stress  
Tuesday, November 13th  
10am – 11:30am  
HR Training Room (UH1900)  
Facilitator: Health Advocates  
Description: Stress is stress, but it seems to quadruple around the holidays! This workshop addresses the multiple causes of holiday stress, and provides tips on ow to reduce these stressors, so participants can maintain their productivity, achieve a better balance and enjoy the holidays.

Mindfulness Matters  
Thursday, November 15th  
2pm – 3:30pm  
HR Training Room (UH 1900)  
Facilitator: Dustin Reece  
Description: The idea of mindfulness or being mindful is complete engagement in the present moment. It is a state where you are not thinking, reflecting, judging or deciding, but are instead simply experiencing the things currently in your available experience. This workshop will concentrate on how to focus on being in the moment, building skills to pay attention to our experience and how to incorporate the practice of mindfulness into your life.

Get Ready to Retire  
Tuesday, November 27th  
10am – 11:30am  
HR Training Room (UH 1900)  
Facilitator: Angela Horvat, TransAmerica  
Description: This workshop outlines critical decision points as retirement approaches and is geared towards an audience ideally within five years of retirement. It will introduce the five key areas of retirement: lifestyle, investments, healthcare, legacy and income, and help participants make educated decisions about each of these areas.

Managing Perceptions and Expectations  
Tuesday, December 11th  
10am – 11:30am  
HR Training Room (UH 1900)  
Facilitator: Dustin Reece  
Description: This workshop is designed to help LMU employees discover and understand the power of expectations as they relate to building successful relationships and improved performance on campus.