Fall 2021 L&D Workshop Description List:

Title: Supporting Your Team as Offices Reopen  
Date: September 9th, 2021  
Time: 10am-11am  
Facilitator: Daisy Lovelace, Dustin Reece  
Description:  
The focus during the pandemic might have been to survive, but now it’s time to get your team to a place where everyone can thrive. Returning to work doesn't exactly mean returning to "normal," but you can develop a new and improved normal for going forward. In this course, instructor Daisy Lovelace goes over important topics and issues to address in building a flexible plan to support your team. Daisy covers (re)establishing trust on your team and revising key work protocols for your team.

Title: Skills for Inclusive Conversation  
Date: September 14th, 2021  
Time: 2pm-3pm  
Facilitator: Mary-Frances Winters, Dustin Reece  
Description:  
Developing the skills to conduct meaningful conversations on potentially polarizing topics such as race, religion, and gender is critical for human resources professionals, managers, and team leaders. Mary-Frances Winters offers a multistep process for building the skills necessary to engage in inclusive conversations. Find out how to conduct an exploratory self-assessment to better understand yourself and your team, learn tactics to go from polarization to common ground, and discover practical techniques for discussing difficult topics.

Title: Body Language for Leaders  
Date: September 21st, 2021  
Time: 10am-11am  
Facilitator: Carol Kinsey Goman, Dustin Reece  
Description:  
Research shows that when your verbal and nonverbal signals are out of alignment, people are forced to choose between what they hear and what they see. And subconsciously, they'll believe your body language. In this course, workplace body-language expert Carol Kinsey Goman, PhD, reveals how body language is perceived and often misread, and shares tips for making a positive first impression within the first few seconds of any interaction.

Title: LMU Service Standards  
Date: September 23rd, 2021  
Time: 2pm-3pm  
Facilitator: Dustin Reece  
Description:  
Service Standards workshop will discuss awareness and knowledge about LMU's Service Standards and how they apply to everyone in the community. This workshop will help you
identify to whom you provide service, both internally and externally. It will also develop a greater awareness of LMU’s mission, goals, and objectives and how this applies to service delivery.

Title: Leadership Mindsets  
Date: September 30th, 2021  
Time: 10am-11am  
Facilitator: Sesil Pir, Dustin Reece  
Description: Mindset has a huge performance impact—but leaders rarely stop to see how they can intentionally change their mindsets to get better results. Discover the transformative power your mindset can have on your leadership style and find out how you can identify, grow, and put new mindsets into work. Together with Stanford University, organizational psychologist Sesil Pir has studied how frames of reference impact relationships and outcomes and how successful leaders adapt their thought patterns to improve employee engagement, drive meaning across the organization, and promote life-long learning.

Title: One Minute Habits for Success  
Date: October 5th, 2021  
Time: 2pm-3pm  
Facilitator: Scott Mautz, Dustin Reece  
Description: Success happens when you have the right mindset, skillset, and can reset. In this course, Scott Mautz helps you develop a mindset for success by showing you how to improve your self-confidence and mentally prepare yourself to thrive under pressure. As Scott explains, success comes from habits, and habits are more easily formed from simple, repeatable exercises. In each part of this course, Scott gives you short mindset, skillset, and reset habits to choose from to create your own tailored routine for success.

Title: Creating a Culture of Collaboration  
Date: October 7th, 2021  
Time: 10am-11am  
Facilitator: Lisa Bodell, Dustin Reece  
Description: Discover why a collaborative work environment can promote success and learn how to create a cooperative culture in the workplace. Author, CEO, and instructor Lisa Bodell outlines the benefits of collaboration, and shares techniques for leaders or individual contributors to start building a team-centric culture. She also defines common barriers to collaboration and describes methods to overcome those obstacles.

Title: Staying Positive in the Face of Negativity  
Date: October 12th, 2021  
Time: 10am-11am
Facilitator: Scott Mautz, Dustin Reece
Description:
Even the most optimistic of us can get weighed down when seemingly unrelenting negativity swirls around us at work and in life. It impacts our perspective, presence, and performance. Self-leadership expert Scott Mautz teaches a specific plan for fostering sustainable positivity, especially in the face of tiresome negativity. You’ll be able to stay positive over the long haul by applying fundamentals of positivity—like staying grounded and practicing a special type of gratitude—and by drawing optimism from increased mental strength. Learn to build specialized positivity skills—such as handling criticism and difficult people—and build daily habits of positivity too.

Title: Diversity, Inclusion, and Belonging
Date: October 19th, 2021
Time: 2pm-3pm
Facilitator: Pat Wadors, Dustin Reece
Description:
Diversity is having a culture that values uniqueness: people of different backgrounds, cultures, genders, and races. Inclusion means inviting diverse groups to take part in company life. If you're tuned into conversations about HR, you've probably heard these terms before. But there's a third critical piece: belonging. It's belonging that makes each individual feel accepted for who they are. Explore the diversity, inclusion, and belonging (DIB) approach, and discover how to activate it in your organization.

Title: Driving Workplace Happiness
Date: October 28th, 2021
Time: 10am-11am
Facilitator: Catherine Zundel, Dustin Reece
Description:
Employers are always looking for ways to increase engagement and decrease turnover. Part of building engagement is creating opportunities for employees to feel happy—because happy employees are more productive employees. Learn what makes people happy at work and how investing a small amount in workplace happiness can make a big impact your company culture and your bottom line. Catherine Mattice Zundel introduces tangible actions that supervisors, managers, and HR professionals in companies of any size can take to drive happiness, from inspiring altruism and reducing stress to removing incivility and providing meaningful work.

Title: Communicating with Emotional Intelligence
Date: November 2nd, 2021
Time: 2pm-3pm
Facilitator: Brenda Bailey-Hughes, Dustin Reece
Description:
Developing your emotional intelligence can help you succeed at any stage of your life or career. It can also help you become a better leader, mentor, and coach. In this course, Brenda Bailey-Hughes defines exactly what emotional intelligence is and how it can help you manage your
emotions and build stronger relationships. Learn how to understand others’ perspectives, balance empathy and accountability, demonstrate listening, and respond appropriately to a variety of verbal and nonverbal cues.

**Title:** Leading & Motivating People with Different Personalities  
**Date:** November 4th, 2021  
**Time:** 10am-11am  
**Facilitator:** Kwame Christian, Dustin Reece  
**Description:**  
A person's thoughts, feelings, and actions, taken together, form a pattern psychologists call "personality." As a leader, you deal with so many personalities daily. To be an effective leader, you need to know how to motivate, lead, and persuade these diverse personalities. In this course, instructor Kwame Christian—business lawyer, Director of the American Negotiation Institute, and host of the Negotiate Anything podcast—steps through how to gain the skills you need to lead and motivate anyone on your team. Kwame explains how understanding personality and motivation can help you lead and manage. He goes over ways you can successfully influence and lead individuals with recognized personality traits.

**Title:** Turning Weaknesses into Strengths  
**Date:** November 9th, 2021  
**Time:** 10am-11am  
**Facilitator:** Dave Crenshaw, Dustin Reece  
**Description:**  
The pressure to look and feel perfect is endemic to leaders, yet it gets in the way of your best performance. How can you do your best and succeed, not just in spite of your imperfections, but because of them? In this course, instructor Dave Crenshaw teaches you how to celebrate the power of imperfection. You can be a productive leader, even when you make mistakes, feel anxiety, and don't have all the answers. Dave discusses how to cultivate productive humility, be vulnerable, admit imperfection, and get help in a positive way.

**Title:** Successful Networking  
**Date:** November 16th, 2021  
**Time:** 2pm-3pm  
**Facilitator:** Aimee Bateman, Dustin Reece  
**Description:**  
Networking is a task that many professionals would happily avoid. Making small talk with an introverted client or trying to stand out at a crowded conference takes a set of interpersonal skills that you may not flex often in your current role. Still, networking is a skill that anyone can learn. In this course, instructor Aimee Bateman shares practical strategies that can help you make the most of any networking situation. Get tips for refining your personal brand, leveraging your emotional intelligence to connect with new people, and making a positive—and lasting—first impression.
Title: Speaking Confidently & Effectively  
Date: November 18th, 2021  
Time: 10am-11am  
Facilitator: Diane DiResta, Dustin Reece  
Description:  
The ability to present yourself and communicate well is crucial in any work environment. In this course, adapted from the podcast How to Be Awesome at Your Job, learn how to build on your presentation skills to gain a competitive advantage in your career. Professional speaker Diane DiResta shares tips and tricks for leveling up your presentations and boosting your executive presence. Learn how to craft your presentations around what’s important to the audience to ensure that you're only sharing the most impactful information. Discover how to shift your focus away from yourself to conquer your fear of speaking.

Title: Become Indistractable  
Date: November 30th, 2021  
Time: 10am-11am  
Facilitator: Arianna Huffington, Nir Eyal, Dustin Reece  
Description:  
The world is filled with distractions. When our devices buzz and notifications start rolling in, it is harder to focus on what's really important. And yet staying focused is exactly what it takes to get things done and get ahead. In this course, Arianna Huffington and Nir Eyal, the author of Hooked: How to Build Habit-Forming Products, explains how to become indistractable—one of the most important skills of the 21st century. Nir explains why technology isn't the only habit you may need to tame and how workplace culture, social norms, and individual behaviors affect attention span. Learn why understanding your triggers can help you react better, and get practical tips for handling common distractions, such as email, and reducing unnecessary interruptions.

Title: Communicating to Drive People to Take Action  
Date: December 2nd, 2021  
Time: 2pm-3pm  
Facilitator: Alexia Vernon, Dustin Reece  
Description:  
Deciding to champion an important initiative, a great cause, or a new idea is only half the battle. To get results, you need to inspire other people to take action. Luckily, persuasion is a skill you can learn. All it takes is the right preparation and approach. In this course, you can develop the mindset and skillset to drive results—for yourself, for your company, and for the people who can be positively impacted by your ideas. Discover how to connect with your audiences and speak to the conversation going on in their heads, and to frame your big asks so that people are eager to say yes.

Title: Avoiding Burnout  
Date: December 9th, 2021  
Time: 10am-11am  
Facilitator: Todd Dewett, Dustin Reece  
Description:  
Prolonged periods of stress—related to your work, your home life, or your health—can lead to burnout. Burnout reduces our productivity and saps our energy, leaving us overwhelmed by
everyday tasks and feeling increasingly cynical and resentful. In this course, Todd Dewett helps you recognize some of the most common causes of burnout, such as long hours, too much travel, tight deadlines, and no vacation, so that you can figure out how to prevent stress from building up. Plus, get tips for jump-starting your recovery and publicly owning your burnout experience.

**Title:** Building Resilience  
**Date:** December 14th, 2021  
**Time:** 10am-11am  
**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 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.

**Title:** Getting Things Done  
**Date:** December 16th, 2021  
**Time:** 2pm-3pm  
**Facilitator:** David Allen, Dustin Reece  
**Description:**  
Join world-renowned productivity and time management expert David Allen as he walks you through his five-step process for Getting Things Done. He shows you how to stay on top of your work and avoid feeling buried by it, while carving out space in your life to do more meaningful things. Learn how to capture, clarify, organize, reflect, and engage with tasks that are demanding your attention, and come away with a clear head and a clear focus.