Spring 2020 L&D Workshop Description List

**Title: Improving Your Listening Skills**  
**Date:** January 9th, 2020  
**Time:** 10am-11:30am  
**Location:** UH 1857  
**Facilitator:** Dorie Clark, Dustin Reece  
**Description:**  
Just as public speaking is a skill that you can hone through practice, good listeners aren't in possession of a special, unattainable gift—careful listening is a skill that you can learn. In this course, join career expert Dorie Clark as she helps uncover why it's hard to listen well, and how to develop the mindset of a good listener. She also provides multiple listening strategies to help you manage when you're the one not being listened to, how to keep yourself from interrupting, and how to listen to what's not being said. In addition, she explains how to let others know that they've been heard, and how to listen when someone is annoying.

**Title: Implicit Bias Workshop**  
**Date:** January 22nd, 2020  
**Time:** 10am-12pm  
**Location:** UH 3000 (CTE)  
**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: Ignatian Discernment Guidelines: Inner Health Practices**  
**Date:** January 23rd, 2020  
**Time:** 2pm-3:30pm  
**Location:** UH 1857  
**Facilitator:** Father Randy Roche, S.J.  
**Description:**  
Fr. Randy Roche, SJ will guide participants in reflecting on the practical manner of dealing with thoughts and feelings that are contained in Ignatian guidelines for discernment. The purpose for these reflections is growth in appropriate management of mind and emotion.

**Title: Implicit Bias Workshop**  
**Date:** February 6th, 2020  
**Time:** 10am-12pm  
**Location:** UH 3000 (CTE)  
**Facilitator:** Julia Wade, Sara Trivedi  
**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: Power of the Positive: Cultivating Optimism  
Date: February 13th, 2020  
Time: 2pm-3pm  
Location: UH 1857  
Facilitator: Health Advocates  
Description:  
This session explores ways to cultivate an authentic optimism that enhances resiliency and helps individuals and groups navigate change. Participants will gain a better understanding of what optimism is and is not and, ultimately, how to put it to work in their life to influence co-workers and others to become more optimistic. The overall goal is to enhance self-assurance through the power of optimism and learn specific techniques for maintaining the awareness of the power of a positive approach to work and life.

Title: Implicit Bias Workshop  
Date: February 20th, 2020  
Time: 2pm-4pm  
Location: UH 3000 (CTE)  
Facilitator: Lisa Grant, Chelsea Brown  
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: Skills for Inclusive Conversations  
Date: February 27th, 2020  
Time: 10am-11:30am  
Location: UH 1857  
Facilitator: Mary-Frances Winters, Dustin Reece  
Description:  
Organizations reap the benefits of diversity—when employees bring their whole, authentic selves to work. Diverse teams are more productive, innovative, and engaged. Authenticity at work includes sharing and speaking up about work and life experiences that may be different based on one’s identity. 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: IntercultuRally Activity  
Date: March 5th, 2020  
Time: 2pm-3:30pm  
Location: UH 3999 (Macintosh)  
Facilitator: Dustin Reece  
Description:  
Explicit and implicit rules are an expression of every culture. It doesn’t matter whether it’s the culture of a country, organization or university, rules regulate how we live and work with each other. Getting to grips with ‘foreign’ rules is the main issue at the heart of this learning activity. Participants will gain skills in developing new strategies, responding to new situations under difficult circumstances, developing common rules and communicating in challenging situations.

Title: Own Your Future  
Date: March 12th, 2020  
Time: 10am-11:30am  
Location: UH 1857  
Facilitator: Angela Horvat (Transamerica)  
Description:  
Think of it this way — you can take out a loan for just about anything, like buying a car, a house, or financing your education. But there’s no such thing as a retirement loan. The steps you take today can help you retire on your terms. So ask yourself — are you doing what you can today to get the retirement you want tomorrow?

Title: Implicit Bias Workshop  
Date: March 18th, 2020  
Time: 10am-12pm  
Location: UH 3000 (CTE)  
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: Mind Your Own Business  
Date: March 19th, 2020  
Time: 2pm-3pm  
Location: UH 1857  
Facilitator: Health Advocates  
Description:  
Rumors are flying. People are talking about each other, and sharing confidential issues related to other employees. Gossip can spring up in organizations for a variety of reasons. Gossip decreases productivity, distracts people from their work, creates dividers between those who work together, compromises customer service and can cause pain and resentment for people who are the targets. This workshop presents strategies for dealing with rumors, gossip and confidential information in the workplace.
Title: Ignatius the Fundraiser, HR Manager and Counselor  
Date: March 26th, 2020  
Time: 10am-11am  
Location: UH 1857  
Facilitator: Father Randy Roche, S.J.  
Description:  
Fr. Randy Roche, SJ will relate some Ignatian insights and practices that have practical helpful applications for much of what we do at LMU.

Title: Projecting Intelligence  
Date: March 31st, 2020  
Time: 2pm-3:30pm  
Location: UH 1857  
Facilitator: Todd Dewett, Dustin Reece  
Description:  
When someone presents new information to us either in the workplace or our personal lives, it is our nature to judge them as a credible—or unreliable—source. This instinct is critical skill for our survival. We all want to come across as confident and smart, and so we often take on behaviors that we think make us exhibit these qualities. In this course, Dr. Todd Dewett highlights the physical cues that project intelligence and suggests some specific behaviors you can adopt to make a good first impression, such as effectively listening, not being afraid to admit your imperfections, and speaking modestly but authoritatively.

Title: Implicit Bias Workshop  
Date: April 2nd, 2020  
Time: 2pm-4pm  
Location: UH 3000 (CTE)  
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: LMU Service Standards  
Date: April 8th, 2020  
Time: 10am-11am  
Location: UH 1857  
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: Being the Best You  
Date: April 16th, 2020  
Time: 10am-11:30am  
Location: UH 1857  
Facilitator: Sue Revell, Dustin Reece  
Description:  
How would you like to become the very best version of yourself? What if you could do your work with grace and ease—every day? Learn how to let go of past failure, look beyond the minutia of daily life, and discover the areas in which you truly excel. This course is a practical guide to self-improvement modeling, offering simple exercises that help you get at the heart of who you are and what you do best. Let personal leadership and mindset coach Sue Revell show you how to be unstoppable, find your flow, and create a more positive and successful future. Plus, find out how to model other successful people to learn from their careers. Each lesson provides actionable guidance to help you identify your best possible self—and bring that person to work every day.

Title: Money Management Essentials  
Date: April 23rd, 2020  
Time: 2pm-3:30pm  
Location: UH 1857  
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.

Title: Implicit Bias Workshop  
Date: April 30th  
Time: 2pm-4pm  
Location: UH 3000 (CTE)  
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: Building a Successful Team  
Date: May 7th, 2020  
Time: 10am-11am  
Location: UH 4915  
Facilitator: Health Advocates  
Description:  
What is it about some teams that make them successful, while other teams are not? This session will drill down on the stages and dynamics of Team Building. The focus will be on how to get your team to FORM, STORM, NORM and PERFORM, resulting in more motivated and
encouraged team members. Managers will learn the importance of respecting different opinions, approaches, styles and how to manage conflict efficiently.