

Spring 2022 L&D Workshop Description List:

Title: Overcome Overthinking

Date: January 13th, 2022

Time: 2pm-3:30pm

Facilitator: Melody Wilding, Dustin Reece

Description: While the act of overthinking usually feels like work, it's more often the opposite. The more we delay action to get tangled in our own thoughts, the farther we get from our goals. In this course, explore tools, strategies, and activities that can help you stop the cycle of overthinking to start feeling happier and more productive. Melody Wilding, the author of *Trust Yourself: Stop Overthinking and Channel Your Emotions for Success at Work*, goes over the most common types of overthinking and details how to tell the difference between deep thought and overthinking.

Title: Coping with Imposter Syndrome to Build Career Confidence

Date: January 25th, 2022

Time: 2pm-3:30pm

Facilitator: Emilie Aries, Dustin Reece

Description: If you've ever found yourself feeling unworthy of promotions, opportunities, or accolades; constantly worried about being discovered as a fraud who doesn't belong; or chronically needing to prove yourself time and again in your role, despite a track record of positive past performance...then this course is for you. Emilie Aries helps you unpack what impostor syndrome is, how it holds us back, and how we can take active steps to overcome it.

Title: Mission 101: Reflecting On Our Roots

Date: January 21st, 2022

Time: 12pm-1:30pm (Format TBD, Lunch Provided)

Description: What *is* a Jesuit? And did you know that two women's religious communities are also sponsors of LMU? We'll learn more about the Society of Jesus (the Jesuits), the Religious of the Sacred Heart of Mary, and Sisters of St. Joseph of Orange - who are they and how they shape LMU today. For reflection, we'll consider our own origins. Where do I come from? What stories and communities shape my identity? Who do I want to become?

Title: Learning to Be Approachable

Date: January 27th, 2022

Time: 10am-11:30am

Facilitator: Dorie Clark, Dustin Reece

Description: No one wants to go through life misunderstood. If you are worried you have a reputation for being unapproachable, there are ways to change that perception without changing your personality. In this course, personal branding expert Dorie Clark helps you first determine whether you are sending signals that might be off-putting to others—whether through body language or some other kind of communication. She outlines strategies to make yourself more approachable both in person and online, by helping others feel included.

Title: Communicating with Charisma

Date: February 3rd, 2022

Time: 2pm-3:30pm

Facilitator: Vanessa Van Edwards, Dustin Reece

Description: Join behavior expert Vanessa Van Edwards as she teaches actionable ways to be more charismatic. Vanessa begins by dispelling the myth that one must be born charismatic, and shares how this skill can be learned. Discover where you fall on the charisma scale and explore ways to make people more comfortable. Learn about the characteristics of highly charismatic people, and how you can become more charismatic without becoming inauthentic.

Title: Secrets of Effective Prioritization

Date: February 10th, 2022

Time: 10am-11:30am

Facilitator: Sam Bennett, Dustin Reece

Description: You probably have too much to do. Despite that, your friends, family, and coworkers still ask you to do more. Although you spend your day conquering your list of things to do, you find yourself struggling to make time for the projects that matter the most to you. In this course, Sam Bennett—best-selling author, successful entrepreneur, and expert in creativity and productivity—shows you how to make that time by learning the secrets of effective prioritization. By the end of this course, you will understand how to protect your most important tasks and avoid getting overwhelmed.

Title: How to Manage Feeling Overwhelmed

Date: February 17th, 2022

Time: 2pm-3:30pm

Facilitator: Heidi Hanna, Dustin Reece

Description: Feeling overwhelmed is common. It's a sign that the demands on your time and energy have surpassed your ability to cope with them. Sometimes overwhelm is temporary; other times, it can lead to persistent and unhealthy pressure and strain. The good news is that with the right mindset you can make the unmanageable feel manageable again. In this course from stress expert and performance coach Heidi Hanna, you can learn how to identify and conquer that overwhelmed feeling—so you can remain focused, productive, and in control in the face of whatever comes your way.

Title: Being an Effective Team Member

Date: February 24th, 2022

Time: 10am-11:30am

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 course, Duke University 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.

Title: Mindful Team Building

Date: March 3rd, 2022

Time: 2pm-3:30pm

Facilitator: Chill Anywhere, Dustin Reece

Description: Mindful teams are built with mindful individuals. This course from Chill Anywhere shows you how to build qualities of mindfulness on your team. It covers learning how to be a mindful team member, sharpening your ability to focus in the moment, practicing respectful communication, understanding activity bias, and embracing patience to make better informed decisions.

Title: Coaching Skills for Leaders and Managers

Date: March 10th, 2022

Time: 10am-11:30am

Facilitator: Sara Canaday, Dustin Reece

Description: Leaders who provide targeted, ongoing coaching to their employees can strengthen their team and add value to their organization. In this course, leadership expert Sara Canaday shares the differences between managing, training, and coaching, and provides managers with coaching models and skills to support the development and growth of their employees. Sara presents the business case for coaching, explores common coaching challenges, and explains how to provide feedback and set goals.

Title: Improving Your Judgement for Better Decision-Making

Date: March 17th, 2022

Time: 2pm-3:30pm

Facilitator: Becki Saltzman, Dustin Reece

Description: Join critical thinking and applied curiosity expert Becki Saltzman as she explains the difference between being judgmental and exercising good judgment. This short course is designed for anyone who would like to improve decision-making ability. Learn about how to identify your default judging style, and how to expand that style and make better decisions. Discover a formula for practicing good judgment in challenging situations, when making decisions about the future, and when interacting with others at work.

Title: Crafting Questions to Make Better Decisions

Date: March 24th, 2022

Time: 10am-11:30am

Facilitator: Ozan Varol, Dustin Reece

Description: Good decision-making begins with a smart question, not a smart answer. In this course, thought leader Ozan Varol covers how leaders, from managers to senior leaders, can use questions intentionally to reimagine what's possible and recognize opportunities you couldn't see before. Ozan dives into ways that questions can expand possibilities, unearth hidden information, and surface opposing views—all in the service of making the best decisions possible. He also explains the one question that people often miss in decision-making. In a complex and fast-moving business environment, there are constant decisions, big and small, that can be improved by asking the right questions. Breakthroughs, contrary to popular wisdom, don't begin with a smart answer. They begin with a smart question.

Title: Building Self-Confidence

Date: April 7th, 2022

Time: 10am-11:30am

Facilitator: Todd Dewett, Dustin Reece

Description: Confidence is crucial to personal and professional success. People who aren't confident tend to miss out on new challenges, relationships, and opportunities. The good news is self-confidence is self-perpetuating; once you develop it, confidence can buoy you from one situation to the next. In this course, author and educator Dr. Todd Dewett shares simple and practical techniques to build and maintain self-confidence.

Title: Mission 101: A Faith that Does Justice

Date: April 8th, 2022

Time: 12:00-1:30pm (Zoom, Lunch Provided)

Description: Who do I want to become? The third pillar of LMU's mission is "the service of faith and promotion of justice." Where does that phrase come from, and what does it mean for each of us and for an LMU education? We'll also explore how this aspect of our mission relates to our work for equity, inclusion, and anti-racism. Then, we'll think together about our own values and beliefs, and how they shape our actions. What kind of community do I seek to build? How am I in right relationship with others?

Title: Interpersonal Communication

Date: April 21st, 2022

Time: 10am-11:30am

Facilitator: Dorie Clark, Dustin Reece

Description: Communicating effectively isn't an innate talent that some people have and others don't—it's something that anyone can learn and practice. In this course, learn strategies that can help you hone and master your interpersonal communication skills. Join personal branding and career expert Dorie Clark as she shares techniques for getting your message across effectively in the workplace, and explains how to tackle potential communication challenges with your colleagues and supervisor. She also discusses how to grapple with tricky situations, taking you through how to handle interruptions, respond to critical feedback, and communicate across cultures.

Title: Communicating Values

Date: April 28th, 2022

Time: 2pm-3:30pm

Facilitator: Mory Fontanez, Dustin Reece

Description: Common values are the foundation of successful relationships and successful businesses. A company's values should be the driver of every action, not just a sign on the wall. Learning how to effectively communicate your values can lead to stronger, better-performing teams that are more tightly aligned with company goals. In this course, instructor Mory Fontanez describes how to identify and communicate individual, team, and organizational values. Using real-world examples and scenarios, Mory explains how to identify personal and professional values for yourself and your team and establish company-wide values, which you can use to connect with your customers.

Title: Improving Your Listening Skills

Date: May 5th, 2022

Time: 10am-11:30am

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.

Title: Creating Your Personal Brand

Date: May 12th, 2022

Time: 2pm-3:30pm

Facilitator: Lida Citroen, Dustin Reece

Description: Your personal brand is your reputation and legacy. A strong personal brand can lead to job and career opportunities. A weak personal brand leaves you liable to be passed by. In this course, personal branding expert Lida Citroën helps you identify what your personal brand is now and align it with the brand you want for yourself in the future. In the process, she helps you target the individuals or groups who have the opportunities you seek, strategize the marketing for your brand, and identify who you need to know and where to find them.

Title: Developing a Learning Mindset

Date: May 19th, 2022

Time: 10am-11:30am

Facilitator: Gary Bolles, Dustin Reece

Description: A learning mindset means that you see challenges as opportunities and that you are motivated to learn something new every day. eParachute founder Gary Bolles shows you how to develop a learning mindset so that learning becomes a habit and not a chore. Find your motivation to learn, explore how the brain acquires and retains information, and discover how to conduct a self-inventory that reveals what you've learned and how you learn best. Gary also introduces strategies to make learning a fun and rewarding practice that stays with you for life.

Title: Starting a Memorable Conversation

Date: May 26th, 2022

Time: 2pm-3:30pm

Facilitator: Tatiana Koloyou, Dustin Reece

Description: Both in business and personal life, having the skill to approach a stranger or strike up a conversation with an acquaintance in a new context can be very useful. Memorable conversations can open doors and change career trajectories, but being the person to speak first doesn't come naturally to all of us. In this course, author Tatiana Kolovou shares a formula for starting meaningful exchanges in any situation and teaches how to conduct an appropriate and memorable conversation. You can also learn about how to avoid common difficulties and find the right way to end a conversation.

Title: Well-Being in the Workplace

Date: June 2nd, 2022

Time: 10am-11:30am

Facilitator: Lianne Weaver, Dustin Reece

Description: When we're laser focused on productivity and achieving new milestones in our career, it can be easy to brush aside feelings of unhappiness. But our mental health matters. In this course, join Lianne Weaver, the founder and director of Beam Holistic Therapy and Beam Development & Training Ltd., as she shares practical techniques for alleviating anxiety, worry, stress, and other common mental health issues. Lianne discusses what causes worry and how can you reduce its effects, how to avoid burnout, how to increase happiness and gratitude to battle negative thoughts, and more.

Title: Mindful Stress Management

Date: June 9th, 2022

Time: 2pm-3:30pm

Facilitator: Chill Anywhere, Dustin Reece

Description: Get a new approach to managing your relationship with on-the-job pressure with the power of mindfulness. Mindfulness strengthens your ability to deal with job-related tensions that can negatively impact your physical, mental, and emotional well-being. In this course, get strategies that can help you identify what causes you to feel pressure, how it gets expressed in your body, and how you can mitigate its negative effects. Discover techniques that can help you control your reactions and walk away from your life's stressors. Cultivate a healthier relationship to anxiety by learning how to clear your mind and body from its manifestation.

Title: 10 Mistakes Leaders Should Avoid

Date: June 16th, 2022

Time: 10am-11:30am

Facilitator: Halelly Azulay, Dustin Reece

Description: Leaders balance a lot. They manage entire teams, oversee cross-functional tasks, and take on their own work as individual contributors. With all these moving parts, it can be easy to fall victim to small mistakes that snowball into large problems. In this course, leadership development expert Halelly Azulay reviews common mistakes that leaders should avoid to help their teams and themselves to succeed. She describes each error, then explains behaviors and techniques you can use to turn these areas for improvement into team highlights.

Title: Influencing Others

Date: June 23rd, 2022

Time: 2pm-3:30pm

Facilitator: Join 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, 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: Mission 101: Informed, Formed, Transformed

Date: June 24th, 2022

Time: 12:00-1:30pm (Format TBD, Lunch Provided)

Description: A fundamental aspect of Jesuit education is “whole person” learning, teaching, and working. In this workshop, we’ll unpack *cura personalis* for LMU community members, as well as its connection to reflection and discernment, physical/emotional wellness, and spiritual development. Finally, we’ll think together about how we approach our work, relationships, and personal lives as whole persons. What goals or support might assist us in doing so?