Title: Creating a Positive Outlook  
**Date:** June 11<sup>th</sup>  
**Time:** 10AM-11AM  
**Location:** HR Training Room (UH 1900)  
**Facilitator:** Dustin Reece  
**Description:**  
If positive energy is so important, and we all agree that the research demonstrates that it works then why aren’t people more positive? Why aren’t people skipping through the halls, smiling at their coworkers and loving their jobs? This workshop provides tools to help participants live life in a more positive way even when faced with negative people and experiences. They will better understand the causes of negativity, learn how self-talk affects attitudes, and gain tips to be their best selves possible!

Title: Cultivating Cultural Competence and Inclusion  
**Date:** June 14<sup>th</sup>  
**Time:** 2PM-3:30PM  
**Location:** HR Training Room (UH 1900)  
**Facilitator:** Mary-Frances Winters, Dustin Reece  
**Description:**  
Inclusive work environments can yield greater creative output, boost employee morale, and benefit a company’s bottom line. But even as a slew of modern companies make strides towards true workplace inclusivity, many still miss the mark. This is often due to a lack of cultural competence, or the ability to engage and adapt across cultural differences. In this online course, instructor Mary-Frances Winters explains why cultural competence is key to the success of any diversity-related initiative, as well as how to assess and grow your own cultural competence. She shares scenarios and techniques that can help you grasp how your worldview impacts your behavior, as well as how to more effectively engage and adapt across cultural differences.

Title: Finding Peace in the Midst of Chaos: The Positive Effects of Discernment  
**Date:** June 20<sup>th</sup>  
**Time:** 10AM-11AM  
**Location:** HR Training Room (UH 1900)  
**Facilitator:** Fr. Randy Roche S.J.  
**Description:**  
Fr. Randy Roche, S.J will guide an interactive session on Ignatian Discernment, a privileged tool used by many at LMU.
Title: LMU Service Standards:
Date: June 27th
Time: 10AM-11:30AM
Location: HR Training Room (UH 1900)
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: Recharge Your Energy for Peak Performance
Date: July 3rd
Time: 10AM-11:30AM
Location: HR Training Room (UH 1900)
Facilitator: Heidi Hanna, Dustin Reece
Description:
Our ability to be productive and perform at work is not based on the time we spend on each task, but the energy we bring to the time we have. In this online course, learn how to boost your productivity by managing your energy more effectively. Instructor Heidi Hanna kicks off the course by discussing why energy management is crucial to your professional success, as well as how to craft an energy investment strategy for growth and sustainability. Heidi shares tips for anchoring your attention to what matters most, priming your brain to sleep, fueling wisely with proper nutrition, and creating a seven-day recharge sprint. To wrap up, she details how to create a high-energy culture at work by energizing time management and seeking out quiet spaces and recharge stations in your environment.

Title: Your Retirement Outlook
Date: July 11th
Time: 10AM-11AM
Location: HR Training Room (UH 1900)
Facilitator: Angela Horvat, Transamerica
Description:
In this workshop, Angela will describe Transamerica’s retirement readiness barometer. The course is designed to help participants determine if their strategy is working.
Title: LMU Service Standards  
Date: July 17th  
Time: 2PM-3:30PM  
Location: HR Training Room (UH 1900)  
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: Valuing Different Generations  
Date: July 18th  
Time: 2PM-3PM  
Location: HR Training Room (UH 1900)  
Facilitator: Health Advocates  
Description:  
For the first time in American History we have four different generations working together, each bringing value in helping us to understand where we have been and where we are headed. When dealing with people, we are often dealing with different generations of people. This seminar includes a discussion of the characteristics commonly associated with each of the generations as participants learn how making the most of generational resources greatly improves teamwork.

Title: Creating Great First Impressions:  
Date: July 23rd  
Time: 10AM-11:30AM  
Location: HR Training Room (UH 1900)  
Facilitator: Vanessa Van Edwards, Dustin Reece  
Description:  
First impressions matter. Whether you're walking into a meeting, interview, or negotiation, you need to know how to instantly build rapport. Luckily, the ability to make a lasting first impression isn't an innate skill; there's actually a science to it. In this online course, Vanessa Van Edwards—lead investigator at Science of People, a human behavior research lab—shares research-backed strategies that can help you make the first few seconds of any interaction count. Vanessa dives into the body language that is essential to an engaging first impression, the vocal cues that help you sound confident both in person and on the phone, and the best opening lines for sparking a great conversation. Plus, get tips for changing dull small talk into a lively and memorable conversation.
Title: Developing Your Personal Mission Statement  
Date: July 30th  
Time: 10AM-11:30AM  
Location: HR Training Room (UH 1900)  
Facilitator: Dustin Reece  
Description:  
Crafting a personal mission statement will serve you well in life, personally and professionally. It's important because it helps you focus on how to meet your long-term goals and serves as a guidepost for where you want to go in life. In this workshop, you’ll create your own personal mission statement that’s based on your talents, interests, values and goals. We’ll also discuss practical action steps to take to bring your mission to life.

Title: Diversity at LMU for 100 Years and More  
Date: August 1st  
Time: 10AM-11AM  
Location: HR Training Room (UH 1900)  
Facilitator: Fr. Randy Roche, S.J  
Description:  
Diversity is not a new concept at LMU, nor are other significant human relations issues. In this workshop, Fr. Randy Roche, SJ, will present to interested faculty and staff members the story and images that cover more than 100 years of our history that reflects LMU's commitment and responsibility to foster, safeguard and work hard to retain diversity in all its forms.

Title: IntercultuRally  
Date: August 6th  
Time: 2PM-3:30PM  
Location: HR Training Room (UH 1900)  
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: Business Etiquette
Date: August 12th
Time: 10AM-11AM
Location: HR Training Room (UH 1900)
Facilitator: Health Advocates
Description:
What is business etiquette, and what are the potential problems for workplaces that ignore this expectation? This workshop reviews skills that staff in all work settings must learn to adopt. Topics covered include best practices for telephone, cell phone and email communication, dressing for success, and avoiding cross-cultural pitfalls. It also stresses the importance of professionalism in the workplace.

Title: Women and Retirement
Date: August 15th
Time: 10AM-11AM
Location: HR Training Room (UH 1900)
Facilitator: Angela Horvat, Transamerica
Description:
This workshop hones in on the unique issues women face when preparing for their financial future. It addresses longevity issues, potential impact of time spent out of the workforce, and financial planning tips.