

Summer 2022 L&D Workshop Description List:

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?

Title: Creating Personal Connections**Date: July 5th, 2022****Time: 10am-11:30am****Description:**

Learn how to create personal connections—that sense of chemistry, comfort, and confidence—even with new people, in unfamiliar situations, and under stressful circumstances. In this course, John Ullmen, PhD, professor at the UCLA Anderson School of Management, reveals key insights from research, and shares practical steps he uses as an executive coach to help leaders from around the world create personal connections quickly with others, while remaining genuine and true to themselves. Learn ways to start interactions, attune to your counterpart, share more of yourself, follow up after a meeting or conversation, and more.

Title: Confidence Building Strategies for Work and Life**Date: July 7th, 2022****Time: 2pm-3:30pm****Description:**

Whether professionally, at home, or for a volunteer project, we all struggle sometimes to find the confidence we need. In this course, confidence and motivation expert Kirsty Hulse teaches practical skills to increase confidence, overcome self-doubt, and showcase your strengths. Kirsty shows you how to improve your self-image by overcoming your negativity bias, softening your inner critic, and learning to think confident thoughts throughout your day. She explains techniques to develop resilience when dealing with difficult situations, then dives into ways you can demonstrate your unique confident traits and project your confidence outwards. Kirsty emphasizes that confidence is a habit that must be consistently practiced and that practicing and sharing the techniques in this course can help you create a lasting positive impact on your confidence.

Title: Creating Great First Impressions**Date: July 12th, 2022****Time: 2pm-3:30pm****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 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: Critical Thinking for More Effective Communication**Date: July 14th, 2022****Time: 10am-11:30am****Description:**

In order to be a successful leader, clear communication is a key aspect to your effectiveness. After a conversation with you, do people feel clear on your position, or confused? Are they confident that you'll welcome different perspectives, or are they uncomfortable voicing disagreement with you? In this course, Becki Saltzman shows how critical thinking improves your clarity of thought and conversation confidence, and explains how and when to communicate using critical thinking. Becki gives advice on how to construct good arguments and recognize bad ones, how to maintain productive communication even when you disagree, and how to recognize the difference between debating and negotiating. Whether you're a seasoned leader or new to a leadership role, by the end of this course you'll have new ways to communicate more effectively through critical thinking.

Title: Decision Making in High Stress Situations

Date: July 19th, 2022

Time: 10am-11:30am

Description:

By changing how we think about making decisions under pressure, we can remain effective leaders, even during times of crisis. In this course, Becki Saltzman shares how to leverage stress to your advantage, getting the pressure to work for you instead of against you when you need to think of options and determine what to do. She explains how to uncover hidden options, consider potential outcomes, and move forward with making a decision. Find out how to calculate costs, avoid the pitfalls of consensus-driven decisions, and successfully make strong judgment calls. Ultimately, she helps you to prevent stress from becoming the enemy of good decisions.

Title: How to Slow Down and Be More Productive

Date: July 21st, 2022

Time: 2pm-3:30pm

Description:

The pace of life is constantly increasing, yet rather than improving our productivity, this increased speed often creates stress and causes us to make mistakes. Author Dave Crenshaw explores a handful of tactics designed to help you regain control of the pace of your work and life, allowing you to slow down and get more done. Dave offers the idea that operating at a more reasonable rate can make us more productive, relaxed, and creative.

Title: Improving the Value of Your Time

Date: July 26th, 2022

Time: 2pm-3:30pm

Description:

Join productive leadership author and speaker Dave Crenshaw as he shows you the key to enhancing your productivity—focusing on your most valuable activities and minimizing the distractions that waste your time. This course shows you how to determine how to increase your worth per hour while minimizing and offloading distractions. Create a plan to mind your time and effort and help coworkers and employees discover their most valuable activities, which can result in a career and productivity boost.

Title: Building a Trustworthy Reputation

Date: July 28th, 2022

Time: 10am-11:30am

Description:

Are you trustworthy? Are you sure? Maybe you've never given anyone reason not to trust you, but have you given them a reason *to* trust you? Despite your best efforts and a desire to be trustworthy, there's no guarantee that that's how people see you. What's more, trust can take years to build but only seconds to lose. In this course, Ron Carucci teaches the skills you need to build a solid reputation of trustworthiness. Based on his own research, Ron provides inspiring examples and practical approaches to establish a credible and consistent voice and style that gains trust from others. Ron touches on important topics like speaking your mind and telling difficult truths, supporting teammates in the face of inequity, treating people with dignity and respect, and building bridges and embracing different perspectives. If you want to achieve a life and career of influence and impact, join Ron as he helps you build the foundations you need for others to conclude that you are someone they can trust.

Title: How to Motivate Yourself to Do What's Most Important

Date: August 2nd, 2022

Time: 10am-11:30am

Description:

You know you should be doing what's most important, yet oftentimes you don't. No more. Instructor Dorie Clark helps you to understand what's going on and fight back so you can accomplish what you want and need to do. Dorie helps you get in touch with why you want to accomplish something and what's behind your procrastination. She teaches strategies to reframe your thinking, so that tasks you don't want to do feel more manageable. She shows ways you can work up enough momentum to break out of your rut. Dorie emphasizes the importance of mapping out your time and how you can allocate it in advance. She covers how to enlist others' support and how to take that difficult first step. There are multiple smart strategies to get motivated, and Dorie helps you to find the one that works best for you. She concludes with tips on preventing burnout.

Title: Harnessing Change to Unleash Your Potential

Date: August 4th, 2022

Time: 2pm-3:30pm

Description:

As you've likely picked up on in recent years, change is the new normal. Between ongoing digitization, globalization, and the development of remote work, you're bound to be disappointed if you want the pace of change to slow down anytime soon. But change doesn't have to derail your organization or your career. Instead, you can use change as an opportunity to make sure you stand out and succeed. In this course, change management expert Anastasia Montejano teaches you how to use change as a tremendous lever to ignite your potential. She demonstrates field-tested tactics to develop your potential and your ability to lead through change. Anastasia gives you tools you can use to anticipate both the pace of change and recognize its typical process. In doing so, you can understand what drives change and know how to harness it for your own success.

Title: The Secrets to Success at Work

Date: August 9th, 2022

Time: 10am-11:30am

Description:

Regardless of your profession or career stage, you can excel and be successful at work. In this course, Nigel Cumberland—a prolific author, leadership development expert, and executive coach—reveals the twelve essential skills professionals need to stand out from the crowd and accelerate their career. Nigel covers the importance of asking for and receiving feedback; strengthening your EQ to ensure that your emotions don't negatively impact your performance; and nurturing relationships with mentors. He shares tips for communicating more effectively, including how to develop active listening skills and project authority and confidence when you speak. Plus, he covers how to create and maintain outstanding relationships with colleagues, remain resilient when grappling with ambiguity and rapid change, and apply simple time management techniques to help you focus your energy on what truly matters.

Title: Develop Interpersonal Skills for Inclusive Workplaces

Date: August 11th, 2022

Time: 10am-11:30am

Description:

Strong interpersonal skills are a workplace imperative, regardless of your role or level. In this course, professional development manager Sarah-SoonLing Blackburn shows you how to develop interpersonal skills such as self-awareness, dealing with disagreement, and deep listening, while engaging with colleagues one-on-one and in group settings. She goes over how you can strengthen relationships through routines and rituals, as well as how to identify and prioritize interpersonal relationships. This course helps you move toward inclusive actions and build the skills you need to support an inclusive work culture.

Title: Habits to Win Every Day

Date: August 16th, 2022

Time: 2pm-3:30pm

Description:

Do you want to find ways to build more alignment, manage your energy more effectively, and increase your motivation levels? In this course, executive coach and psychologist Dr. Jason Richardson empowers you to do all these things and more. Jason first walks through how you can shift your mindset to create an environment that feeds your success. He helps you identify what's important to you, and shares how to pinpoint the goals you're looking to achieve. Then, he reviews how you can reduce your energy killers and swap them out for other sources that can actually give you more energy. Jason also provides methods for how you can commit to achieving the goals you've set out to accomplish by building in consistency, finding your why, and keep yourself motivated. Finally, Jason reviews how you can keep yourself motivated as you look to accomplish and achieve new things. After finishing this course, you'll be prepared to incorporate these habits, shift your mindset, and win every day.