LEARNING & TALENT DEVELOPMENT NEWSLETTER
APRIL 2018

UPCOMING COURSES

April 16th
Banner Class Schedule

April 17th
GEMS Recruiting Solutions (part 1 of 2)
Travel Rules & Requirements

April 18th
Billing & Accounts Receivable

April 19th
GEMS Recruiting Solutions (part 2 of 2)

April 23rd
FIS Liaison Training

April 24th
Purchasing HandsOn Requisition
PCard Holder Training
25Live Requestor Training

April 25th
Reporting Finance Mart & FAST
FIS Faculty Training
PCard Reconciliation

April 26th
FIS Faculty Training

April 27th
FIS Liaison Training
Title IX Responsible Employee Training

April 30th
PCard Holder Training
EAO Risk & Security Orientation

May 3rd
HR Attendance & Leave Policies and
Procedures
GEMS ALT Leave Coordinator

May 9th
Attendance & Leave Audit
PCard Holder Training

May 11th
Foundational Financial Tools

Times and locations available at
http://www.usf.edu/hr-training/ in the bottom right corner: L&TD Calendar.

Effective Communication Series

Learning and Talent Development is proud to announce the debut of a new certificate program! Effective communication is a skill that can be learned, practiced and continuously improved. The courses in this series provide a mix of resources to help the participant:

- Get his/her message across
- Handle interruptions
- Give and respond to feedback
- Communicate across cultures
- Communicate in times of change
- Persuade others
- Overcome the fear of public speaking

Please visit our website to learn more!

Manager’s Corner

As a manager, you get things done by leading your team members to success. In this video, Brian Tracy discusses how you can use five different leadership styles to inspire your team to deliver their peak performance.
Our April Lynda.com course recommendation is Outlook 2016: Time Management with Calendar and Tasks. If you know you are not leveraging Outlook as powerfully as you could be, this training is for you. While it clocks in at just under three hours total, you can easily watch just one section at a time – there are twenty-five videos and most come in under ten minutes. This course will help you organize your high priority items, use Quick Steps to automate common or repetitive tasks, and so much more. Use the tips and tricks in this training to master your calendar so that your calendar doesn’t master you!

Tips & Tricks is a new feature that aims to save you time by helping you simplify processes and prevent do-overs.

Voicemails piling up? You may want to set up your voicemails to be emailed to you – that way you have one less place to look for messages (this is tried-and-true time management advice to assist with organizing information flow). Instructions on how to do this are available here in the far right column on the second page.

Take Our Daughters and Sons to Work

It’s not too late for your department to volunteer to host a workshop! If your department is able to participate this year, please complete the TODS Department Participation form online. If you have any questions, please contact us at hrevents@usf.edu.

Departments may choose to offer a workshop during one or both time slots:

9:30-10:15 am - Host a workshop in your department.
10:45-11:30 am – Bring your workshop to the School of Music.

Don’t miss this opportunity to share your insight and impact the next generation of Bulls!

April Wellness Sessions

Financial Wellness Wednesdays!
The Financial Wellness seminar for April is a “Transitions to Retirement” Lunch & Learn that will take place on Wednesday, April 18th from 12:00 p.m. - 1:00 p.m. in the Student Services Building (SVC 2070). You will learn:

- How to confidently address the financial, lifestyle, and emotional transitions to retirement
- How to guard against risks and manage those that are inevitable
- Whether you are ready for retirement – take the test and review the checklist

Wellness and You!
The Employee Assistance Program seminar for April is an “Effective Workplace Communication across Generations” Lunch & Learn that will take place on Thursday, April 12th from 12:00 p.m. - 1:00 p.m. in the Student Services Building (SVC 2070). Click here for more information.

RSVP for either of the above sessions to benefits@usf.edu no later than 9:00 am the day of the scheduled training.

If you have any questions about these sessions, feel free to contact Dominique Boyer at 974-1759 or benefits@usf.edu.

Contact Details
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