**LEARNING & TALENT DEVELOPMENT NEWSLETTER**  
**MARCH 2018**

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### UPCOMING COURSES:

- **March 19th**
  - USF Foundations Overview
  - Foundations Accounts Payable
  - Banner Class Schedule

- **March 20th**
  - Foundations Deposits Process
  - USF Foundation Reconciliation
  - USF Foundation EBA

- **March 21st**
  - Travel Rules and Requirements
  - USF Foundation Fund Management
  - USF Foundation Endowed Chair

- **March 22nd**
  - Accounting Concepts
  - Attendance & Leave Audit Class
  - EAO Risk & Security Orientation
  - USF Foundation Scholarship App
  - Title IX Responsible Employee Training

- **March 26th**
  - Safe Zone: Allyship

- **March 27th**
  - 25Live Requestor Training
  - Sick Leave Pool Open Enroll
  - UndocuALLY Training Program

- **March 28th**
  - Sick Leave Pool Open Enroll

- **March 29th**
  - PCard Holder Training

- **April 3rd**
  - IFIS Space Survey - Beginner
  - IFIS Space Survey – Refresher

- **April 4th**
  - IFIS Space Survey - Beginner
  - IFIS Space Survey - Refresher

- **April 5th**
  - HR-A&L Policies & Procedures
  - GEMS ALT Leave Coordinator

- **April 10th**
  - UndocuALLY Training Program

- **April 11th**
  - Title IX Responsible Employee Training

- **April 12th**
  - PCard Holder Training
  - GEMS Appointment Training

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### Take Our Daughters and Sons to Work Day

On Friday, June 8, USF Tampa will host its 10th annual [Take Our Daughters and Sons to Work Day](#). The event provides children of USF faculty and staff employees an opportunity to explore career options and expand their image of a balanced work and family life. They will have the opportunity to see different careers, interact and engage with professionals, and learn how to explore their professional aspirations.

We are inviting departments to join us in this year’s event by hosting a tour, discussion, demonstration, or activity to engage the children in learning about their areas of expertise.

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](mailto:hrevents@usf.edu).

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### Manager’s Corner

Do you have a stack of management books on your shelf collecting dust? [Management Tips Weekly](#) in Lynda.com may be a better solution to glean insight for leading your team with brief, twice weekly updates on a wide swath of relevant topics such as managing millennials, building transparency into your work culture and developing executive presence. Most of the presentations are 3 minutes or less!

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### Congratulations

to all of the nominees and winners of the 2017 Outstanding Staff Awards!
This month we recommend **Solving Business Problems**, in which the facilitator, Mike Figliuolo, employs a five-step process to break down seemingly colossal workplace obstacles into more manageable tasks: define your problem, identify contributing factors, devise solutions with a logic map, narrow your options, and make informed recommendations. This training demonstrates a proven strategy that has produced results in multi-billion dollar companies, so we think it’s worth a look!

**March Wellness Sessions**

**Financial Wellness Wednesdays!**
The Financial Wellness seminar for March is a "Women and Investing" Lunch & Learn that will take place on Wednesday, March 21st from 12:00 p.m. - 1:00 p.m. in the Student Services Building (SVC 2070). You will learn:

- The importance of taking control of your own future through investing.
- Investment principles and opportunities such as asset allocation, investor behavior, and mutual funds.

**Wellness and You!**
The Employee Assistance Program seminar for March is a "The Art of Mindfulness" Lunch & Learn that will take place on Thursday, March 22nd from 12:00 p.m. - 1:00 p.m. in the Student Services Building (SVC 2070).

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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www.usf.edu/hr-training

President Genshaft will host the ceremony on Friday, March 23, 2018 in the School of Music Concert Hall from 2:00 PM – 4:00 PM.

For more information about the event, visit the DHR Learning and Talent Development [website](http://www.usf.edu/hr-training/).

Like what you see?

Feel free to forward this newsletter to your colleagues and encourage them to sign up for the LTD listserv.

LTD’s monthly updates aim to inform and inspire the USF community to grow professionally as individuals to carry out the wider strategic goals of our world-class institution.

You are subscribed to DHR’s Learning and Talent Development Newsletter. To unsubscribe, visit: [http://LISTSERV.USF.EDU/scripts/wa.exe?SUBED1=HR-LTD&A=1](http://LISTSERV.USF.EDU/scripts/wa.exe?SUBED1=HR-LTD&A=1)