LEARNING & TALENT DEVELOPMENT NEWSLETTER
MAY 2018

UPCOMING COURSES

May 16th
GEMS Recruiting Solutions (part 1 of 2)
Financial Systems Intermediate

May 17th
GEMS Recruiting Solutions (part 2 of 2)
Performance Management
PCard Reconciliation

May 21st
Banner Class Schedule

May 22nd
PCard Holder Training
25 Live Requestor Training

May 23rd
Accounting Concepts

May 24th
Safe Zone: Education Part 1
PCard Holder Training

May 31st
Safe Zone: Education Part 2

June 5th
Academic Scheduling Refresher

June 6th
PCard Holder Training

June 7th
Reporting Finance Mart & FAST

June 8th
HR Attendance & Leave
Academic Scheduling Refresher

June 12th
Foundation Financial Tools

June 13th
Academic Scheduling Refresher

June 14th
Billing & Accounts Receivable
PCard Reconciliation

June 15th
Attendance and Leave Audit Class
Academic Scheduling Refresher

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

Curious About Project Management?

The newest addition to the Learning & Talent Development website focuses on a timely and relevant topic for many positions - Project Management! If you're already experienced in project management, the courses and resources listed can provide some more targeted tips for your particular needs. If you're new to project management, you may be overwhelmed by terms like "scrum master, scope" or "six sigma." Depending on your needs and the path you choose, you may need to become familiar with some terms but not others. If you wonder where to start, visit our new page to view brief descriptions and links for further learning.

Managers’ Corner

Wondering if you're “leadership material?” This Forbes article highlights 10 characteristics of an effective leader sourced by experts across various industries. Perhaps you will identify these qualities within yourself or someone on your team. Check it out!

Tips and Tricks

Tips & Tricks aims to save you time by helping you simplify processes and prevent do-overs.

If you send the same email over and over, why not use Outlook Quick Steps to make a template?

In your header ribbon in Outlook, click Create New in the Quick Steps section.

LYNDA.COM COURSE SPOTLIGHT

To ensure that this newsletter is delivered to your inbox, add HR-LTD@LISTSERV.USF.EDU to your address book.
This month we recommend Communication Foundations, which is part of the Effective Communication Series. Effective communication is more than what you say. Make your message more impactful, and get the results you want in work and life. In this course, author and UCLA Anderson School Professor John Ullmen, PhD, walks you through strong and clear communication strategies that will help you improve your listening, your message, your delivery, and your effectiveness. These strategies work across departments, teams, and cultures and help you get through communication blockers.

**LIKE WHAT YOU SEE?**

We invite you 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 can then set up a shortcut to generate an email message whenever you either click the Quick Step or use a shortcut key combination you devise. You can also use Quick Steps to organize your emails and automate your responses to incoming messages.

A great Lynda.com video that discusses how to utilize this time-saving tool can be found [here](#).

### April Wellness Sessions

**Wellness and You!**

The upcoming EAP Lunch & Learn session, "Transform Your Thoughts for Weight Loss Success", will take place on Thursday, May 24th from 12:00 p.m.-1:00 p.m. This session will take place in the Student Services Building (SVC 2070).

**Financial Wellness Wednesdays!**

The Financial Wellness seminar for May is a “Social Security and Retirement” Lunch & Learn that will take place on Wednesday, May 16th from 12:00 p.m.-1:00 p.m. in the Student Services Building (SVC 2070). You will learn:

- The important “rules of the road” for receiving Social Security benefits.
- How to evaluate the possible routes you can take to maximize Social Security benefits.
- Ways to develop a retirement income plan that considers your Social Security situation.

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

### Contact Details

4202 E Fowler Ave, SVC2072  
(813) 974-3090  
training@usf.edu  
www.usf.edu/hr-training

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