LEARNING & TALENT DEVELOPMENT NEWSLETTER
JULY 2018

UPCOMING COURSES

July 16th
Banner Class Schedule

July 17th
25Live Requestor Training
Travel Rules and Requirements

July 18th
GEMS Recruiting Solutions (part 1)

July 19th
GEMS Recruiting Solutions (part 2)
EAO Risk & Security Orientation
PCard Reconciliation
Performance Management

July 24th
Purchasing HandsOn Requisition
PCard Holder Training

July 26th
Attendance & Leave Audit Class

July 31st
UndocuALLY Training Program

August 2nd
GEMS Appointment Training

August 7th
Financial Systems Introduction

August 8th
HR Attendance & Leave Reporting Finance Mart & FAST

August 10th
Foundation Financial Tools

August 14th
25Live Requestor Training
Purchasing HandsOn Requisition
PCard Holder Training

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

New Problem Solving Series

Problem solving involves a spectrum of processes, including generating ideas, evaluating, making decisions and implementing a solution. Often, we are only treating a symptom instead of addressing the core problem. For this reason, it is important to thoroughly investigate and think outside of the box. There are many useful techniques for investigating problems and exploring possible solutions. This series introduces you to several of those techniques, is available entirely online, and can be completed at your pace. For more information, please visit our site.

Managers’ Corner

Check out this short article from the Association for Talent Development, which offers insight to the qualities team members value in their managers. The valuable leadership lessons presented, if applied, can enrich the interpersonal connection among you and your “back-seaters.”
This summer, up your Excel game by mastering pivot tables and VLOOKUPS, powerful features which cut the time you spend on formulas and spreadsheets in half.

Excel: PivotTables for Beginners, this month’s first recommended course, will help you learn the basics at your pace. If you have some experience with pivot tables but need a quick refresher, Lynda.com also features courses on pivot tables at intermediate and advanced skill levels.

The second recommended course is Getting exact table data with the VLOOKUP function. If you need to pull data from multiple worksheets onto one sheet, this is the training for you. This video tutorial is less than 5 minutes, but could potentially save you hours in data entry.

Looking at your inbox when you come back from vacation can be scary. Some of us may even dedicate a full day to reviewing emails upon return – this is usually not the most effective way to spend our time, and the great news is it probably isn’t necessary.

This article includes some excellent tips for managing your email box with the goal of maintaining Inbox Zero, one of which is utilizing the Clean Up function.

With just a few quick clicks, you can get rid of replies that are embedded in subsequent emails rather than dealing with each individual email separately, which will tidy up your inbox in a snap! If you think you may have accidentally trashed something you need, you will still find it in your deleted items folder. Click the article link above to learn even more tricks.

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