LEARNING & TALENT DEVELOPMENT NEWSLETTER
NOVEMBER 2018

UPCOMING COURSES

November 15th
GEMS Appointment Training
Performance Management

November 16th
Academic Scheduling Refresher
Title IX Responsible Empl Trng (2 sessions)

November 19th
Banner Class Schedule

November 20th
Esquemas y Estereotipos
Safe Zone: Advocacy
Essential Personnel Training
Travel Rules and Requirements

November 21st
Essential Personnel Supervisor
Financial Systems Intermediate

November 27th
Essential Personnel Training
Accounting Concepts

November 28th
Active Shooter Response
Essential Personnel Training
PCard Holder Training
Banking and Cash Handling

November 29th
Essential Personnel Training

November 30th
OASIS Holds, Permitting, & Registration

December 3rd
HR Attendance & Leave
EAO Risk&Security Orientation

December 4th
25Live Requestor Training

December 5th

USF Community Giving Tree Registration Now Open!

Sometimes unexpected life circumstances can make the holiday season hard for colleagues who may be struggling to provide gifts for their children.

With the USF Community Giving Tree, employees in need can discreetly submit their children’s gift wish lists and fellow USF employees have the opportunity to sponsor one or more children from the Giving Tree.

Help us make the season special for all of our USF families within the employee community by participating in the annual USF Community Giving Tree program! Please visit our website to learn more.

Managers’ Corner

It can be tempting to delineate between who we are as leaders and who we are as overall human beings. But the key to becoming a better leader is by being the best human you can be says Mary Jo Asmus in this short post. To stimulate your thinking on the matter and self-assess, she compiled 13 interesting questions to ask yourself. These questions will help you take a closer look at how you’re doing in leadership and life.

Tips and Tricks

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

Professionals have long carried portfolios, legal pads, and notebooks to capture thoughts and important details on-the-spot for later reference. More recently, smartphone applications have not only successfully mimicked
All professionals are trying to get better at what they do. No matter where you work, or what your role, the only way to improve is with feedback. Giving—and receiving—feedback is a skill that's relevant to every member of an organization.

Watch Giving and Receiving Feedback to learn how to give and receive high-quality feedback. Whether it's with peers, managers, colleagues, team members, friends, or family, the same principles apply across the board. Author Gemma Leigh Roberts shows how to give effective feedback, ask for feedback, and use the responses you receive as a tool to improve personal performance. These tips will help lead you into a cycle of continuous development, and a growth mindset that can help propel your career and your relationships forward.

This course is one of the components of the Effective Communication Series. Please visit our website to learn more about this certificate program.

Here are some reasons you might consider switching from paper-based notetaking to a notetaking app:

1. Legibility – Sometimes when jotting notes in a hurry, the end results are indecipherable. Typing the notes into an app with a clear, attractive font ensures you'll be able to read your thoughts when you refer to them later.
2. Flexibility – Many apps enable you to take pictures, record sound files or video, and add them to your notes. You can also use voice dictation with some apps.
3. Accessibility – If you forget your notebook one day at home, you are stuck writing on the back of a random sheet of paper. But with an app, you can access your notes on any device with a WiFi connection. Plus, if you are distributing your notes to others later, you can copy and paste them rather than typing out what you’ve written, which takes twice as long.
4. Searchability – Apps enable you to look for specific information within your notes with minimal effort.

Thinking of adopting paperless notetaking? Click here to read about some apps that could work for you.

Upcoming EAP Workshops

The Employee Assistance Program is offering free one (1) hour workshops to all employees through the end of this year. All workshops will be held in the Student Services (SVC) building, room SVC 2070 from 12-1 pm.

**Successfully Navigating Challenging and Difficult Relationships**

**November 15, 2018**

Relationships are an integral part of our personal and work lives and can be very enriching. Unfortunately, that is not always the case. Some relationships can be a source of anxiety, stress and negativity. In this training, participants will explore their own challenging and difficult relationships; learn practical strategies, techniques and resources to improve those situations; and identify a personal action plan.

RSVP 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 Hillary Parker at 974-1759 or benefits@usf.edu.

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