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LEARNING & TALENT DEVELOPMENT NEWSLETTER
AUGUST 2019

UPCOMING COURSES

August 16th
Essential Personnel Supervisor

August 20th
PCard Holder Training
Banner Class Schedule

August 21st
Mental Health 1st Aid Pts 1 & 2
Faculty Information System
Reporting Finance Mart & FAST

August 22nd
Active Shooter Response
Billing & Accounts Receivables

August 23rd
Travel Rules and Requirements
OASIS Holds, Permitting, and Registration

September 3rd
25Live Requestor Training
Title IX Responsible Empl Trng

September 4th
HR Attendance & Leave
Safe Zone: Education Part One

September 5th
Safe Zone: Education Part Two

September 11th
Attendance & Leave Audit Class

September 13th
Mental Health First Aid
OASIS Holds, Permitting, and Registration

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

Career Development

USF recognizes the importance of continually developing our employees to expand their skills and career potential. Career expansion doesn't always mean supervisory advancement; it can mean professional growth by gaining a deeper understanding of a specialized area. This professional growth encourages USF employees to question the status quo as we seek innovative ways to lead in the areas of research, teaching, community engagement and student success.

Please visit the Learning and Talent Development website to access useful resources to personal assessment and career planning designed to help you decide options available for career growth or progression.

Managers’ Corner

Employees value managers who foster their development. According to Sara Canaday, “The best way for employees to grow is by having a manager who is tuned in and paying close attention to their work, someone who cares enough about their success to speak up when they see performance that deserves a high-five or an honest assessment of what went wrong.” Read this blog posting, The Best Way to Give Feedback as a Manager, to discover five guidelines for effectively giving feedback.

Tips and Tricks

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

When your web browser is operating slowly or seems to not cooperate at all, the source of the issue is commonly a clogged cache that eats up your computer’s memory and throws frustrating errors. Clearing your cache from time to time will help you avoid this.
Organizations reap the benefits of diversity—when employees bring their whole, authentic selves to work. Diverse teams are more productive, innovative, and engaged. Authenticity at work includes sharing and speaking up about work and life experiences that may be different based on one's identity. Developing the skills to conduct meaningful conversations on potentially polarizing topics such as race, religion, and gender is critical for human resources professionals, managers, and team leaders. In *Skills for Inclusive Conversations*, Mary-Frances Winters offers a multistep process for building the skills necessary to engage in inclusive conversations. Find out how to conduct an exploratory self-assessment to better understand yourself and your team, learn tactics to go from polarization to common ground, and discover practical techniques for discussing difficult topics.

This [article](#) explains the benefits of keeping your cache clear, gives instructions for how to clear caches in all of the common web browsers, and even includes a keyboard shortcut that will help you empty your cache in a snap!

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**Upcoming Wellness Sessions**

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. Select sessions will be live-streamed.

**Keeping the Mind Young**

*August 22, 2019*

Many people think as they age they automatically lose their mental edge. It doesn't have to be that way. Learn techniques to improve your memory and stay sharp at any age. Also, find out if you are doing the right things to keep your brain healthy.

**Mental Health and Suicide Prevention Awareness**

*September 5, 2019* | also available via Live Stream

Despite the high prevalence of mental illness and deaths by suicide, about two-thirds of people with mental illness never seek professional care. Yet, most who receive care improve and many recover completely! Attend this training to learn mental illness and suicide facts and warning signs, how to help yourself and others with mental health concerns, and valuable resources for promoting mental health.

Please RSVP to [benefits@usf.edu](mailto: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 [benefits@usf.edu](mailto:benefits@usf.edu).

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