LEARNING & TALENT DEVELOPMENT NEWSLETTER
FEBRUARY 2019

LYNDA.COM COURSE SPOTLIGHT

This month we recommend Discovering Your Strengths. Understanding what you do best is essential to succeeding professionally. But often we are unclear on our own strengths. Join leadership expert Dave Crenshaw on a journey of self-discovery, as he walks you through a simple framework to identify your strengths. Discover your natural gifts, your passions, your skills, and your greatest abilities. Dave shares specific exercises to help you pinpoint what you should focus on doing (and what you should avoid) to develop your strengths and increase your value as an employee. The exercises can also help you clarify if your current job is a fit and what you can do to address a mismatch.

UPCOMING COURSES

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

Take Our Daughters and Sons to Work Day

On Friday, June 7, USF Tampa will host its eleventh annual Take Our Daughters and Sons to Work Day (TODS). The event introduces children of USF faculty and staff employees to a wide range of career options and expands their image of a balanced work and family life. Additionally, the students will interact and engage with professionals, and learn more about how to pursue their professional aspirations.

We are currently seeking departments to conduct TODS workshops and breakout sessions. Departmental workshops are typically 45 minutes long and are designed to showcase various careers. If your department is interested in offering a workshop, click here to enroll.

Child event registration will open in late spring and will be communicated through email, Inside USF and on DHR’s website. To see pictures from past events, please visit the DHR Events Flickr page.

Managers’ Corner

In this Harvard Business Review article, How to Really Listen to Your Employees, the focus is on how leaders/managers can learn to stand down and listen up. Why is this important? As Christine Riordan, a leadership coach and president-elect of Adelphi University, puts it: “To be able to motivate and inspire others, you need to learn how to listen in both individual meetings and at the group level.”
Discover practical tips and strategies to help you become a better listener for your employees.

**Tips and Tricks**

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

Hunting for files on your computer can consume precious time you could be using on the task and delay your deliverables unnecessarily.

Luckily, there are better solutions than saving everything to your desktop. Read this article to learn how to name and organize your files so that you can locate them in a snap and preserve your mental effort for the tough stuff.

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