LEARNING & TALENT DEVELOPMENT NEWSLETTER
JANUARY 2019

UPCOMING COURSES

January 16th
Essential Personnel Training
Financial Systems Intermediate
GEMS Recruiting Solutions
UndocuALLY Training Program

January 17th
PCard Reconciliation
Performance Management

January 18th
Title IX Responsible Empl Trng

January 22nd
Active Shooter Response
Purchasing HandsOn Requisition
Title IX Responsible Empl Trng

January 23rd
Safe Zone: Education Part One

January 25th
Active Shooter Response
Travel Rules and Requirements
OASIS Holds, Permitting, and Registration

January 28th
Attendance & Leave Audit Class

January 29th
PCard Holder Training

January 30th
Essential Personnel Training
Title IX Responsible Empl Trng

February 1st
Mental Health 1st Aid Pt 2
Mental Health 1st Aid Pt 1
Safe Zone: Education Part Two
Safe Zone: Allyship

February 5th
Active Shooter Response

February 6th
HR Attendance & Leave
Active Shooter Response

February 7th
Title IX Responsible Empl Trng

February 8th
EAO Risk&Security Orientation
Foundation Financial Tools

February 12th

Outstanding Staff Awards

It’s time to nominate deserving Staff and Administration employees for USF’s 2018 Outstanding Staff Awards, which will be presented on Friday, March 29, 2019. Candidates are individuals who have demonstrated “above and beyond” performance excellence. This prestigious award is granted to a limited number of employees each year and is a distinctive honor. You will find detailed information on the Outstanding Staff Awards website.

- The nomination period is currently open. Nominations must be completed by close of business day on Thursday, January 24, 2019.
- The online nomination forms will be routed directly to the Division of Human Resources (DHR).
- Nomination forms, eligibility criteria and instructions are available on the Outstanding Staff Awards website.

Additional information regarding the awards ceremony will be available in the weeks to come. Please take this opportunity to help us recognize and celebrate EXCELLENCE by nominating a deserving colleague.

Managers’ Corner
Critical thinking is the ability to think reflectively and independently in order to make thoughtful decisions. By focusing on root-cause issues, critical thinking helps you avoid future problems that can result from your actions. This month we recommend Critical Thinking from leadership trainer and expert Mike Figliuolo. He outlines a series of techniques to help you develop your critical thinking skills and reveals how to define the problem you’re trying to solve and then provides a number of critical thinking tools such as blowing up the business, asking the 5 whys and the 7 soWhats, exploring the 80/20 rule, and more.

It’s a new year and a new chance to reset, take stock and kick off hard to reach greater heights than you ever have before. New Year’s resolutions won’t cut it, in fact, any goal or vision will not cut it unless it is followed up with massive action. Read this posting by Timothy Carroll to learn about five steps that can help you create the results you are looking for this year.

Tips and Tricks

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

The advent of smartphones has certainly transformed the way many of us perform our work, but for some of us the distraction factor outweighs the benefit and undermines our best efforts at achieving work-life balance. If you desire to spend less time on your phone, read this for tips on how to cut down your phone consumption and improve your productivity using apps and behavioral change strategies.

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