To ensure that this newsletter is delivered to your inbox, add HR-LTD@LISTSERV.USF.EDU to your address book.

UPCOMING COURSES

March 20th
- Accounting Concepts
- GEMS Recruiting Solutions
- UndocuALLY Training Program

March 21st
- Safe Zone: Education Part Two
- Active Shooter Response
- GEMS Recruiting Solutions (Part 1)
- Performance Management
- Title IX Responsible Empl Trng

March 22nd
- Harassment Prevention
- Essential Personnel Supervisor
- OASIS Holds, Permitting, and Registration

March 25th
- PCard Holder Training
- Sick Leave Pool Open Enrollment

March 26th
- Essential Personnel Training
- Purchasing HandsOn Requisition
- PCard Holder Training
- Sick Leave Pool Open Enrollment

March 27th
- I am Latino
- Safe Zone: Allyship

March 28th
- Disability Etiquette

March 29th
- Diversity Hiring Best Practice

April 2nd
- 25Live Requestor Training
- Safe Zone: Advocacy
- EAO Risk&Security Orientation
- IFIS Space Survey - Beginner
- IFIS Space Survey – Refresher

April 3rd
- HR Attendance & Leave

April 4th
- GEMS Appointment Training

April 5th
- IFIS Space Survey - Beginner
- IFIS Space Survey – Refresher

April 8th
- PCard Holder Training

Save Big Like a Bull!

Did you know that the Division of Human Resources administers the Employees Perks & Discounts Program, which is just one of many employee benefits offered at USF? Faculty and staff can receive various discounts for goods, services and recreation. Currently, over 200 companies are participating in this program. Next time you’re thinking of making a purchase, check out the site to see what kind of offers are available for USF employees! Your wallet will thank you!

Managers’ Corner

Under Pressure: 8 Ways Leaders Use Stress to Get Better Results

Although stress is generally regarded as a negative thing, dealing with it effectively can lead to success. This post by Matthew Moore highlights eight of the most common ways that effective leaders deal with stress. These can help when you may be facing a specific
Tips and Tricks

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

The advent of audiobooks and podcasts have made long commutes, weekend cleaning, and other mundane activities more enjoyable and educational. Listening while performing perfunctory tasks, or "background tasking," does not divide attention in the same way as multi-tasking, which leads often to mistakes and wasted time. Now you can even learn about new tips and tricks from a Bloomberg podcast called **Works for Me**, where the hosts test out methods and theories on productivity and report on their effectiveness. Ever thought about making a bullet journal or overhauling how meetings are conducted in your department? Listen to find out if they 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.

**Techniques to Restore Well-Being & Improve Health**

March 21, 2019 (also available via Live Stream)

Life is full of circumstances that deplete us of energy and can leave us feeling unhealthy and discontented. It’s important to find ways to regularly and purposefully restore our well-being. In this training, participants will learn restorative practices to improve well-being, including approaches to help them feel calm and connected, and how to integrate these techniques into their personal life and goals.

**Enhance Your Relationships with Better Communication**

April 4, 2019

Effective communication helps us better understand other people or situations, and it assists us to resolve disagreements. What we try to communicate to others, and what others try to communicate to us, frequently gets misunderstood. This miscommunication can cause conflict and frustration in our personal and professional relationships. In this training, you will learn basic techniques to improve your communication skills to enhance your relationships at work and home.
This month we recommend *Decision Making Strategies*. Learn the art and science of business decision-making from leadership trainer and coach Mike Figliuolo. Mike outlines the four styles of decision making—autocratic, participatory, democratic, and consensual—and reveals which styles are best suited for specific situations. Recognizing that ambiguity is a part of any decision-making process, Mike covers the four types of ambiguity you'll face so that you can recognize what you don't know in order to reduce risk and plan for contingencies. He also presents techniques for involving stakeholders in the decision-making process, and explains how to use a RACI (responsible, accountable, consulted, and informed) matrix. Applying these major concepts will help you make better decisions faster, incur less risk, and gain more support for your decisions.

You are subscribed to DHR’s Learning and Talent Development Newsletter. To unsubscribe, visit: [http://LISTSERV.USF.EDU/scripts/wa.exe?SUBED1=HR-LTD&A=1](http://LISTSERV.USF.EDU/scripts/wa.exe?SUBED1=HR-LTD&A=1)