LEARNING & TALENT DEVELOPMENT NEWSLETTER
NOVEMBER 2019

UPCOMING COURSES

November 21st
Performance Management

November 22nd
Travel Rules and Requirements
OASIS Holds, Permitting, Registration
Title IX Responsible Employee Training

November 26th
PB & J: Implicit Bias
Safe Zone: Advocacy

December 3rd
25Live Requestor Training
Active Bystander Training
PCard Holder Training
Billing & Accounts Receivables

December 4th
HR Attendance & Leave

December 5th
EAO Risk & Security Orientation
GEMS Appointment Training

December 6th
OASIS Holds, Permitting, Registration

December 9th
Safe Zone: Education Part One

December 11th
PCard Reconciliation
Reporting Finance Mart & FAST
Got Your 6, Veteran Success

December 13th
Essential Personnel Supervisor
Travel Rules and Requirements
Foundation Financial Tools
OASIS Holds, Permitting, Registration

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

How to Find a Mentor

You may have heard someone credit a mentor for personal or career growth. What is a mentor and how do you find one? What are the expectations for mentors and mentees? This article, How to Find a Mentor, covers those answers and more.

Managers’ Corner

Diverse talent brings the skills, perspectives, and experiences organizations need to be successful. In this blog post, “The 6 Cs of Inclusive Leadership,” are discussed to help managers understand how inclusive they are and to assist them with ways to improve so that they and their teams can benefit from the unique ideas and viewpoints that diverse talent brings to the table.

6 Ways to Be an Inclusive Manager in a Diverse Workforce
**LinkedIN Learning Course Spotlight**

It's important to make a good impression in just the first few minutes you spend with potential mentors, clients, or even friends. In [this short course](#), author and business coach Dr. Todd Dewett explains how to tell others what you do and make a memorable impression in a short period of time with a personal "elevator pitch." Maximize your connection in a minimal amount of time, and start making valuable additions to your network from the get-go.

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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.

**Five Fast Fixes to Reduce Stress**  
*December 5, 2019*

Stress is an inevitable part of life. It comes in many forms, such as trying to figure out how to pay unexpected bills or managing increased demands at work. We can't stop all stressful events from happening, but we can learn to manage them in a way that keeps our stress level under control. This training teaches five simple tips to help manage everyday stressors faced at work or home.

Please 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 benefits@usf.edu.

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**Contact Details**

4202 E Fowler Ave, SVC2072  
(813) 974-3090

training@usf.edu  
www.usf.edu/hr-training
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