LEARNING & TALENT DEVELOPMENT NEWSLETTER
OCTOBER 2019

UPCOMING COURSES

October 21st
Active Shooter Response

October 22nd
Benefits Open Enrollment Info
Diversity Hiring Best Practice
Safe Zone: Allyship
PCard Holder Training
GEMS Appointment Training

October 23rd
Harassment Prevention
EAO Risk & Security Orientation
PCard Holder Training
Accessibull Disability Ally
UndocuALLY Training Program

October 24th
Safe Zone: Advocacy
Billing & Accounts Receivables

October 25th
USF Foundation Scholarship App
OASIS Holds, Permitting, Registration

October 28th
USF Foundation Fund Management

October 30th
EAO Risk & Security Orientation
FND Deposit EBA Reconciliation
Title IX Responsible Employee Training

November 5th
25Live Requestor Training
Banking and Cash Handling
Title IX Responsible Employee Training

November 6th
HR Attendance & Leave
Financial Systems Introduction

November 7th
Safe Zone: Education Part One
PCard Holder Training
Financial Systems Introduction
Billing & Accounts Receivables

November 8th
Foundation Financial Tools
OASIS Holds, Permitting, Registration

November 12th
Safe Zone: Education Part One, Part Two
Essential Personnel Supervisor

Who is Gen Z?

With so much focus on millennials, many people do not realize that there is a generation behind them. Generation Z began in 1995, and Gen Zers are different than millennials. They have different needs, motivations and strengths. Learn more in the following article, 8 Ways Generation Z Will Differ From Millennials in the Workplace, by Deep Patel (Please view in Chrome, Firefox or Safari).

Managers’ Corner

When faced with a complex challenge, leaders are eager to jump right in and start searching for solutions. But before you can find clarity on the solution, you have to start with clarity on the question to ask. For insight on how to do this, read Before You Try to Solve a Complex Challenge, Stop and Formulate the Right Question by David Benjamin and David Komlos.
**November 13th**  
Attendance & Leave Audit Class  
Mental Health First Aid

**November 14th**  
Diversity Hiring Best Practice  
Financial Systems Intermediate  
UndocuALLY Training Program

**November 15th**  
Safe Zone: Allyship

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

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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.

**Maximizing Your Day: Basics of Effective Time Management**  
*November 7, 2019*

Today's world requires employees to do more, better, faster, and with less. If employees don't grasp the basics of effective time management, it can be challenging for them to understand what they are doing wrong and how to improve. In this training, participants will learn what it means to manage their time, advantages of time management, and techniques to help them better manage their day.

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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**LinkedIn Learning Course Spotlight**

Imagine you’re in a room with a group of stakeholders, each of whom has the power to alter the course of your professional life. If you impress them, they’ll fund your project and champion you as a leader. If you falter, you’ll exit the room with a tarnished reputation. Are you prepared to handle a moment like this, even when it is unexpected? How do you set yourself up for success when so much is on the line? In this course, High Stakes Communication, Jenna Lange shares techniques that can help you manage your message, your mindset, and your stakeholders when the stakes are high. Learn how to build concise, effective messages, manage your body language, avoid common pitfalls, and more. Along the way, Jenna shares case studies and surprising personal experiences that lend a real-world context to each concept.
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To unsubscribe, visit: http://LISTSERV.USF.EDU/scripts/wa.exe?SUBED1=HR-LTD&A=1