

The UCTD has Moved to LNG-300

Directions:

1. Take the main stairs down from the Bartle Library lobby.
2. Turn Right.
3. The UCTD is located directly off the main landing area (across from the vending machines).

If you have any questions or need to contact the UCTD, please call Carol Bell at (607) 777-6398.

Digital Badges

The University Center for Training and Development is piloting digital badges. A digital badge is a validated indicator of accomplishment, skill, quality, or interest that can be earned in many learning environments. Badges capture and communicate what a learner knows, and more importantly, they demonstrate and give credit for knowledge proficiency. Badges can be added to a LinkedIn account, e-portfolio, Facebook, or Twitter.

The UCTD is piloting a Digital Badge Program. If you are interested in participating in our pilot program to earn digital badges or would like more information on the program, please contact Carol Bell at cbell@binghamton.edu .

Microsoft Office 2016 Excel & Word Certification

Binghamton University will offer a new initiative for Binghamton

University staff, the **Binghamton University Certificate Program**.

The objective of the program is to provide staff members with valuable skillsets and certify their mastery of the topic based upon a predefined rubric.

Certification workshops will be held for:

Microsoft Office 2016:

Excel – Levels 1, 2 & 3

Word – Levels 1, 2 & 3

Fall Certification Sessions:

All classes are held from 9 – 11:30 am in Room LNG-307

Word:

Level 1: September 11, 12, 13, 14, 17, 18 & 19

Excel:

Level 1: October 15, 16, 17, 18, 22, 23 & 24

Registration is on a first come, first serve basis. To register, contact Carol Bell at 777-6398 or cbell@binghamton.edu.

Program Details

Training consists of:

- ◆ 4 half day in-class workshops (required)
- ◆ 2 half day in-class review sessions
- ◆ Practice time outside class
- ◆ Participants must pass an exam to receive certification

Professional Development Workshops

Zumba

Presenter: Campus Recreation

September 5 5 pm

Location: East Gym Tennis Courts

Ditch the workout, join the fun! Great music and easy to follow moves create a one of a kind fitness program that will have you motivated, moving and laughing. Rain location in the East Gym.

Working Smarter in MS Office 2016

Presenters: Carol Bell & Susan Dingman

September 7 1 – 3:30 pm

October 2 9 – 11:30 am

Location: LNG-307

Explore features and shortcuts in Microsoft Office 2016 from Word, Excel and PowerPoint.

Lourdes 3D Mammography Screening Mission in Motion Van

Sponsor: Employee Assistance Program

September 11 7 am – 3 pm

Location: In front of Couper Administration

If you are over the age of 35 and would like to have a free, 3D mammography screening, the Mission in Motion Van from Lourdes Hospital will be located in front of the Couper Administration Building from 7am-3pm on September 11. To pre-register for this event, faculty and staff need to call Lourdes Hospital Central Scheduling at 607-798-5723 to make an appointment. Scheduled appointments take about 15 minutes to complete. Your results will be sent directly to your health care provider and you will not need an order from your physician if it has been over a year since your last mammogram.

Accounting 101

Presenter: Scott Hatch

September 12 1 – 2:30 pm

October 10 11 am – 12:30 pm

November 14 11 am – 12:30 pm

December 12 11 am – 12:30 pm

Location: LNG-307

Learn more about how finances work at Binghamton University. Learn how IFR/SUTRA/DIFR/State Purpose account types work including examples, explanation of fringe, overhead, sub accounting, revenue/expense transfers, payroll postings, chargebacks, revenue, fiscal year-end, etc.

HR 101

Presenter: Human Resources Staff

September 13 9 – 10:30 am

November 8 9 – 10:30 am

Location: U UW-324

Are you an HR Coordinator or an HR Master in your department? HR staff will give you a high-level overview of the various types of employment (faculty, professional, and student), policies and guidelines that drive employment processes will be explained, from preparing for a search, through onboarding your new employee. This training is highly recommended for those new to HR transactions, and is great review for others.

HR Forms

Presenter: Human Resources Staff

September 13 10:30 – 11:45 am

November 8 10:30 – 11:45am

Location: U UW-324

Human Resources will hold a workshop on the HR forms transaction application for department end-users.

AP 101

Presenter: Rose Hassett

September 20 10 – 11:30 am

Location: U UW-324

Do you know how to find a vendor in the BU Business System? What if the vendor has one address in the BUBS but another on the invoice? Where are the invoices supposed to go, anyway? Do you know how to find out if a PO you've created has been processed and/or paid against? Do you have a method to track all of the POs/Expense vouchers that you create to make sure things are getting paid before this fiscal year is over and your money expires? When exactly should a short form receipt be created...if ever? Can you tell if/when a person received their personal/travel reimbursement? What can/can't be reimbursed with your NYS funds?? What does the Business Office need from you to make sure that a person/vendor gets reimbursed? So many questions... and WE have the answers! Sign up for this workshop to have any and all of your NYS funded payable-related questions answered! Prior to the class, feel free to send any topics that you would like to have discussed to rhassett@binghamton.edu.

Speaking for Success

Presenter: Peter Sicilian

September 25 9 – 10:30 am

December 4 9 – 10:30 am

Location: UU-124

"Is Your Message Being Heard?" The well-produced voice is dynamic, smooth, clear and efficient. It commands, persuades, instructs and conveys -- successfully! This course, based on the work of Dr. Morton Cooper and my 30 years of private voice instruction, is for all people who need to use their voice in business, teaching and public speaking. Topics covered include maintaining good vocal health, the tools of voice production, healthy vocal projection, midsection breath support and methods for dealing with nerves. For more personalized attention class size will be limited, so sign up early! For more information, contact Peter Sicilian at sicilian@binghamton.edu.

The Binghamton Tradition

Presenter: Human Resources Staff

September 25 10 am – 12 pm

Location: U UW-324

Whether you are one of our newest employees or have been here for many years, there is much to learn about Binghamton

University. Hosted by the Office of Human Resources, the Binghamton Tradition brings together employees from different areas of campus to celebrate the unique role of each employee in making this a special place. Learn about our history, enjoy a video from the early days and explore our traditions of growth and excellence.

Track Changes in Word 2016

Presenter: Susan Dingman

September 26 9 – 11 am

Location: LNG-307

Collaborating on a document can be easy when using track changes. Track changes allows Word to keep track of any changes made to the document and who made the change. You will learn how to track changes, add comments, accept/reject changes, and how to remove tracked changes and comments before sending the document out.

Divorce Series: Moving through Divorce and Beyond

Presenter: Mary Sze-Tu

September 26 12 – 1 pm

Location: Alumni Lounge, Old O'Connor Building

Part one of our Divorce series. The process of divorcing, or any significant disruption in a primary relationship, deeply effects every aspect of our lives. This discussion will explore how relationships respond and adapt to divorce from early in the process to further establishing autonomous life direction. Depending on participants' interests, topics will range from using mindfulness based coping skills, forging changed relationships with adult children, surviving infidelity, maintaining expectations and boundaries with friends and family, and creating a path for healing and new growth. This workshop is sponsored by the Employee Assistance Program.

HR Boot Camps: The office of Human Resources is pleased to offer the HR Boot Camp training series. If you process employment transactions, the sessions in this series will give you the knowledge to more confidently navigate this important work. Each session will dig deeper into topics and answer many of your individual questions. You will also have an opportunity to network with other HR Coordinators and HR Masters across campus, exchanging ideas and experiences.

Faculty Employment

September 27 10 – 11 am

Location: U UW-324

Let's talk Faculty employment! Topics covered will include

appointments, benefit eligibility, titles and pay basis, hiring a 10-month faculty off-cycle and additional payments such as Chair Stipends, Also Receives and Extra Service.

Classified Employment

October 9 10 – 11 am

Location: U UW-324

HR staff will talk about bringing on your brand new hire, transfers, promotions, ARTL lists, the canvass process, postings, clearances, probation, performance programs and evaluations. We will also cover bargaining unit specific items such as CSEA OSU vs ASU.

Professional Employment

October 11 10 – 11 am

Location: U UW-324

Professional staff includes UUP and Management/Confidential, with a wide variety of titles and responsibilities. HR staff will walk you through the process of recruitment, hire, renewals, performance programs and evaluations, promotions/reclassifications, time and attendance, and other aspects of handling professional employment needs in your department.

Graduate & Teaching Assistants

October 16 10 – 11 am

Location: U UW-324

If you hire Graduate or Teaching Assistants, join us to learn important employment and payroll information. Topics to include appointments, dates, salary, benefits, time and attendance, and extra service/additional appointments.

Immigration

October 25 10 – 11 am

Location: U UW-324

Let us help you understand the process involved when a department is looking to hire a foreign national, from advertising up through the hiring process, including all requirements and expenses involved.

Moving Expenses Reimbursement

Presenter: Rose Hassett

October 1 10 – 11 am

Location: U UW-324

Have you dealt with the exciting subject that is Moving Expenses Reimbursement?? Preparation is key and, of course once

Managing and Displaying Your Data in Excel 2016

Presenter: Carol Bell

October 4 9 – 10:30 am

Location: LNG-307

Start thinking strategically about your data. Learn how to deal with large amounts of data and pick the best visual display for your type of data. Key components of design will be discussed as well as methods of manipulating your data in Excel.

Records Management

Presenter: Cindy Knickerbocker

October 5 9 – 10:30 am

November 2 9 – 10:30 am

December 7 9 – 10:30 am

Location: LNG-307

Drowning in Paper & Electronic Files? What to Keep, What to Toss? This workshop provides tools and advice to help you determine how long to keep your records and what to do when you no longer need to hold onto them. You will learn the basics of records management, conducting a records inventory, how long to keep your office records, and what to do with records when they are no longer needed.

Creating a Basic PowerPoint Presentation

Presenter: Susan Dingman

October 9 9 – 11:30 am

Location: LNG-307

Learn how to create a presentation using PowerPoint 2016. We will build a basic presentation using text, images, themes, transitions, animations, rehearsing and more. This class is for beginners or someone that has never used PowerPoint before. Come and join the fun of building your own presentation!

Records Inventory: Identifying Retention Schedules for Your Records

Presenter: Cindy Knickerbocker

October 12 9 – 11 am

Location: LNG-307

This workshop is a working session for those who have created an inventory of their records and are now ready for some guidance on determining which retention schedules apply to the records. In this session we will work through determining the appropriate office of record, identifying storage and access levels and guidance on identifying the disposal schedules. The goal for the attendees is to establish a Records Management Guidance document for their

specific area.

Advising International Students: What Faculty & Staff Need to Know When Working with F-1 and J-1 Students

Presenter: International Student and Scholar Services Staff

October 15 2 – 3:30 pm

Location: Old Champlain Atrium (Old Champlain, Room 133)

This presentation is designed to introduce you to the Office of International Student and Scholar Services, and to provide an overview of the federal immigration related services that the ISSS provides for F-1 and J-1 students. Participants will learn more about:

- ◇ Binghamton's international student population
- ◇ Understanding immigration-related academic and employment regulations
- ◇ Ways to support international students for successful academic and personal pursuits

Exploring Cultural Differences and Effective Communication to Support our International Students

Presenter: International Student and Scholar Services Staff

October 24 10 – 11 am

Location: Old Champlain Atrium (Old Champlain, Room 133)

This presentation is designed to introduce you to the Office of International Student and Scholar Services, and to provide an overview of international student challenges and cross-cultural communication information. Participants will learn more about:

- ◇ Binghamton's international student population
- ◇ Meaningful information on cultural differences in and out of the classroom
- ◇ Ways by which to communicate effectively across cultures
- ◇ Additional resources and events for faculty and staff

Divorce Series: Divorce Mediation Services with Accord

Presenter: Shannon Cron

October 24 12 – 1 pm

Location: Alumni Lounge, Old O'Connor Building

Part two of our Divorce series involves a community agency that offers practical guidance for individuals who are looking at divorce as a serious option. If you or a loved one are faced with the reality of divorce and are looking for professional assistance, Accord Divorce Mediation services could be a valuable resource. Accord's mediation program is a confidential, informal process in which a trained mediator helps the disputants negotiate a mutually agreeable settlement. This workshop is sponsored by the Employee Assistance Program.

Travel 101

Presenter: Rose Hassett

October 30 10 – 11:30 am

Location: U UW-324

Have you taken the travel class but are still in need of guidance? Do you have travel questions but no answers? Has it been forever since you have attended the Travel Training class and need a refresher or just a general overview? Come to our informal discussion regarding all things travel with your NYS funds. We will be going over the latest and greatest version of the Employee Report of Travel Expenses and Claim for Payment, including the additional fields required by NYS Office of the State Comptroller. Prior to the class, feel free to send any topics that you would like to have discussed to rhassett@binghamton.edu.

Supervisory Training: Navigating the Tough Issues

Presenter: Employee Assistance Program Staff

October 30 10 am – 12 pm

Location: UU-124

If you are a new or experienced supervisor and would like to know how the Employee Assistance Program can assist you in your supervisory duties, this workshop will provide an overview of the Binghamton University EAP program and how best to make an appropriate referral. Did you know that on average, 25%-40% of a manager's time is spent on workplace conflicts? EAP is an effective resource to help in these situations. Topics of discussion will include identifying your responsibilities as they relate to performance management, workplace documentation and the positive use of EAP as a supervisory tool.

A Beginner's Guide to Swimming Equipment

Presenter: Campus Recreation

November 7 4:30 pm

Location: East Gym Pool

What can a kickboard, pull buoy, rocketship and hand paddles do for your workout? In this session, you will learn how to use aquatic equipment to get an efficient cardio workout in the pool. Whether you are an avid swimmer or looking for a new way to cross train – we can help. Swim suit required, some swimming experience is recommended, goggles are also recommended.

Getting to Know My “New” Colleague

Presenter: Kelly Clark

November 14 12 – 1pm

Location: U UW-325

When a colleague makes a gender transition, relationships can be strained. Even when we are happy for them, it can be difficult to know what to say, what not to ask and generally how to support them at work. Dr. Kelly Clark, Director of the Q Center here at Binghamton, will create a brave space for cisgender folks (people who are not trans) to muddle through the struggles they encounter when learning to be an ally to a transitioning colleague. This will be a cisgender only space. Transgender folks, thank you for understanding that we need a safe space to learn & grow. This workshop is sponsored by the Employee Assistance Program.

Fresh Start Tobacco Cessation Program

Presenter: Employee Assistance Program Staff

December 5, 12, 19 12 – 1 pm

January 2 12 – 1 pm

Location: Decker Health Service Conference Room, IN-104

The American Cancer Society Fresh Start program is a 4 week Cessation program facilitated by the Employee Assistance Program staff on campus. Participants will learn that their efforts to cut down or eliminate tobacco products will have immediate and long-term health, social and financial impacts regardless of their age. Participants will also be provided with information on free resources. Classes are held weekly for one hour. Those interested will earn a certificate of completion as well as a door prize. If you are interested in joining this class, register by emailing EAP@binghamton.edu.

Aqua Float Yoga

Presenter: Campus Recreation

December 5 5 pm

Location: East Gym Pool

Find a Zen place in the water and get your OM on. We are taking yoga practice to a completely new level. This 45-minute class is open to all levels as we explore and play with fun floating balances, twists, inversions, as well as standing postures. All students MUST know how to swim. Please dress to get wet! Form fitting yoga attire or bathing suits required.

Anxiety 101

Presenter: Tracy Lord

December 12 12 – 1 pm

Location: Alumni Lounge, Old O'Connor Building

Anxiety is a mental health condition that affects many people. During this presentation, attendees will learn about the different types of clinical anxiety and the relevant symptoms, some strategies to reduce anxiety, and tips on how to get help, as well as how to help someone you know who has anxiety. This workshop is

sponsored by the Employee Assistance Program.

Principles & Basic Techniques of Self-Defense

Instructor: Kristy Cable

December 17 12 – 1:30 pm

January 7 12 – 1:30 pm

Location: UU-108

This program based on Hidy Ochiai's curriculum, Art and Theory of Self-Defense, will include a discussion of the principles of self-defense and provide an understanding of the importance of mental self-defense, as well as the practice of hands-on prearranged self-defense techniques. It consists of two 1.5-hour sessions. Please wear comfortable clothes and sneakers for each session. This workshop is sponsored by the Employee Assistance Program.

Suicide Prevention Training: Safe Talk

Presenter: Suicide Prevention Center New York

December 19 12 – 3:30 pm

Location: UU-102

Safe Talk is a half-day training in suicide alertness. It helps participants recognize a person with thoughts of suicide and connects them with professionals who can help them. All campus community members are welcome to attend. This training will provide specific steps that will make a difference in someone's life. These important steps include; how to notice and respond to situations where someone has thoughts of suicide, recognize invitations for help, take steps to avoid dismissing or missing a person's signals for help, apply Safe Talk steps and to gain an awareness of current community resources for individuals who are at risk. This workshop is sponsored by the Employee Assistance Program.

Technical Workshops

Banner/BU BRAIN

Workshops are offered on a monthly/bi-monthly basis and include: Internet Native Banner (INB) Basics, Self-Service Academic History & Records, and Self Service for Faculty.

Internet Native Banner (INB) Basics: This workshop is for anyone who will go into the back-office forms (screens) in Banner to make changes to student information. This course will help those users get comfortable moving around within forms and from form to form. It is a pre-requisite to getting a User ID in Internet Native Banner.

BU BRAIN/Self Service Academic History & Records: In

this class, we will look up Records Access information on students including viewing student's academic history, addresses, schedules and viewing class rosters. It is recommended to have Records Access permission before attending this class.

BU BRAIN/Self Service for Faculty: Designed for faculty and instructors who are teaching courses. This training session will focus on faculty self-service tools, including grade submission, student record lookup, course syllabus posting, office hours posting, early warning notices, Degree Works, class rosters and attendance rosters. Faculty will use their own login information to review upcoming courses.

BU Business Systems

Workshops are offered monthly and include: Business Intelligence Reporting, Purchase Requisitions and Travel Expense Reporting.

Business Intelligence Report Training: An introduction to the Business Intelligence reporting tool including dashboards for finance, expenditure inquiry, etc. This session will also include general accounting related items such as account numbers and sub-accounts.

BU Business Systems Purchase Requisitions: This class will show the user how to create requisitions, lookup and print purchase orders and create a receipt to pay vendors by using the Business System portal.

Travel Expense Reporting: In this workshop, we will cover, in detail, the rules governed by New York State for anyone traveling on State Funds. We will also fill out an Expense Report including what attachments are needed for accurate submission.

Camtasia Studio 9

Camtasia Studio is a robust screen-recording/video editing suite that can be used in a variety of ways. This session teaches faculty and staff how to create Camtasia screen-recording projects, edit and publish them to the proper file type for distribution.

Google

Introduction to Bmail: Bmail is Google mail for Binghamton University. In this introduction, learn how to navigate around Bmail, how to organize and filter mail, how to customize mail settings, add contacts and create contact groups and more.

Introduction to Calendars: Learn how to create, manage and share multiple Google calendars as well as adding and sharing events, and sending event invitations.

Overview of Drive & Docs: Take a cruise around Google Drive. Learn how to create, share and organize documents, spreadsheets, presentations and more. With Google Drive, you can share and collaborate on documents in real-time and access your documents from anywhere. Also learn how to upload and download documents to and from Google Drive. Come take a ride and see what this Drive is all about.

Introduction to Forms: Google Forms lets you create online surveys, quizzes and more. You can add, edit, and format text, images, or videos in a Form. Responses to your surveys are automatically collected in Forms and Sheets, with real time response information and charts. In this workshop, we will learn how to create, edit, share and collect data using a basic Form.

Microsoft Office 2016

Workshops are offered on a monthly or bi-monthly basis. Specialized workshops for your group can also be arranged.

Working Smarter in MS Office 2016: Explore features and shortcuts in Microsoft Office 2016 from Word, Excel and PowerPoint.

Excel:

Excel Basics: Learn the basics of Excel such as entering data, basic formulas, basic functions and formatting.

Best Practices for Creating Spreadsheets: Excel can be a very powerful application, however, spreadsheets with poor design are often difficult to work with. Best practices for formatting, layout, use of formulas and basic spreadsheet structure will be covered.

Creating an Excel Dashboard: This workshop covers the fundamentals of displaying your data in Excel using a dashboard worksheet. Dashboards are comprised of tables, charts, and numbers. Dashboards provide an at-a-glance view of status and/or performance. Participants should be familiar with managing worksheets and creating formulas to summarize data.

Displaying and Managing Your Data: Start thinking

strategically about your data. Learn how to deal with large amounts of data and pick the best visual display for your type of data. Key components of design will be discussed as well as methods of manipulating your data in Excel.

Excel Formulas: This workshop is designed to give you the basic skills and knowledge necessary to begin writing formulas. You will learn the processing order and precedence for calculations; how to enter formulas in cells and ways to create them; and use of functions to easily carry out commonly used calculations.

Getting Started with Excel: This workshop covers the skills needed to create a basic spreadsheet using Excel, including how to navigate the Excel environment, how to enter text and numbers, select and move data, format data, use the auto fill feature, create headers, freeze panes, use the auto sum feature, and protect your worksheet. This course is intended for those who have little or no experience using electronic spreadsheets.

Sorting and Filtering: In this workshop, you will learn to sort data, to organize and view the content of a spreadsheet, as well as how to use filters to narrow down the data in your worksheet, qualify and display certain data, and hide parts from view. We will explore how to organize your data into groups, and then show or hide them from view, as well as learn how to outline your worksheet in order to summarize and control how your data is displayed.

Working with Charts in Excel: This workshop covers the skills needed to create and modify a chart using Excel including choosing a chart type, inserting and modifying a chart, using the Chart Tools functions to change colors and styles, and saving a chart.

PowerPoint:

Creating a Basic PowerPoint Presentation: Learn how to build a basic presentation using text, images, themes, transitions, animations, rehearsing and more. This class is for beginners or someone that has never used PowerPoint before.

Using SmartArt, Charts & Transitions: In this class, we will use SmartArt to create an organizational chart and timeline, create a column chart, copy an existing chart from Excel and use slide transition effects.

Word:

Mail Merge: Learn how to easily create mail merges using a form letter and labels in Word.

Managing Long Documents: Managing a long document can be difficult to work with, especially when you are not sure what you're doing. In this class, we will learn how to add cover & blank pages, footnotes, endnotes, captions, Citations & Bibliographies, as well as create an Index, Table of Contents, Table of Figures and Table of Tables.

Track Changes: Collaborating on a document can be easy when using track changes. Track changes allows Word to keep track of any changes made to the document and who made the change. You will learn how to track changes, add comments, accept/reject changes, and remove tracked changes and comments before sending out the document.

Panopto: Panopto is the new way to add video to your Blackboard course.

Panopto Beginner: In this class, participants will learn how to record, upload and manage videos on a hosted environment. This course is intended for staff that do not have Blackboard/myCourses access. Please contact Aaron Phelps (phelpsa@binghamton.edu) to set up a Panopto account.

Panopto Advanced: Panopto has an array of other features that make it more flexible than ever. Attendees will learn to create live webcasts, integrate Panopto quizzing into their course, and edit recordings from multiple devices.

Qualtrics Basics: In this workshop, we will navigate through basic features, create a survey using multiple question types, preview, distribute and close the survey, and generate a basic report.

University Testing Center Reservation Software Training:

You



will