

University Center for Training and Development



# 2019 Summer Newsletter

## June is Digital Badge Month

The UCTD is designating the month of June as “Digital Badge” month. We will be offering workshops with a “DB” at the end of the title, indicating a Digital Badge is available. Take the designated workshop, pass an exam immediately following the workshop and earn your badge. Badges can be added to LinkedIn, e-portfolio, Facebook or Twitter account. We are very excited to introduce several new badges, which are indicated as **NEW**. For more information and to register, go to <https://www.binghamton.edu/uctd/workshops/calendar.php>.

### All workshops are being held at 1 pm in Room LNG-307

June 3 - Meeting Accessibility Requirements for Faculty and Staff (DB)

June 5 - **NEW** Qualtrics: Basics (DB)

June 11 - Creating a Basic PowerPoint Presentation (DB)

June 12 - Mail Merge in Word 2016 (DB)

June 13 - Excel Basic Formulas and Functions (DB)

June 17 - **NEW** Overview of Google Drive & Docs (DB)

June 18 - **NEW** Working with Charts in Excel (DB)

June 19 - BU Business System Purchase Requisitions DB

June 20 - Travel Expense Reporting (DB)

June 21 - **NEW** Introduction to Google Forms (DB)

June 25 - Business Intelligence Report Training (DB)

June 26 - **NEW** Introduction to Bmail (DB)

June 27 - **NEW** Introduction to Google Calendars (DB)

June 28 - **NEW** Excel 2016 Basics (DB)



## **Binghamton University Office 2016 Excel & Word Certification**

Binghamton University will offer an 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.

### **Summer Certification Sessions:**

Classes are held from 9 - 11:30 am in Room LNG-307

#### **Excel:**

Level 1: May 29, 30, 31, June 3, 4, 5 & 6

Level 2: June 24, 25, 26, 27, 28 & July 1

Level 3: July 17, 18, 19, 22 & 23

#### **Word:**

Level 1: May 16, 20, 21, 22, 23, 24, & 28

Level 2: June 10, 11, 12, 13, 17, 18 & 19

Level 3: July 8, 9, 10, 11, 12, 15 & 16

To register or for more information, contact Carol Bell at [cbell@binghamton.edu](mailto:cbell@binghamton.edu). This is a Binghamton University Certification Program.

### **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 a test to receive certification
- ◆ Participants must pass previous level course before enrolling in next level

## **Summer Offerings**

To register for the following workshops, go to <https://uctd.binghamton.edu> and click on *Register for Workshops*.

### **Moving Beyond the School Years with Young Adults on the Spectrum**

Presenter: Jennifer Mattson

June 5 12 pm

Location: Alumni Lounge, O'Connor Building

If you are parenting or caring for a young person on the spectrum and are interested in learning how to navigate the transition between high school and adulthood, this talk is for you. Dr. Jennifer Mattson will discuss best practices for supporting adolescents with ASD in regards to major life changes.

Information will be presented on common challenges in the transition process as well as useful resources to assist families. This workshop is sponsored by the Employee Assistance Program.

### **Personal Safety and Self Defense**

Presenter: University Police Staff

June 12 12 pm

July 16 12 pm

Location: UUW-325

University Police will discuss ways for participants to reduce their risk of becoming a crime victim and recognize potentially dangerous situations. They will also teach participants some basic physical self defense skills. Both men and women are encouraged to attend.

### **Budgeting Basics: How to Grow Your Dough with a Personal Spending Plan**

Presenter: Nancy Cassella

June 12 12 pm

Location: UU-111

Specific steps for developing your own spending plan will be reviewed. The 50-30-20 rule for determining fixed expenses, flexible spending, and financial goals will be applied in this session. The benefits of developing a personal spending plan, how to track income and expenses, and strategies for record keeping will be covered through a case study approach. SEFCU will provide educational materials to each participant. This one and a half hour session is interactive. This workshop is sponsored by the Employee Assistance Program.

### **Panopto**

Presenter: Aaron Phelps

#### **Panopto**

June 14 1:30 pm

July 15 1:30 pm

Location: LNG-307

Panopto is Binghamton University's solution for adding video to your course or website. In this class, participants will learn how to record, upload and manage videos on a hosted environment. If you do not have Blackboard/myCourses access, please contact Aaron Phelps at [phelpsa@binghamton.edu](mailto:phelpsa@binghamton.edu) to set up a Panopto account.

#### **Panopto Advanced Features**

June 20 9 am

July 19 1 pm

Location: LNG-307

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.

### **B-Engaged, the Next Generation: Training for Organization Administrators**

Presenter: Office of Student Affairs Assessment and Strategic Initiatives (SAASI) Staff

June 20 10 am

July 12 2 pm

July 25 10 am

Location: LNG-311

Come learn about the next generation of B-Engaged! This summer B-Engaged is moving to a new platform so, whether you're an "old hat" at B-Engaged or your organization is "signing on" for the first time, this training is for you. Explore the all-new interface. Learn how to do the things you used to do. Let us introduce you to a few new "bells and whistles." This session is targeted for new

and returning B-Engaged organization administrators. Send questions to [bengaged@binghamton.edu](mailto:bengaged@binghamton.edu).

### **Surviving an Active Shooter**

Presenter: University Police Staff

June 24 12 pm

July 25 12 pm

Location: U UW-325

This program involves a video presentation and discussion designed to provide attendees realistic strategies for dealing with an active shooter situation on campus. Topics that will be covered include prevention strategies, warning signs, pre-incident indicators, emergency communications, survival strategies and what to expect from the police responding to such a situation.

### **Summer Fresh Start Tobacco & E-Cig Cessation Program**

Presenter: Employee Assistance Program Staff

July 2, 9, 16 and 30 (4-class sessions) 12 pm

Location: Decker Student Health Center Conference Room

The American Cancer Society Fresh Start program is a 4-week Cessation program facilitated by the EAP 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.

### **HR 101**

Presenter: Human Resources Staff

July 11 9 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, 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 also a great review for others.

### **HR Forms**

Presenter: Human Resources Staff

July 11 10:45 am

Location: U UW-324

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

### **EAP Supervisory Training: Navigating the Difficult Conversations (Two-part series)**

Presenter: Employee Assistance Program Staff

July 23 (Part 1) 10 am

July 24 (Part 2) 10 am

Location: UU-124

**Part 1:** During this session, we will cover the first two steps in relation to supervisory responsibilities; observation and documentation. We will take time to understand what "supervision" is and the importance of utilizing clear and consistent communication for the development of trust with supervisees.

Various case studies will allow for application of these practices. In addition, we will touch upon the dynamics of domestic violence and sexual harassment in the workplace as well as the importance of understanding campus policies and accessing EAP for supervisory support.

**Part 2:** For the second session, we will cover the last three steps in the process; consultation, constructive confrontation and referral to EAP. We will focus on how to manage difficult workplace situations and interpersonal communication conflicts. We will discuss the importance of using constructive confrontation for solution-focused outcomes. This session will also provide participants an opportunity to engage this new knowledge in practice while learning about other resources to access as well.

## **Records Management**

Presenter: Cindy Knickerbocker

July 24 9 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.

## **Find Your Fit Series**

Presenter: Campus Recreational Services Staff

### **FloatFit BALANCE. May 29 at 4:30 pm. Meet at East Gym Pool**

FloatFit BALANCE is a 45 minute class designed to boost mental wellbeing and challenge balance. Merging breath and movement to strengthen the body and mind, FloatFit BALANCE is the perfect complement to your fitness routine. Participants will work to improve body imbalances and strengthen core stability all done on the water using the AquaBase, a floating yoga mat. All students MUST know how to swim. Please dress to get wet! Form fitting yoga attire or bathing suits required.

### **Tennis Time. June 5 at 4:30 pm. Meet at East Gym Tennis Courts behind the East Gym**

Looking for a pick-up game of tennis? Come join us. Serve up a few sets, meet other players and have fun. Equipment is available for check out at the East Gym front desk.

### **Reflexology for Your Health. June 12 at noon in Room EG-18**

Come learn a simple but effective approach to self-massage. Reflexology is a form of bodywork that involves applying pressure to the hands and feet to produce changes in pain and other benefits elsewhere in the body. Charles Napolitano, a licensed massage therapist at the Recreation Center, will lead you through this workshop. Please wear comfortable clothes that allow for movement.

### **10 Best Exercises for Yoga. June 19 at 4:30 pm in Room EG-18**

This series of workshops will demonstrate easy and simple-to-follow exercises targeted at every age and fitness level. During this 45 minute seminar you will learn about the benefits of physical activity and take away easy to incorporate

chair yoga stretches and standing movements that fit right into your weekly routine. Each workshop will teach you 10 new exercises that you can start using right away!

**FIT45. June 26 at noon. Meet at SYNRGY area in FitSpace**

FIT45 is a 45 minute small group training program that offers both weightlifting and cardio intervals designed to get you into great cardiovascular condition, build lean muscle and burn more fat than you ever imagined. Discover the many benefits of small group training, including extra motivation, support and camaraderie.

**10 Best Exercises for Your Workday. July 10 at noon in Room EG-18**

This series of workshops will demonstrate easy and simple-to-follow exercises targeted at every age and fitness level. During this 45 minute seminar you will learn about the benefits of physical activity and take away easy to incorporate stretches and exercises that fit right into your workday routine. Each workshop will teach you 10 new exercises that you can start using right away!

**Spin & Strength. July 17 at 4:30 pm in Room EG-22**

Join us for an introduction to the best of both worlds: spinning (indoor cycling) and basic weightlifting. Get your heart pumping by adding weight sets into your ride, maximizing your caloric burn and sculpting your upper body.

**Pool Pilates. July 24 at 4:30 pm. Meet at East Gym Pool**

Pool Pilates is an innovative 45 minute class that incorporates Pilates and yoga style movements — all done on the water using the AquaBase, a floating yoga mat. This low impact class includes balance work, strength exercises, flexibility training and a whole lot of fun. All class participants MUST know how to swim. Please dress to get wet! Form-fitting yoga attire or bathing suits required.

**10 Best Exercises for Getting Started. July 31 at noon in Room EG-18**

This series of workshops will demonstrate easy and simple-to-follow exercises targeted at every age and fitness level. During this 45 minute seminar you will learn about the benefits of physical activity and take away easy to incorporate stretches and exercises that are perfect whether you're new to exercise, or starting back up after some time off. Each workshop will teach you 10 new exercises that you can start using right away!

**Wellness in the Woods. August 7 at 4:30 pm. Meet out front of the East Gym, rain or shine**

No burpees, squats or jumping jacks here — just relax with a slow, meditative walk in the woods. Let the effects of shinrin-yoku, or Forest Breathing, naturally reduce your stress levels and promote healing. This is due to various wood essential oils, called phytoncides, which trees emit to protect themselves from insects. Breathing in these forest "vitamins" helps improve the body's immune system.

**10 Best Exercises for Recovery. August 14 at noon in Room EG-18**

This series of workshops will demonstrate easy and simple-to-follow movements targeted at every age and fitness level. During this 45 minute seminar you will learn about the benefits of recovery and take away easy to incorporate stretches and techniques that are a perfect way to balance your training regimen. Each workshop will teach you 10 new movements that you can start using right away!

## **Take Advantage of Our Services**

### **Support**

The staff of the University Center for Training and Development are available to assist you. Stop by with your questions about Banner, BU Business Systems, Google Apps, MS Office (Excel, PowerPoint, Publisher & Word), and other software applications. One of our staff members will be on-site to assist you or refer you for additional assistance. Bring that spreadsheet you have been struggling with or that PowerPoint that needs attention. We can also help you in other areas such as supervisory skills, communication, meeting management or dealing with generational conflicts in the office. Join us for these one-on-one sessions where you set the topic. No appointment is necessary.

### **Specialized Training**

The UCTD offers a wide range of training and professional development choices designed to meet your needs. If you don't see the workshop you need listed, contact the UCTD.

### **Departmental Programming**

Workshops and seminars are available for departments or groups. The UCTD offers core sessions at times and locations that meet your needs. Contact the UCTD to arrange these sessions.

### **Specialized Workshops**

The UCTD staff will work with you to develop sessions to meet your specific training needs. These programs can cover a wide range of topics or can be designed for your group based on a needs assessment conducted by our staff.

### **Individual Training**

Make an appointment with a member of the UCTD staff for one-on-one training on topics not covered in our standard workshops or for refinement of a particular aspect of applications or business systems.

### **On-Site Training**

UCTD staff are available to bring training and professional development offerings to your location. Call us for more information.

### **Facilitation**

A facilitator uses knowledge of group dynamics and group processes to formulate and deliver needed structure for interactions. Meetings, retreats, and workgroups often benefit from facilitation. The UCTD has staff members who can help facilitate your next event. Call or email the UCTD to schedule a meeting to discuss your needs.

# 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).

## University Center for Training and Development

### Our Mission

In partnership with other University departments and offices, the University Center for Training and Development exists to provide support and facilitate learning, growth and development for the faculty and staff of Binghamton University.

**For the latest offerings, more information and to register for workshops, visit the UCTD at:**

Website: <http://uctd.binghamton.edu>

Phone: (607)777-6362

Email: [uctd@binghamton.edu](mailto:uctd@binghamton.edu)

Location: Library North Ground - Room 300