WHAT'S INSIDE

LinkedIn Learning Spotlight
What did you learn this month?
Admission process information session
Health insurance premium holiday
Open enrollment benefits fair
Congratulations
People - Our Priority

BEGIN.
PowerPoint 2016 Essential Training

Learn how to best create, edit, and share presentations with PowerPoint 2016, the popular presentation platform. Jess Stratton shows how to build a slideshow from scratch or leverage PowerPoint templates and themes for quick construction. Jess then demonstrates how to add and edit text, images, graphs, video, and animation; format slides for consistency; and add speaker notes and transitions to ensure a smooth delivery. Plus, discover how to collaborate on changes and then share the final presentation via print, PDF, or a recorded slideshow.

WHAT DID YOU LEARN THIS MONTH?

Whether you’re watching bite-sized content for 15 minutes during your commute or watching a full playlist on your Apple TV in the evening - you can truly access LinkedIn Learning courses anytime, anywhere.

I encourage you to take advantage of LinkedIn Learning and experience learning tailored for you, at your own pace.

Check out a few popular courses, most in-demand in soft skills development. Activate your profile and learn something new today!

- Body Language for Leaders
- Leading with Emotional Intelligence
- Project Management Foundations
- Critical Thinking
- Managing Your Time

SUCCESS WITH LINKEDIN LEARNING WEBINARS

Sign-up for one of these webinars to supercharge your LinkedIn Learning:

- September 12 at 2 PM: Faculty Success with LinkedIn Learning. Click [here](#) to register.

- September 17 at 3 PM: Student Success with LinkedIn Learning. Click [here](#) to register.

- September 24 at 1:30 PM: Staff Success with LinkedIn Learning. Click [here](#) to register.
UNDERGRADUATE ADMISSION PROCESS INFORMATION SESSION

Are you interested in learning more about the UMD undergraduate admissions process?

The Office of Undergraduate Admissions invites you to an INFORMATION SESSION
For faculty and staff to learn about the UNIVERSITY OF MARYLAND

Adele H. Stamp Union – Colony Ballroom
University of Maryland, College Park, MD 20742
TUESDAY, SEPTEMBER 17, 2019
12:00 pm – 1:30 pm

Bring your lunch and join us to learn about:

- Maryland’s admission process
- Honors College and special program opportunities
- Merit scholarships
- Financial aid

Make your reservations online at https://go.umd.edu/CFS or call 301.314.8385 or 1.800.422.5867

ANNUAL OPEN ENROLLMENT BENEFITS FAIR

The Annual Open Enrollment Benefits Fair will be held on Tuesday, October 8, 2019, in the Colony Room of the Stamp Student Union from 9:00 am – 2:00 pm.

Open Enrollment Dates
October 15, 2019 – November 14, 2019

HEALTH INSURANCE PREMIUM HOLIDAY

The paycheck issued on September 6 will be a premium holiday. No medical, dental, prescription, term life, AD & D, or FSA deductions will occur on September 6.
CONGRATULATIONS TO UMD'S 2019 BOARD OF REGENTS' STAFF AWARDS WINNERS!

Margaret Gibbs | Counseling Center
Exceptional Contribution to the Institution And/Or Unit to Which the Person Belongs (non-exempt)

Valencia Tirado | Dining Services
Outstanding Service to Students in an Academic or Residential Environment (non-exempt)

CONGRATULATIONS UMPD GRADUATES
OFFICER PHILLIP ANDERSON, OFFICER ALBERT BELL JR., OFFICER JARREN CHANDLER, OFFICER ABBEY KIPKE, OFFICER ARRAN LEATHERY, OFFICER ELIZABETH MORGAN, OFFICER HANS NIELSEN JR.
**Speaking the Same Language Even When You Don’t**

*Best practices for supervising when language & culture is a barrier*

**September 13th 1:00 - 4:30 PM**
*1101U Chesapeake Building*
*COST: $75*

Do you have employees for whom English is a second language? Then you know that cross-cultural communications can be challenging at times.

In this workshop, supervisors will explore why cultural misunderstandings occur and how to build empathy for non-native English speaking staff.

Participants will work collaboratively to identify solutions to real-world supervising challenges and develop actionable steps that can be used on the job.

Topics include: Why English is Hard, Cross-Cultural Communications, and Outside Resources for English Language Learners.
At a recent meeting with Sean Ballentine, the Assistant Director, Employee Services for Residential Facilities, Sean mentioned that Residential Facilities was housing 4,000 scouts from the United Kingdom in mid-August, and after the scouts left, Residential Facilities would only have 2 weeks to clean all the rooms before UMD students who start arriving on campus for the fall semester. Given UHR's slogan “People. Our Priority.,” I immediately thought this would be a good opportunity for UHR to do a service project and help out some of our fellow employees. I asked for volunteers and, as always, UHR stepped up and offered to help.

We 9 volunteers started our journey with an orientation on the day before our assignment. Jeffrey McGee, Assistant Director of Building Services for Residential Facilities, and Sean led the orientation session, and we learned what hours we would be working, when we could take our break, the type of work we would be doing, the supplies we would be given, a complete list of the chemicals we would be using, and protective equipment available for our use. We were also given a Residential Facilities uniform. We were to report to work at Centreville Hall at 8:00 am the next day to receive further instructions.
The next morning, Sean introduced us to Tremmele Tisdale, Physical Plant Superintendent; Maria Marroquin, Housekeeping Supervisor II; and Eleuthero Soto, Multi Trades Supervisor II. The Residential Facilities team had prepared cleaning kits for each of us and gave us detailed cleaning instructions. Safety first was the theme throughout our orientation. Each of us was then teamed up with an experienced housekeeper.

My teammate, Mr. Moses, was the kind of teammate you would hope for as a new employee. He took the time to welcome me to the team, he demonstrated how I should perform my work, and he checked in to make sure I was OK throughout the process. After I had cleaned about 3 rooms, Supervisor Marroquin told me she was going to do an inspection of the rooms I had cleaned and invited me to come and see how she conducts her inspections. I must admit, I was a little nervous because I wanted to make sure I cleaned the rooms correctly. She conducted the inspection and found a few things I had missed. She gave me constructive feedback, which helped me do those things correctly while cleaning the next rooms. I appreciated the positive manner with which she provided the feedback. I was given a 15-minute break, which I must admit I needed! Then I was back in action. My shift ended at 11:30.

I was grateful for this opportunity to serve. I hope our efforts helped Residential Facilities prepare for our incoming students, but most of all I have a strong appreciation for our housekeeping staff and everything they do to ensure our students have clean places to live while on campus. Thank you, Residential Facilities for all you do!
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