Mindfulness at Work

An interactive workshop packed with activities and tools that are scientifically proven to not only improve our sense of self and well-being but also enhance our focus and productivity in personal and professional life.

- Learn how to unleash the inner potential of people and teams.
- Explore how to use vulnerability as a strength on the job and at home.

You will leave the workshop with a renewed sense of self-awareness and with tools to help transform your relationships on the job and at home.

**Date:** November 8th  9:00 to 12:30 
**Register at:** training.umd.edu

Help Fill the Campus Pantry

**Most Needed Non-Perishable Items:** Canned Fish or Poultry | Canned Vegetables, Canned Beans | Canned Fruit (preferred: in juice/no sugar added) | Dry Pasta or Rice Cereal, Oatmeal, or other non-perishable breakfast items | Pasta Sauce | Peanut Butter Jelly or Jam | Non-Fat Dry or Canned Milk Baby Food or Formula | Cooking Supplies (flour, spices, oils, etc.)
Benefits Fair

The Annual Open Enrollment Benefits Fair is on Tuesday, October 2, in the Colony Room of the Stamp Student Union from 9:00 a.m. – 2:00 p.m. Flu shots*, screenings of non-fasting cholesterol (total and HDL), non-fasting blood sugar (glucose), and blood pressure will be offered. The blood sugar and cholesterol screening is conducted via a single finger stick. Results are obtained in 90 seconds, and participants are coached on the results.

*If you are interested in obtaining a flu shot at the Benefits Fair, please make a copy of your insurance card (back and front) and your UID card.

Lunch & Learn

October’s Lunch & Learn will focus on Flu Awareness. This seminar provides information on how to fight the flu. The Lunch & Learn will be held on Wednesday, October 3, 2018, in 1101U Chesapeake Building from 12:00 – 1:00. Please register at training.umd.edu

Don’t Lose Any Leave

Now is the time to start planning to use any annual or personal leave you may be in jeopardy of losing. Employees eligible to earn leave may carry over a maximum of 50 days or 400 hours of annual leave into the next calendar year. This maximum will be prorated for part-time employees working 50% or more. Additionally, employees are granted three personal days each calendar year; these personal days cannot be carried forward into the next calendar. Therefore, any annual leave exceeding 400 hours and/or any unused personal days will be forfeited on January 5, 2019.

The forfeited personal leave is contributed to the USM Leave Reserve Fund (LRF). All Exempt and Nonexempt Staff employees on Regular Status, working 50% or more, who become temporarily medically disabled or are eligible for Parental Leave and who meet qualifying criteria are eligible for paid leave through the LRF.

For more information on annual leave and the leave reserve fund, please see the Board of Regents Policies:

VII-7.00-Policy on Annual Leave for Regular Nonexempt and Exempt Staff Employees.
VII-7.11-USM Policy on Leave Reserve Fund for Exempt and Nonexempt Staff Employees on Regular Status

National Breast Cancer Awareness Month

Breast cancer is the most common kind of cancer in women after skin cancer. About 1 in 8 women born today in the United States will get breast cancer at some point.

The good news is that most women can survive breast cancer if it's found and treated early.

- If you are a woman age 40 to 49, talk with your doctor about when to start getting mammograms and how often to get them.
- If you are a woman age 50 to 74, be sure to get a mammogram every two years. You may also choose to get them more often.

Talk to a doctor about your risk for breast cancer, especially if a close family member of yours had breast or ovarian cancer. Your doctor can help you decide when and how often to get mammograms.
Pledge to Share the Road during Bike Safety Month

As cycling becomes increasingly popular on campus, it’s important for motorists and cyclists alike to know how to share the road. This October, the Department of Transportation Services (DOTS) promotes bike safety through free group bike rides (including a Homecoming bike ride and a ghost tour!), lunch-and-learn classes and pop-up events. The full line-up of activities is available on the DOTS website at go.umd.edu/bikesafety.

Cyclists and motorists: demonstrate your commitment to sharing the road by reviewing the Same Roads, Same Rules guidelines and taking the Bike Safety Pledge at go.umd.edu/sharetheroad. Individuals who take the pledge may claim a “Share the Road” decal at any Bike Safety Month event.

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**BICYCLISTS**

**STOP MEANS STOP**
Obey traffic signals and stop signs. Always yield to pedestrians in crosswalks.

**RIDE ON THE ROAD**
Bicycles are vehicles and vehicles belong on the road.

**BE PREDICTABLE**
Make your intentions clear to everyone on the road. Don’t swerve between cars and signal all turns.

**SIDEWALKS ARE FOR PEDESTRIANS**
Pedestrians are unpredictable and chances of a crash are high.

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**MOTORISTS**

**GIVE THEM SPACE**
Give bicyclists at least 3 feet of space when passing – don’t try to squeeze past them. Always yield to pedestrians in crosswalks.

**BE PATIENT**
The campus speed limit is 20mph so slow down and be patient. Bicycles mean less traffic.

**BE PREDICTABLE**
Abrupt turns can cause crashes. Always look for bicyclists and use turn signals.

**BIKES ARE VEHICLES TOO**
The law says bicycles are vehicles and they are allowed to ride in the middle of the travel lane.
UNDERSTANDING THE MEDICAL PLANS OFFERED AT UMD

October HR Essentials
10/19/18
12:00-1:00pm
Edward St. John Building
Room 0215

UNDERSTANDING HOLIDAY LEAVE

November HR Essentials
11/16/18
12:00-1:00pm
Edward St. John Building
Room 0215

HR ESSENTIALS

Monthly 60 minute training for review of common HR policies, procedures, and tools. Each month will focus on a different topic that often needs further clarification or can cause confusion. Sessions are dynamic and interactive workshops.
Great leadership creates great work environments!

Leadership Development Initiatives (LDI)

Who should attend: This course will help almost any supervisor, but is especially helpful for supervisors with less than five years experience.

Upcoming Dates: October 25, November 1, 8, 15, 29, December 6, 13

Time: 1:00pm-4:30pm

Location: 1101U Chesapeake Building

Learning Fee: $75

Register: Training.umd.edu
The Master Facilitator

A two-day program for anyone involved with, or interested in, learning and talent development. You will learn adult learning theory and why it matters, experiential learning exercises that involve and excite learners, how to write effective learning objectives, how to turn challenging participants into engaged learners, techniques for solving your own facilitation challenges, methods for quickly and effectively designing a learning program using ADDIE and ROPES, and the “Do’s and Don’ts” for public speaking. Participants will also deliver a 5-minute presentation and get feedback from their peers.

Date: October 18-19, 2018
Time: 9:00am-4:00pm
Location: TBD
Learning Fee: $500

Questions? traindev@umd.edu or 301-405-5651
Do you sing? Do you sing?

Join TerpCappella!

*Wowed* the crowd in our debut at the Staff Appreciation Picnic for the Division of Administration and Finance. Want to be a part of it?

UMD’s new all-staff A Cappella group

Next rehearsal:
Thursday, October 11th at 8:00 a.m.
Room 1101U, Chesapeake Building

Next performance:
Thursday, November 15th at 10:00 a.m.
VPAF All Supervisors Meeting

Interested?
terpcappella@umd.edu
FALL 2018
September 7—December 7
Every Friday, 9:00am—5:00pm
Location
Health Center, Heilsa Room 0143
Individual appointments also available:
contact 301-314-8054 or campuspantry@umd.edu
To be eligible for services you must be a current student, faculty or staff member at UMD.
Please bring your current UMD ID with you. Pantry closed when campus is closed.

Contact campuspantry@umd.edu or 301.314.8054 with questions.
Visit campuspantry.umd.edu for schedule updates.

@UMDCampusPantry | @UMDCampusPantry | @UMDCampusPantry
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**UHR has all of this and more!**

**The full catalog**
LDI I: Foundations of Leadership

A seven-course program that gives supervisors the essential knowledge, ideas and tools to help motivate, inspire and lead others. This highly-interactive program equips supervisors with the skills they need to build high-trust relationships through effective communication, delegation and conflict resolution. Participants also learn essential management skills for running effective meetings, performance management and training.

LDI 1:1 - Leading a High Trust Workplace

Gives leaders the skills and ideas for creating a high-trust work environment where employees feel accepted, appreciated, valued, respected and connected. Participants learn and practice a simple, yet powerful three-step tool for engaging and including everyone from basic to more complex situations or opportunities.

**Dates:** Sept. 25, Oct. 25  **Location:** 1101U Chesapeake Building  **Time:** 9:00am-12:30pm, 1:00-4:30pm  **Learning Fee:** $75

**Audience:** Front line leaders, Mid-level leaders

LDI 1:2 - Communication Essentials for Supervisors

The objective of this course is to equip leaders with the communication skills to build trust, improve understanding and elevate performance. Participants gain a deeper understanding of the barriers to effective communication. They learn and practice a seven-step communication tool to clear away misunderstandings and build high-trust relationships.

**Dates:** Oct. 2, Nov. 1  **Location:** 1101U Chesapeake Building  **Time:** 9:00am-12:30pm, 1:00-4:30pm  **Learning Fee:** $75

**Audience:** Front line leaders, Mid-level leaders

LDI 1:3 - Conflict as Opportunity for Supervisors

The purpose of this course is to equip leaders with the insight, knowledge and skills to effectively resolve conflict in the workplace. Instead of viewing conflict as bad or stressful, we explore how to view conflict as a powerful opportunity for personal and organizational change. Leaders learn and apply powerful tools which help them learn to put conflict into perspective and prepare them to resolve it in a healthy, productive way.

**Dates:** Oct. 9, Nov. 8  **Location:** 1101U Chesapeake Building  **Time:** 9:00am-12:30pm, 1:00-4:30pm  **Learning Fee:** $75

**Audience:** Front line leaders, Mid-level leaders

**Please register separately for each session in the series**
LDI 1:4 - Delegation as Empowerment

Delegation is the most essential and misunderstood leadership skill. This course helps leaders understand that delegation is not about assigning work—it’s about empowering and developing people to learn, grow and accept increasing amounts of responsibility. Participants learn and practice a delegation tool that encourages employees to do the work because they want to, not because they have to.

**Dates:** Oct. 16, Nov. 15  **Location:** 1101U Chesapeake Building  **Time:** 9:00am-12:30pm, 1:00-4:30pm  **Learning Fee:** $75

**Audience:** Front line leaders, Mid-level leaders

LDI 1:5 - Leading Effective Meetings

A Gallup survey found that American businesses waste an estimated $37 billion dollars each year in lost productivity due to unnecessary and inefficient meetings. Typically, participants find that they can eliminate half their meetings and free up at least 700 hours of time a year. This course gives leaders the tools to decide when or if meetings are necessary. Participants learn and apply skills for running meetings that are quick, efficient and outcome-focused.

**Dates:** Oct. 23, Nov. 29  **Location:** 1101U Chesapeake Building  **Time:** 9:00am-12:30pm, 1:00-4:30pm  **Learning Fee:** $75

**Audience:** Front line leaders, Mid-level leaders

LDI 1:6 - Leaders as Trainers

One of the most important, yet often overlooked, responsibilities of a leader is to ensure their team is fully trained and cross-trained. This course equips participants with the knowledge and tools to help create and develop employees to ensure the department runs efficiently and effectively. Leaders also explore how Standard Operating Procedures (SOPs) are essential for every position.

**Dates:** Oct. 30, Dec. 6  **Location:** 1101U Chesapeake Building  **Time:** 9:00am-12:30pm, 1:00-4:30pm  **Learning Fee:** $75

**Audience:** Front line leaders, Mid-level leaders

LDI 1:7 - Performance Management Fundamentals

This is the capstone course for the Foundations of Leadership series. This course gives leaders a simple, fair and effective process for ensuring that employees are involved and engaged in establishing and achieving performance objectives. This process also includes a strong emphasis on ensuring everyone has the knowledge, training and skills needed to perform in the current position as well as opportunities to prepare for future positions.

**Dates:** Nov. 6, Dec. 13  **Location:** 1101U Chesapeake Building  **Time:** 9:00am-12:30pm, 1:00-4:30pm  **Learning Fee:** $75

**Audience:** Front line leaders, Mid-level leaders

**Please register separately for each session in the series**
**Keys Sprint**

Complete all three modules of Keys to an Engaged & Empowered workplace in 1 day! Keys is a powerful program that gives individual contributors the knowledge and skills to help create an engaged and empowered workplace. Learners are exposed to new ideas and tools which help them recognize that they have the power to create the kind of work environment where everyone feels connect, respected, accepted & appreciated, valued, and empowered.

**Dates:** Nov. 7  
**Location:** TBA  
**Time:** 9:00am-4:30pm  
**Learning Fee:** $195.00  
**Audience:** Individual contributors

**Master Facilitator**

A two-day program for anyone involved with, or interested in, learning and talent development with weighted benefit for new or experienced facilitators. You will learn adult learning theory and why it matters, experiential learning exercises that involve and excite learners, how to write effective learning objectives, how to create a learning environment that helps participants feel valued, appreciated and connected, the skills needed to be an effective facilitator, how to turn challenging participants into engaged learners, techniques for solving your own facilitation challenges, methods for quickly and effectively designing a learning program using PSA and ROPES, and the “Do’s and Don’ts” for public speaking.

**Dates:** Oct. 18-19  
**Location:** Adele H. Stamp Student Union - Pyon Su Room  
**Time:** 9:00am-4:00pm  
**Learning Fee:** $500  
**Audience:** Individual contributors, Front line leaders, Mid-level leaders

**Supervising Students & Graduate Assistants**

While it’s true that leadership is leadership, there are unique aspects to supervising students and graduate assistants. This course is designed for anyone who supervises or oversees students or graduate assistants to accomplish their work. It gives participants foundational leadership skills and it is also a forum for sharing and brainstorming ideas on how to best to inspire, motivate and lead our student workforce. Participants will learn best practices and ideas from the people who have experience working with students throughout the university— that’s you!

**Dates:** Nov. 1  
**Location:** 0110 Seneca Building  
**Time:** 9:00am-12:30pm  
**Learning Fee:** $75.00  
**Audience:** Individual contributors, Front line leaders 2018

**LDI II: Champion Leadership**

This dynamic, highly-participatory program is designed to help supervisors who have a minimum of five years’ experience take their leadership to the next level. The objective is to equip supervisors with knowledge and skills to inspire, coach, and empower employees to perform at their best, build high-trust relationships at any level (up, down, or across), make data-driven decisions, and create a positive, flexible, change-friendly culture. During this intensive, two-day program, participants will learn how to lead by principle and why it matters, practice listening skills at any level, apply a change model to create a change-friendly culture, practice making data-driven decisions and conduct a performance and growth coaching session.

**Dates:** November 15-16  
**Location:** University Golf Course  
**Time:** 9:00am-4:00pm  
**Learning Fee:** $500  
**Audience:** Mid-level leaders, Senior leaders

**So You Want to be a Supervisor?**

Are you thinking about becoming a supervisor but would like a deeper appreciation for what’s involved? Then this is the course for you! This course gives aspiring supervisors the knowledge and insight needed to help them decide if a career in leadership is right for them. Participants get a clear picture of what effective supervisors needs to learn, know and do to be successful. It is highly recommended that aspiring supervisors take this course!

**Dates:** Oct. 25  
**Location:** 0110 Seneca Building  
**Time:** 9:00am-12:30pm  
**Learning Fee:** $75.00  
**Audience:** Individual contributors

**Managing in a Linguistically-Diverse Workplace**

Do you have employees in your shop or office for whom English is a second language? Then you know that cross-cultural communications can be challenging at times. This workshop gives supervisors knowledge and insight into English sounds that non-native speakers have difficulty pronouncing or understanding, English grammatical features that non-native speakers have difficulty in mastering, and differences, and workplace attitudes of native cultures represented among University of Maryland staff. Topics include: Why English is Hard, Cross-Cultural Communications, and Outside Resources for English Language Learners.

**Dates:** Dec. 20  
**Location:** TBA  
**Time:** 1:00-4:00pm  
**Learning Fee:** $75.00
New Employee Orientation
Highlights university policies, resources, and tips to help navigate our large campus community. Includes presentations by campus departments, a campus bus tour, and a visit to the Stamp Student Union.


Location: 1101U Chesapeake Building
Time: 8:15am-4:30pm
Learning Fee: $0.00
Audience: New Hires

Performance Review (PRD): Process & Tools
All Staff are required to attend the PRD class. It focuses on UMD’s performance and development process including tools, tips and resources for engaging in the process. Participants will also review the PRD cycle which includes expectation setting, midway feedback, final review meetings, and the self-assessment tool.

Location: 1101U Chesapeake Building
Time: 9:00am-10:30am
Learning Fee: $0.00
Audience: All University employees

Fearless Supervision: Time, Attendance, & Discipline
This course provides supervisors with tips on managing tardiness, absenteeism, and the disciplinary process.

Dates: Oct. 10
Location: 1101U Chesapeake Building
Time: 2:45pm-4:30pm
Learning Fee: $0.00
Audience: Front line leaders, Mid-level leaders

FMLA: Using & Administering Family Medical Leave
This course helps staff understand Family Medical Leave (FMLA) - the request, approval, and administrative process.

Dates: Oct. 10
Location: 1101U Chesapeake Building
Time: 1:00pm-2:30pm
Learning Fee: $0.00
Audience: All University employees

Performance Improvement Plan: Process & Tools
This course helps supervisors understand when and how to write a performance improvement plan (PIP) for your supervisees.

Dates: Oct. 10
Location: 1101U Chesapeake Building
Time: 11:00am-12:00pm
Learning Fee: $0.00
Audience: Individual contributors, Front line leaders, Mid-level leaders, Senior leaders

HR101 - Understanding Health and Retirement Benefits
Recurring and dedicated 60 minute training for review of common HR policies, procedures, and tools. The focus will be a review of topics that are needing further clarifications or can cause pain points. Sessions are dynamic and interactive learning workshops that will be offered once a month.

Dates: Oct. 19
Location: Edward St. John - 0215
Time: 12:00-1:00pm
Learning Fee: $0.00
Audience: Individual contributors, Front line leaders, Mid-level leaders, Senior leaders

HR101 - Time and Attendance Challenges and Solutions
Recurring and dedicated 60 minute training for review of common HR policies, procedures, and tools. The focus will be a review of topics that are needing further clarifications or can cause pain points. Sessions are dynamic and interactive learning workshops that will be offered once a month.

Dates: Nov. 16
Location: Edward St. John - 0215
Time: 12:00-1:00pm
Learning Fee: $0.00
Audience: Individual contributors, Front line leaders, Mid-level leaders, Senior leaders
CONTACT US

301.405.5651
traindev@umd.edu
training.umd.edu
1101 Chesapeake Building