

Office of Human Resources

APPALACHIAN STATE UNIVERSITY

Spring 2017 Workshop Series



Click on the workshop title for full description and registration information. Visit www.workshops.appstate.edu for a full list of programs offered on campus. For more information about any program, contact Emily Wilson, wilsones1@appstate.edu.

All workshops will be offered in the Plemmons Student Union unless otherwise specified. Please register for each workshop to ensure that you receive reminders and/or cancellation notices in the event of inclement weather.

Date	Time	Location	Workshop Title	Facilitator
1/24/2017	3:30 PM - 5:00 PM	417 Beacon Heights	The Golden Rules of Goal Setting	Emily Wilson
1/25/2017	9:00 AM—10:30 AM	417 Beacon Heights	Creating a Personal Leadership Development Plan	Emily Wilson
1/27/2017	10:00 AM - 11:30 AM	417 Beacon Heights	Conflict Management for Leaders	Kate Brinko
1/30/2017	4:00 PM - 5:00 PM	169 Three Top	New Employee Social Hour	Emily Wilson
1/31/2017	1:30 PM - 3:00 PM	417 Beacon Heights	The Multi-Generational Workplace	Emily Wilson

NEW! Supervisor Success Hour :

1/27

9am-10am

PSU, Elk Knob 165

New topics each week!

Office of Human Resources

APPALACHIAN STATE UNIVERSITY

NEW EMPLOYEE SOCIAL HOUR

For more information, contact Emily Wilson, wilsones1@appstate.edu.

Join us on the last Monday of every month for an hour of networking and a short program with even more resources to help you be successful in your new career at AppState!

When: January 30th, February 27th, March 27th, April 24th, 2017 at 4:00pm

Where: Three Top Mountain, 169 PSU, Beacon Heights, 417 (April only)

Register at workshops.appstate.edu!

Open to all ASU employees (faculty, staff, temporary, permanent) new within the last year!

Join us each week as we discover and learn something new about supervision. With a different topic each week, you're guaranteed to pick up information that will help you become a better leader!

Supervisor Success Hour

1/27/2017	9-10am	Elk Knob, 165
2/3/2017	9-10am	Elk Knob 165
2/10/2017	9-10am	Elk Knob, 165
2/17/2017	9-10am	Elk Knob, 165
3/3/2017	9-10am	Elk Knob, 165
3/24/2017	9-10am	Elk Knob, 165
3/31/2017	9-10am	Elk Knob, 165
4/7/2017	9-10am	Watauga River, 102
4/21/2017	9-10am	Elk Knob, 165
4/28/2017	9-10am	Elk Knob, 165

Come for one session or come for all sessions!

Pop in or sign up! Join in the fun!

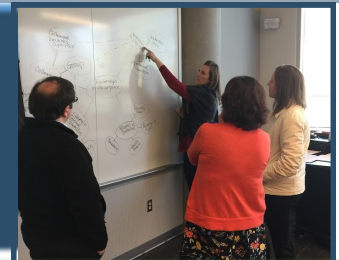
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February Workshops

2/1/2017	1:30 PM - 3:00 PM	417 Beacon Heights	Conflict Management Skills for the Workplace and Beyond	Kate Brinko
2/7/2017	10:00 AM - 11:30 PM	417 Beacon Heights	Financing and Purchasing Your Own Home	ComPsych Guidance Resources
2/8/2017	10:30 AM - 12:00 PM	417 Beacon Heights	Keep It! Succession Planning	Karen Fletcher
2/8/2017	5:30 PM - 7:00 PM	165 Elk Knob	Alive After 5	Various
2/10/2017	10:00 AM - 11:00 PM	242 Linville Gorge	Learning to Relax	ComPsych Guidance Resources
2/14/2017	1:00 PM—2:30 PM	165 Elk Knob	Love It: Don't Leave It Book Club	Karen Fletcher
2/15/2017	2:00 PM - 3:30 PM	417 Beacon Heights	Conflict Management for Leaders	Kate Brinko
2/17/2017	10:00 AM—11:00AM	242 Linville Gorge	Developing and Maintaining a Professional Portfolio	Gina Ondercin
2/21/2017	9:00 AM - 10:00 AM	417 Beacon Heights	Impact of Attitude on Work and Life	ComPsych Guidance Resources
2/21/2017	5:30 PM - 7:00 PM	169 Three Top	Alive After 5	Various
2/22/2017	2:00 PM—3:30 PM	417 Beacon Heights	Supervising the Student Employee	Stephanie Hickey
2/23/2017	1:30 PM - 3:00 PM	417 Beacon Heights	Bullying 101	Kate Brinko
2/27/2017	4:00 PM - 5:00 PM	169 Three Top	New Employee Social Hour	Various
2/28/2017	8:30 AM -12:00PM	415 Rough Ridge	Supervisor Development: Module I	Various

Alive After 5 Professional Development Series

This new series is designed to reach those who don't keep banker's hours or who have difficulty finding time to get away during the 8 to 5 workday. We'll meet in the Student Union at 5:30 pm and talk about a new topic each session that's relevant to your work and life.



Supervisor Success Hour :

2/3, 2/10, 2/17

9am-10am

PSU, Elk Knob 165

March

3/1/2017	2:00 PM– 3:30PM	242 Linville Gorge	Tips, Tricks, and Tools for Time Mgmt.	Cama Duke
3/7/2017	10:30 AM - 11:30 PM	417 Beacon Heights	Managing Your Emotions in the Workplace	ComPsych Guidance Resources
3/7/2017	08:30 AM—12:00 PM	415 Rough Ridge	Supervisor Development: Module II	Various
3/8/2017	09:30 AM—11:00 AM	165 Elk Knob	Team of Teams Book Club	Brady Rourke
3/8/2017	5:30 PM-7:00 PM	165 Elk Knob	Alive After 5	Various
3/21/2017	2:00 PM - 3:00 PM	417 Beacon Heights	New Realities of Home Ownership	ComPsych Guidance Resources
3/22/2017	9:00 AM - 10:00 AM	242 Linville Gorge	Living With Change	ComPsych Guidance Resources
3/27/2017	4:00 PM - 5:00 PM	169 Three Top	New Employee Social Hour	Various
3/27/2017	5:30 PM - 7:00 PM	169 Three Top	Alive After 5	Various
3/28/2017	8:30 AM – 12:00 PM	415 Rough Ridge	Supervisor Development: Module III	Various
3/29/2017	10:00 AM - 11:30 AM	417 Beacon Heights	The Multi-Generational Workplace	Emily Wilson

Supervisor Success Hour

[3/3](#), [3/24](#), [3/31](#)

9am-10am

Elk Knob, Room 165



The Supervisor Development Institute is back!

Learn skills that will help you keep your sanity and be the leader your team needs. Completion of 18 hours of in-class learning and the Creative Innovation Project certifies you to earn the Institute certificate.



April



4/6/2017	2:00 PM—3:30 PM	242 Linville Gorge	Giving and Receiving Feedback	Kate Brinko
4/10/2017	11:00 AM - 12:00 PM	242 Linville Gorge	How to Handle Criticism and Make It Work For You	ComPsych Guidance Resources
4/10/2017	1:30 PM - 3:00 PM	417 Beacon Heights	Calibration Session 101: Ratings	Emily Wilson
4/11/2017	8:30 AM—12:00 PM	415 Rough Ridge	Supervisor Development: Module IV	Various
4/11/2017	5:30 PM - 7:00 PM	165 Elk Knob	Alive After 5	Various
4/13/2017	2:00 PM - 3:30 PM	242 Linville Gorge	AppState Careers Appraisals-SHRA	Emily Wilson
4/20/2017	3:00 PM - 4:30 PM	242 Linville Gorge	What's in a Rating?	Emily Wilson
4/24/2017	4:00 PM - 5:00 PM	417 Beacon Heights	New Employee Social Hour	Various
4/24/2017	5:30 PM - 7:00 PM	417 Beacon Heights	Alive After 5	Various
4/25/2017	9:30 AM—11:30 AM	417 Beacon Heights	Experiential Learning Showcase	Corinne Smith and Emily Wilson
4/25/2017	1:00 PM - 2:30 PM	242 Linville Gorge	AppState Careers Appraisals-EHRA	Emily Wilson
4/28/2017	11:00AM—12:30 PM	242 Linville Gorge	Intercultural Communication	Maria Anastasiou and Adam Julian
4/28/2017	2:00 PM—3:30 PM	242 Linville Gorge	Family Law Basic	Karla Rusch

Supervisor Success Hour :

[4/7](#), [4/21](#), [4/28](#)

9am-10am

PSU, Elk Knob 165

May

5/2/2017	1:00 PM - 2:30 PM	242 Linville Gorge	The Golden Rules of Goal Setting	Misty Pitts
5/2/2017	1:30 PM—5:00 PM	415 Rough Ridge	Supervisor Development: Module V	Various
5/4/2017	1:30 PM—3:00 PM	242 Linville Gorge	Planning for the Future: Wills, Living Wills & More	Karla Rusch
5/5/2017	10:00 AM - 11:30 PM	242 Linville Gorge	AppState Careers Performance Plans – SHRA	Emily Wilson
5/8/2017	11:00 AM - 12:00 PM	242 Linville Gorge	How to Handle Criticism and Make It Work For You	ComPsych Guidance Resources
5/9/2017	1:30 PM—5:00 PM	415 Rough Ridge	Supervisor Development: Module VI	Various
5/10/2017	2:00 PM - 3:30 PM	242 Linville Gorge	Giving and Receiving Feedback	Kate Brinko
5/11/2017	1:30 PM—3:00 PM	417 Beacon Heights	Working with Institutional Goals	Emily Wilson
5/12/2017	9:00 AM - 10:30 AM	242 Linville Gorge	AppState Careers Performance Plans – EHRA	Emily Wilson
5/30/2017	9:00 AM—11:00 AM	242 Linville Gorge	System Tutorial-Q&A	Emily Wilson
5/30/2017	12:00 PM—2	Train the Trainer		Emily Wilson

The ability to speak to and teach others is a crucial skill for success. If you've ever wanted to learn how to speak with more confidence, improve your facilitation skills, and create dynamic presentations, you will want to take advantage of this opportunity. This two day experience will cover topics related to public speaking, confidence, adult learning principles, narrative, and creating presentations. You will have the opportunity to put your skills into action and deliver a practice presentation on the second day.

[June 1st and 15th, 2017 8:30 am to 4:00 pm](#)



Webinars



Can't get away from your work to come to a workshop? Let us come to you! Each webinar will be available either as a live session or pre-recorded. Live sessions will also be recorded when possible and made available for later viewing. When you sign up, you will be given the login information for the session. If you have any questions about these workshops, please contact Emily Wilson, wilsons1@apstate.edu.

2/13/2017	2:00 PM—3:00 PM	<u>Becoming Customer Oriented</u>	Live Zoom Session
3/2/2017	12:00 PM—1:00 PM	<u>Getting the ROI on Professional Conferences</u>	Live Zoom Session
3/23/2017	3:00 PM—4:00 PM	<u>Becoming Team-Oriented</u>	Live Zoom Session
4/7/2017	11:00 AM—12:00 PM	<u>Calibration Session 101: Ratings</u>	Live Zoom Session
5/4/2017	11:00 AM—12:00 PM	<u>Balancing Work and Life</u>	ComPsych Guidance Resources
5/10/2017	9:00 AM—10:00 AM	<u>Institutional Goal : Expertise</u>	Pre-Recorded
5/16/2017	9:00 AM—10:00 AM	<u>Institutional Goals: Supervision</u>	Pre-Recorded
5/16/2017	1:00 AM—2:00 PM	<u>Institutional Goals: Accountability</u>	Pre-Recorded
5/17/2017	1:00 PM—2:00 PM	<u>Institutional Goals: Compliance & Integrity</u>	Pre-Recorded
5/23/2017	1:00 PM—2:00 PM	<u>School's Out: Getting Everyone Through The Summer</u>	ComPsych Guidance Resources
5/24/2017	10:00 AM—11:00 AM	<u>The Sandwich Generation</u>	ComPsych Guidance Resources
5/25/2017	12:00 PM—1:00 PM	<u>Effective Communication</u>	ComPsych Guidance Resources