LEARNING NETWORK

Learning Opportunities
December 2017 to March 2018
**LEARNING NETWORK**

**LEARNING OPPORTUNITIES DECEMBER 2017 TO MARCH 2018**

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lunch &amp; Learn: Making the Most of Social Security</strong></td>
<td>December 4</td>
<td>12:15pm to 1:15pm</td>
<td>Price Center, Room 551</td>
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<tr>
<td>Your Social Security benefits are an important part of your retirement income.</td>
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<td>That’s because they are guaranteed income, so they can be the bedrock of a</td>
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<td>sound retirement income plan. <strong>Audience:</strong> Open to all members of the Einstein</td>
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<td>community. <a href="#">Click here to register</a></td>
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<tr>
<td><strong>Overview of the Performance Feedback Program (PFP)</strong></td>
<td>December 6</td>
<td>10:30am to 11:15am</td>
<td>Webinar</td>
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<td>This session will review the PFP cycle and what is expected of staff and managers.</td>
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<td>A demonstration of Halogen, the performance management system, is also provided.</td>
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<td>At the conclusion of the program, participants will be able to summarize key</td>
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<td>program components. <strong>Audience:</strong> Open to all eligible individuals that participate</td>
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<td>in Einstein’s Performance Feedback Program. <a href="#">Click here to register</a></td>
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<tr>
<td><strong>Leadership Academy: Delegating with Purpose</strong></td>
<td>December 8</td>
<td>10:30am to 11:15am</td>
<td>Moses Campus</td>
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<td>During the program, leaders identify aspects of delegating they are uncomfortable</td>
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<td>with that prevent them from doing it more often. They learn to identify the</td>
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<td>tasks they need to delegate, select the most appropriate individuals and plan the</td>
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<td>delegation discussion. <strong>Audience:</strong> Open to principal investigators,</td>
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<td>administrators department heads, and faculty with administrative</td>
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<td>responsibilities. <a href="#">Click here to register</a></td>
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<td><strong>Creating SMART Goals</strong></td>
<td>December 11</td>
<td>11:00am to 12:00pm</td>
<td>Webinar</td>
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<td>This workshop is designed to provide strategies for creating SMART goals that</td>
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<td>are achievable, appropriate and are aligned to the department’s and Einstein’s</td>
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<td>goals. At the end of the program, participants will understand how to write</td>
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<td>different types of goals including strategic, operational, job knowledge and</td>
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<td>development goals. <strong>Audience:</strong> Open to all eligible individuals that participate</td>
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<tr>
<td>in Einstein’s Performance Feedback Program. <a href="#">Click here to register</a></td>
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<td><strong>ePRO Workshop</strong></td>
<td>December 13</td>
<td>1:00pm to 3:00pm</td>
<td>Price Center, Room 451</td>
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<td>This session will provide an overview of how to effectively use the system to</td>
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<td>purchase the items that your department needs and process reimbursements. At the</td>
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<td>end of the course, participants will be able to use the system information</td>
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<td>provided to complete tasks associated with purchasing goods and services with</td>
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<td>minimum direction. <strong>Audience:</strong> Open to all members of the Einstein community.</td>
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<tr>
<td><strong>Fundamentals of Project Management</strong></td>
<td>December 14</td>
<td>1:00pm to 2:00pm</td>
<td>Webinar</td>
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<td>This program is for individuals who may need to perform project management</td>
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<td>activities in their job role on either a formal or informal basis. The course</td>
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<td>will cover the following topics: project methodology, sponsor, scope, scheduling</td>
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<td>and developing a business case. At the end of the program, participants will be</td>
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<td>able to utilize course knowledge to build a transferable skill set applicable</td>
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<td>across various industries. <strong>Audience:</strong> Open to all members of the Einstein</td>
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<td>community. <a href="#">Click here to register</a></td>
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<td><strong>Excel 2010 - Pivot Tables - e-Learning Course</strong></td>
<td>Available in Halogen and Lynda.com</td>
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<td>The course shows how to connect and consolidate data sources to power PivotTables,</td>
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<td>sort and filter records, display data in a PivotChart, print tables and charts</td>
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<td>and perform advanced summaries in PowerPivot. Exercise files are included with</td>
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<td>the course. <strong>Audience:</strong> Open to all members of the Einstein community. [Click</td>
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<td>here to register](#)</td>
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<tr>
<td><strong>Using Lynda.com</strong></td>
<td>December 20</td>
<td>10:30am to 11:15pm</td>
<td>Webinar</td>
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<td>Einstein’s staff, students and faculty members have free unlimited access to</td>
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<td>Lynda.com, an industry leader in online training for all levels of learners.</td>
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<td>This session will focus on how/where to access lynda.com, basic overview of the</td>
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<td>site and simple best practices to incorporate learning into performance</td>
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<td>management, professional development and life. <strong>Audience:</strong> Open to all members</td>
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<td>of the Einstein community. <a href="#">Click here to register</a></td>
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If you require an accommodation, please submit your request to the Learning Network no later than two weeks prior to the scheduled training program. Please be aware that dates and topics are subject to change. Notifications will be sent in advance of any changes and/or program cancellations.
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MANAGING UP - E-LEARNING COURSE - SELF SCHEDULED - AVAILABLE IN HALOGEN AND LYNDACOMM

This program reviews what managing up is, what it isn’t, and why it is important to achieving success. The program covers: Deciphering the management style of your boss; Outlining techniques for building a strong relationship as well as how to avoid mistakes and; Mastering office politics and navigating your workplace effectively. Audience: Open to all members of the Einstein community. Click here to register

EPRO WORKSHOP - JANUARY 8 - 1:00PM TO 3:00PM - PRICE CENTER, ROOM 451

This session will provide an overview of how to effectively purchase the items that your department needs and process reimbursements. At the end of the course, participants will know how to complete tasks associated with purchasing goods and services with minimum direction. Audience: Open to all members of the Einstein community. Click here to register

OVERVIEW OF THE PERFORMANCE FEEDBACK PROGRAM (PFP) - JANUARY 10 - 10:30AM TO 11:15AM - WEBINAR

This session will review the PFP cycle and what is expected of staff and managers. A demonstration of Halogen, the performance management system, is also provided. At the conclusion of the program, participants will be able to summarize key program components. Audience: Open to all eligible individuals that participate in Einstein’s Performance Feedback Program. Click here to register

NETIQUETTE: WRITING PROFESSIONALS EMAILS - JANUARY 11 -1:00PM TO 2:00PM - WEBINAR

Have you ever sent an e-mail message and instantly regretted it? Or maybe you’ve reread something you wrote, only to realize that it could easily be misunderstood? In this session, examples and exercises are used to illustrate how to craft your message for a specific audience, get to the point, and develop and maintain a professional email style. Audience: Open to all members of the Einstein community. Click here to register

LUNCH & LEARN: HELPING WOMEN MAKE FINANCIAL PROGRESS - JANUARY 17 - 12:15PM TO 1:15PM - PRICE CENTER, ROOM 551

Like any set of goals, think of them in terms of long-term goals (5+ years) and short-term goals (0-3 years). What’s achievable now? Where do you want to be with your savings in the long run? Women outlive men by an average of six years. Life is long, and saving regularly and often is critical.” Audience: Open to all members of the Einstein community. Click here to register

USING LYNDACOMM - JANUARY 18 - 12:15PM TO 1:00PM - WEBINAR

Einstein’s staff, students and faculty members have free unlimited access to Lynda.com, an industry leader in online training for all levels of learners. This session will focus on how/where to access lynda.com, basic overview of the site and simple best practices to incorporate learning into performance management, professional development and life. Audience: Open to all members of the Einstein community. Click here to register

BRIEFING FOR MANAGERS: COMPLETING REVIEW AND PREPARING FOR DISCUSSIONS - JANUARY 25 - 1:00PM - 2:00PM - WEBINAR

The performance review process is a shared responsibility between the supervisor and employee. Whether you relish it or dread it, a feedback discussion is an important part of an employee’s performance. That’s why time and effort is needed to prepare for the evaluation process. This workshop provides managers with tools to prepare for the review and discussion. Audience: Open to all eligible individuals that participate in Einstein’s Performance Feedback Program. Click here to register

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LEADING WITH EMOTIONAL INTELLIGENCE - E-LEARNING Course - Self Scheduled - Available in Halogen & Lynda.com
Emotions are all around us in the office, and it’s important for leaders to understand how to harness them to cultivate productivity and positive relationships. In this course, you will learn the skills to develop emotional intelligence to better lead teams, work with peers and manage up. Audience: Open to all members of the Einstein community. Click here to register

LUNCH & LEARN: Five Things to Review Annually - February 7 - 12:15PM to 1:15PM - Price Center, Room 551
✔ Is your investment strategy on track? ✔ Are you saving tax efficiently? ✔ Are you protecting your income?
✔ Are you preserving your assets? ✔ How does your plan affect your family?
Audience: Open to all members of the Einstein community. Click here to register

EPRO WORKSHOP - February 8 - 1:00PM to 3:00PM - Price Center, Room 451
The session provides an overview of how to effectively use the system to purchase items that your department needs and process reimbursements. At the end of the course, you will be able to use the system information provided to complete tasks associated with purchasing goods & services with minimum direction. Audience: Open to all members of the Einstein community. Click here to register

PROTECTING CONFIDENTIALITY AND PRIVACY - February 13 - 1:00PM to 2:00PM - Webinar
This session covers various aspects of managing information and security, reporting incidents, as well as managing paper and electronic information. At the conclusion of the program, participants will be able to apply understanding of laws and policies to proactively store, secure & ensure privacy of student, faculty and staff personally identifying information. Audience: This program is open to staff and faculty members with supervisory responsibilities. Click here to register

CREATING SMART GOALS - February 15 - 1:00PM to 2:00PM - Webinar
This workshop is designed to discuss and provide strategies for creating SMART goals that are achievable, appropriate and are aligned to the department’s and Einstein’s goals. At the end of the program, participants will understand how to write different types of goals including strategic, operational, job knowledge and development goals. Audience: Open to all eligible individuals that participate in Einstein’s Performance Feedback Program. Click here to register

BRIEFING FOR MANAGERS: Completing Review & Preparing for Discussions - February 20 - 1:00PM to 2:00PM - Webinar
The performance review process is a shared responsibility between the supervisor and employee. Whether you relish it or dread it, a feedback discussion is an important part of an employee’s performance. That’s why time and effort is needed to prepare for the evaluation process. This workshop provides managers with tools to prepare for the review and discussion. Audience: Open to all eligible individuals that participate in Einstein’s Performance Feedback Program. Click here to register

FUNDAMENTALS OF PROJECT MANAGEMENT - February 21 - 10:00AM to 11:00AM - Webinar
This program is for individuals who may need to perform project management activities in their job role on either a formal or informal basis. The course will cover the following topics: project methodology, sponsor, scope, scheduling, and developing a business case. At the end of the program, participants will be able to utilize course knowledge to build a transferable skill set applicable across various industries. Audience: Open to all members of the Einstein community. Click here to register
HAVING DIFFICULT CONVERSATIONS - E-LEARNING COURSE - SELF SCHEDULED - AVAILABLE IN HALOGEN AND LYNDA.COM
In this four-phase model, you'll discover the situations that lead up to difficult conversations, decide when the conversation is warranted, prepare for the interaction, and monitor outcomes to ensure success. Audience: Open to all members of the Einstein community. Click here to register

7 HABITS OF HIGHLY EFFECTIVE PROFESSIONALS - MARCH 8 - 10:30AM TO 11:45AM - WEBINAR
All professionals, no matter how competent, will not have sustained and lasting success unless they are able to effectively lead themselves, influence, engage, and collaborate with others and continuously improve and renew their skills. The seven habits of highly effective professionals are at the heart of team, organizational and personal effectiveness. Audience: Open to all members of the Einstein community. Click here to register

BRIEFING FOR MANAGERS: COMPLETING REVIEW & PREPARING FOR DISCUSSIONS - MARCH 13 - 1:00PM TO 2:00PM - WEBINAR
The performance review process is a shared responsibility between the supervisor and employee. Whether you relish it or dread it, a performance review is an important part of an employee’s performance. That’s why time and effort is needed to prepare for the evaluation process. This workshop provides managers with tools to prepare for the performance review process. Audience: Open to all eligible individuals that participate in Einstein’s Performance Feedback Program. Click here to register

EPRO WORKSHOP - MARCH 14 - 1:00PM TO 3:00PM - PRICE CENTER, ROOM 451
This session will provide an overview of how to effectively use the system to purchase the items that your department needs and process reimbursements. At the end of the course, participants will be able to use the system information provided to complete tasks associated with purchasing goods and services with minimum direction. Audience: Open to all members of the Einstein community. Click here to register

UNDERSTANDING THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) - MARCH 20 - 10:00AM TO 11:30AM - WEBINAR
At the completion of the workshop, participants will be able to:

- Understand their responsibilities as agents in complying with these laws and policies
- Describe what FERPA requires and restricts
- Describe the FERPA policy and where to find resources
- Describe when, why and to whom a student’s information may be disclosed
- Effectively protect a student’s right to privacy

Audience: Faculty and staff with access to student information, i.e., grades, finance, personally identifying information, etc. Click here to register