

# FALL 2009 Professional Development Opportunities

To register please visit [https://www1.baylor.edu/pod\\_reg](https://www1.baylor.edu/pod_reg) or  
call the Helpline at H-E-L-P (4357)

\* New Seminar, taught for the first time this semester

## The Supervisory Core:

### Preventing Sexual Harassment

September 28 • 2:00 – 3:00 • PN 300

### Understanding Baylor's Core Competencies

October 6 • 3:00 – 5:00 • PN 300

### Setting Performance Expectations

October 8 • 1:00 – 5:00 • PN 300

### After All, You're the Supervisor

October 21 • 8:00 – 5:00 • PN 300

### Working with Diversity: Gender, Generation, Race & Ethnicity, Disability

November 3 • 8:00 – 5:00 • PN 300

### Managing Legally

November 5 • 1:00 – 5:00 • PN 300

### Building Trust

November 11 • 1:00 – 5:00 • PN 300

### Hiring and Orientation

November 12 • 1:00 – 5:00 • PN 300

### Working with Diversity: Behavioral Styles

November 18 • 1:00 – 5:00 • PN 300

### Giving Constructive Criticism & Praise

December 1 • 1:00 – 5:00 • PN 300

## Understanding the Students We Serve:

### Identifying and Referring Students of Concern

September 16 • 2:00 – 4:00 • Barfield Drawing Room

### \*Living and Leading A Life of Meaning

October 7 • 2:00 – 4:00 • PN 300

## General Interest:

### Suicide Prevention-QPR Gatekeeper Training

September 29 • 10:00 – 12:00 • PN 300

October 6 • 2:00 – 4:00 • RT 451

November 4 • 10:00 – 12:00 • RT 451

### The Contemplative Coffee Break

September 29 • 3:00 – 4:30 • PN 300

### Understanding FERPA (Family Educational Rights and Privacy Act)

September 30 • 9:30 – 11:30 • PN 300

### Classroom Conduct and Academic Integrity Issues

September 30 • 3:00 – 5:00 • PN 300

### Business Writing

October 7 • 9:00 – 11:00 • PN 300

### Grammar and Proofreading

October 15 • 9:00 – 12:00 • PN 300

### Preventing Identity Theft: Data Security

October 15 • 2:00 – 3:30 • RT 451

### Student Records: What You Need to Know to Manage Legally and Effectively

October 20 • 2:00 – 3:00 • PN 300

### Considering Grief and Work

October 28 • 10:00 – 12:00 • PN 300

### Form I-9 Training

November 5 • 2:00 – 3:00 • RT 451

### Your Work and Work Place as Spiritual Practice

November 10 • 3:00 – 4:30 • PN 300



... more seminars

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## Technology Procurement:

### Using Apple's Online Store

September 9 • 9:00 – 10:30 • ITS 103

### Using Dell's Online Store

September 9 • 10:30 – 12:00 • ITS 103

### Using GovConnection's Online Store

September 10 • 9:00 – 10:30 • ITS 103

### Using HP's Online Store

September 10 • 10:30 – 12:00 • ITS 103

## Campus Services:

### Collegiate Licensing-Using Baylor's Trademark Properties

September 11 • 10:00 – 11:30 • PN 300

### Duplication Services Seminar

October 1 • 11:00 – 12:00 • RT 451

### Mail Services Seminar - General

October 13 • 2:00 – 3:00 • RT 451

### Mail Services Seminar – Outgoing Mail

October 28 • 10:00 – 11:00 • RT 451

## Bearhaus Seminars:

### Navigation and Reporting

September 22 • 3:00 – 4:30 • ITS 102

October 21 • 3:00 – 4:30 • ITS 102

November 17 • 3:00 – 4:30 • ITS 102

### Using Student Data

September 24 • 3:00 – 4:30 • ITS 102

November 19 • 3:00 – 4:30 • ITS 102

### Undergraduate Retention

October 23 • 3:00 – 4:30 • ITS 102

## Conference & Event Management:

### \* Off-Campus Catering

September 9 • 3:00 – 4:00 • RT 451

September 16 • 10:00 – 11:00 • PN 300

September 24 • 2:00 – 3:00 • RT 451

## Available soon for registration on the POD Website - Financial Matters:

### Budget and Fiscal Planning

October 15 • 8:30 – 11:30 • RT 451

### Procurement

October 28 • 1:00 – 5:00 • RT 451

### Personnel Budgeting and Payroll

November 9 • 1:30 – 4:30 • RT 451

### Expense Report Review and Approval

November 12 • 8:30 – 11:30 • RT 451

### Account Codes

November 17 • 1:30 – 4:30 • RT 451



... more seminars

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... more seminars

Learn at Lunch!

**ste.p.p.**  
STRIVING TO ENHANCE PERSONAL PERFORMANCE

Brought to you by Baylor Staff Council...

**September 22 • 12:00 – 1:00** Barfield Drawing Room  
Topic: Martha, Mary, and Lazarus  
Guest Speaker: Burt Burleson  
**November 17 • 12:00 – 1:00** Barfield Drawing Room  
Topic: TBA

## Willow Creek Leadership Brown Bag Luncheon Series

The **Willow Creek Leadership Brown Bag Luncheon Series** will meet once a month to watch and discuss videos of several of the best speakers from the Willow Creek Leadership Summit. The Willow Creek Leadership Summit, held each August in Chicago, brings together bright, articulate leaders from a wide variety of fields to share their insights into the opportunities, challenges, traits and skills of leadership.

### This fall, the topics will include:

September 9 - The Five Dysfunctions of a Team with Patrick Lencioni  
October 14 - Leading with Your Strengths with Marcus Buckingham  
November 4 - The Mental Toughness of a Leader with Jack Groppel  
December 9 - Stand Up and Lead with Wendy Kopp

All meetings will begin at 11:45 a.m. and will be held in Pat Neff 300. Facilitator is Paul Carr.



### A.D.V.I.S.E.

Advisors Discussing Various Issues and Sharing Experiences  
**Brown Bag Lunch Program**

Open to everyone – encouraged for those who provide academic advising to students. Fall dates TBA. See the POD website for details.



**For more information, contact:**  
Laura\_Scott@Baylor.edu, 710-7280



**Baylor Orators Toastmasters**

Toastmasters is the proven way to develop your speaking, listening, presentation and leadership skills in a supportive and friendly environment. What do you have to lose but the fear?

**Meetings:** Fridays at noon • RT 451

**For more information contact:**  
Denise\_Corley@baylor.edu  
710-6274



Check the website for seminars or to check out ITS training resources please contact  
**Melinda\_Sanson@baylor.edu**