DU EMPLOYEE EXPERIENCE
These sessions are geared towards helping new employees get settled into their role, and for new and current employees to connect with others across campus and learn more about the DU culture and community.

Arriving at DU: New Hires (part 1)
This orientation session is held every Monday morning from 8:30 to 10:00am in Mary Reed Building, DuPont Room (session held on Tuesday if holiday falls on a Monday). This session is required for all new employees (non-benefited and benefited). The hiring manager registers the new employee for the session and HR will email the new employee information regarding the session. This session includes:

- Completion of required new hire paperwork
- Overview of DU Policies
- Overview of webCentral and UTS Help Center Resources
- Information regarding DU ID card, parking passes and transportation options
- Benefit plan overview and Q&A

Employee Campus Tour
This 75 minute campus tour highlights history, facilities and campus life. The tour starts at the south entrance of Mary Reed and ends in the Harper Humanity Gardens.

Our Past is Your Future: DU History
Explore how it all began. This short 45 minute presentation will take you on an exciting adventure of DU's past to present day campus living.

Thriving at DU: Employee Orientation (part 2)
In this session, new employees will learn about the mission/vision/values, DU community and resources to get settled into their role quickly. This session is required for all new DU employees, but open to all employees.
PROFESSIONAL DEVELOPMENT
These development resources provide opportunities for self-discovery, personal and professional growth.

5 Languages of Appreciation in the Workplace
What if you could say or do just the right thing guaranteed to make a colleague feel appreciated? The secret is learning the right Appreciation Language®! As developed by Dr. Gary Chapman and Paul White, the 5 Languages of Appreciation in the Workplace® has been adapted to the workplace setting from the original Five Love Languages® concept. This concept helps supervisors and peers effectively communicate appreciation and encouragement in the workplace, resulting in higher levels of job satisfaction, healthier relationships and employees, and decreased cases of burnout.

Change: Managing Your Emotions and Expectations
Change is something that we face on a daily basis. Change comes in many forms and we may not anticipate it. This session will provide an overview of why people tend to resist change, reactions to change and ways to cope with change in a positive manner.

Communicating with Non-Native Speakers of English
DU is an increasingly international institution that attracts students and scholars from all over the world; and many US born and immigrated students, employees, family members and campus visitors also speak a range of language beyond US English. If your day-to-day duties involves interacting with those who are non-native speakers of English, this session will provide helpful suggestions for communicating more effectively.

Communication in the Workplace
This session provides a general overview of communication in the workplace. Topics include: levels of communication, methods, tone, audience considerations and active listening techniques.

Emotional Intelligence in the Workplace
This highly interactive workshop provided an introduction to emotional intelligence including self-awareness, self-management, social awareness and relationship management. Activities throughout the session will help provide quick an easy ways to develop your emotional intelligence.

Event and Meeting Planning at DU
Conference, Events & Special Programs is here to guide and facilitate any event that may take place here at the University of Denver. If your position requires occasional event or meeting planning this training will benefit you. We will cover the how-to, and how-not-to of event planning on campus and our new website that is a resource to planning any type of event.
**Expand Your Network: Building Relationships**

What is networking and how do you start? This session will focus on types of networking, expanding your network and maintaining relationships.

**Joining the “In” Crowd: Developing your Network with LinkedIn**

For many here at the University of Denver, networking on and off campus is a significant part of our jobs. Whether you are hoping to solicit gifts, find speakers or keep track of your students or alumni, LinkedIn can be a valuable tool to manage and grow your professional network. Human Resources and University Career Services have partnered to offer this workshop focused on advanced, free LinkedIn strategies to grow your network. We will cover:

- How to identify and contact your ideal connection
- Strategies to bypass gate keepers and create meaningful connections with decision makers
- Hidden LinkedIn tools such as the alumni utility, LinkedIn groups and the advanced membership search
- Tips to automate your LinkedIn activity and save time

**Power Up Your LinkedIn Profile**

LinkedIn has quickly become the leading professional networking platform across all industries including education. Higher education professors and administrators are using LinkedIn to showcase their research and professional abilities and track their contacts. While having and effective profile can drastically improve your online reputation, creating a strong profile can be a difficult and time-consuming process. This workshop focuses on advanced, free strategies to develop an all-star LinkedIn profile. We will cover:

- Search engine options
- Samples of stellar profiles
- Tips to convert profile views to new connections
- Personal branding development

**What’s Your Picture of Excellence? StrengthsFinder 2.0**

Learn what your top five signatures strengths are, what they mean and how to apply your strengths at work and in your personal life. Prior to the course, participants will be asked to complete the online assessment and review their action planning guide. The StrengthsFinder 2.0 online assessment will be provided at no cost to the participant.

**Time Management: You and Your Time**

This session will focus on how you as an individual approach time management. Topics include:

- Time and energy
- Time or task focus
- Personality and time
- Planning, Prioritizing and deadlines
- Effective meetings
- Time and stress
MANAGEMENT & SUPERVISORY DEVELOPMENT
These development opportunities are geared towards providing employees with practical skills that can be applied with confidence in the workplace. These workshops focus on topics related to creating an enjoyable, compliant, productive and inclusive DU community.

Annual Legal and Policy Update
University managers play a key role in ensuring a positive work environment at the University. Our goal is to ensure that managers have the knowledge and skills necessary to understand and comply with policies and processes set by the University, the state, and the federal government, resulting in a safe campus and reducing the University’s risk exposure to legal liability. Because the legal landscape of the university campus continuously changes, this workshop is designed to inform managers and supervisors of new or revised laws and policies, and trends and forecasts related to institutional risk and liability, workplace safety, business services/purchasing practices, employment and preventing discrimination.

Coffee Break Series: Employee Connection and Contribution
As a manager, it's your role to help create the vision for how each person's work contributes towards the department, Division and overall University goals. When employees are connected to the University and excited about the future, they become more engaged, perform at a higher level and want to stay at the University. This short 30 minute discuss will provide you with simple tools to start holding these types of conversations to build energy and excitement for the employee.

Coffee Break Series: How to Turn Conflict into Collaboration
Conflict is a natural and unavoidable interaction. It's something that we deal with in one form or another every day. This short 30 minute session will cover how to recognize the three most common conflict situations and provide an east-to-use approach to arrive at the most appropriate choice of action to take.

Coffee Break Series: Developing Critical Thinkers
This 30 minute discussion will provide an overview of how to develop critical thinking skills and different techniques to apply for each situation.

Coffee Break Series: Managers and Employee Health
This 30 minute discussion will examine the specific managerial behaviors and leadership styles that impact employees’ health on a physiological and emotional level. Management behavior can impact employees’ weight, blood pressure, BMI and depression/anxiety levels contributing to the very same “lifestyle” health problems most wellness programs are designed to address. This session explores which managerial behaviors can help build a resilient and healthy workforce and workplace.
Coffee Break Series: Peer Today, Boss Tomorrow
Making the leap from peer to supervisor can be difficult. This session will help new supervisors navigate changing relationships and prepare for the most difficult situations they are most likely to encounter.

Coffee Break Series: Working Toward Personal Leadership
This 30 minute discussion is designed to help trigger meaningful discussions on the importance of personal leadership and the impact it can have within DU. Included is a short thought-provoking video, Stephen Covey on Leadership.

Fair Labor Standards Act (FLSA) and DU Policies
This interactive course will provide you with an overview of common wage and hour laws that apply to managing people, DU policies and procedures and scenarios to help understand how it applies in the workplace. Topics covered include, exempt and non-exempt status, use of volunteers and interns, training time, work-time vs. non-work time, and time recording processes.

Navigating FMLA and Leaves at DU
University managers play a key role in ensuring that policies are adhered to. This class is designed to provide managers basic FMLA knowledge and understand how the University’s leave of absence policies coincide with the Family and Medical Leave Act law.

Objectives:
- To be able to understand the basic guidelines of the Family and Medical Leave Act
- To be able to understand the Parental Leave Policy and Pay Schedule
- To identify leave of absence and how the different types of leave coincide

Performance Documentation: The Good, The Bad, The Ugly
When managing employees if it isn’t written down, it didn’t happen – whether good or bad. Effective documentation is critical to employee development, communication of expectations, recognition and in discipline/termination situations and even unemployment. This interactive session will cover how good documentation can help managers address performance problems in a more confident and effective manner. Participants will have the opportunity to ask questions, get some practice and share experiences with their peers.

Start off Right: Preparing for an Employees First Day and Beyond
First impressions are everything! Preparing for the first day, week, etc., is important in retaining and engaging employees. By providing a great start, employees are more likely to understand their role, feel valued and part of the DU community. This session will provide an overview of best practices related to preparing for the new employee, first day, first week and beyond.
**Supervisor Core Competencies**
This highly interactive four week series will provide participants with best practices and tools to manage and lead with confidence. Upon completion of the series, participants will receive a professional development certificate. The four sessions are:
- The Nature of Supervision and Communication
- Performance Management, Development and Engagement
- Conflict Management and Difficult Conversations
- Legal Issues, Considerations and DU Policies

**Workplace law for new DU employees**
This session provides an overview of the policies and processes set by the University, the State of Colorado or the Federal government, to create a safe campus and reduce the University's risk exposure to legal liability. This one-time requirement includes completion of online modules and participation in a public session. Identified employees required to participate will be notified by Human Resources.

**PERFORMANCE MANAGEMENT**
These sessions focus on the importance of building in time for understanding expectations, setting goals, delivering feedback and evaluating performance throughout the performance year. Included is information on how to utilize the online performance system to document performance achievements, opportunities for improvement and professional development planning.

**Performance Management: Setting Expectations**
Whether you are a new employee to the University or a current employee/manager who would simply like a refresher on how to complete the Setting Expectations step of the performance management process, you are encouraged to register for this session. Included is an overview of DU’s performance management process, the online system, as well as tips and resources to aid you in meeting expectations and achieving success in your position. You will have the opportunity to ask questions related to the online system, as well as the process in general.

**Performance Management: Year-End Review**
This session will review the process for completing the self-assessment, review by manager and the annual performance review meeting. A system demonstration of how to complete these steps in the online performance form will be provided.
Performance Management: Preparing and Delivering Exceptional Staff Reviews

Put your best foot forward. Be prepared! Learn how to prepare for and promote meaningful performance review discussions. This interactive session will provide an overview of the following:

- Preparing for the meeting and determining key messages
- Identifying ways to leverage employee strengths
- Maximizing the performance conversation
- Identifying and developing goals for the upcoming year
- Best practices for follow-up and feedback

Note: This session will not provide a technical overview of the performance management system and year-end functions.