

2003 Workshop Series



Understanding Jesuit History and Values

This open discussion and conversation explores the Jesuit origins, philosophy and spirituality. Come learn about Ignatius of Loyola, the founding of the Society of Jesus and what it means to work at a Jesuit University. Open to new employees!

Facilitator: Father Nicholas Rashford, S.J., President

Date: February 5, 2003

Time: 12:00-1:30 p.m.

Location: Regis Hall, Large Dining Room

Evaluating Performance & Giving Feedback



Evaluating employee performance and giving critical feedback is one of the most important jobs of a manager. If not conducted properly, it could be the most difficult and challenging interface that you have with an employee. This interactive workshop will help you develop skills to make this a rewarding experience. Facilitating a great performance evaluation can help your team members align with strategic goals and achieve better results. Come to this workshop where you will talk with colleagues about performance and learn a model of giving feedback.

Facilitators: Rose McKinley, Executive Consultant and Karin Botto, Training & Development

Date: March 5, 2003

Time: 2:00-4:30 pm

Location: To be determined based on number of participants



Preparing for a Performance

Evaluation

Do you leave your performance evaluation without discussing your accomplishments over the last year? Do you get frazzled when your supervisor gives you constructive feedback? This session is designed to help you prepare for your yearly performance evaluation. Learn tips on how to discuss your accomplishments over the last year, personal project interests you might have in the upcoming year and utilize feedback you might receive from your manager.

Facilitators: Karin Botto, Training & Development and Annemarie McMullin, Student Leadership

Dates: March 21 **OR** April 4, 2003 (*2nd session added*)

Time: 2:00-4:30 p.m.

Location: To be determined based on number of participants



Rewarding & Recognizing Others for the Work They Do

Do you appreciate the members of your team? Do you reward and recognize each person for a job well done? According to Bob Nelson, author of 1001 Ways to Reward Employees, the # 1 desired form of reward by employees is verbal praise and #2 is written appreciation. The author also states that more than half of employees believe that they are not appreciated for the work they do. If you would like to brainstorm with colleagues to generate ideas to effectively reward and recognize your team for the work they do, attend this workshop.

Facilitator: Karin Botto, Training & Development

Date: April 30, 2003

Time: 9:30-12:00 p.m.

Location: To be determined based on number of participants



Negotiation & Conflict Mediation for Managers

The workshop will offer participants a range of skills for dialoguing for solutions within stressful workplace predicaments. The focus is upon consensus building within complicated interpersonal relationships. The emphasis is upon transforming disputes into commonly held goals that are based in common sense. Essential to this process is discerning the crucial role played by emotions and the positive options available to disputing parties. The method includes brief role play exercises. The participant leaves the seminar with mediation and conciliation methods that provide dignified and useful means for mapping a pathway through potentially harmful situations.

Facilitator: Mr. John Lavin, Director, Comey Institute of Industrial Relations

Date: This session may be offered at a later date.



The Art of Giving Feedback

Giving critical feedback is one of the most important jobs of a manager. If not conducted properly, it could be the most difficult and challenging interface that you have with an employee. Come to this interactive workshop to learn a model of giving feedback that will help you develop skills to make this a rewarding experience.

Facilitator: Karin Botto, Training & Organization Development

Date: Wednesday, July 23 (2:00-4:30 pm)

Location: Claver House (1st floor classroom)



Diversity Dialogues

Looking for a good book to read this summer? Would you like to have an interesting conversation with coworkers? Consider joining us for a book discussion on one of the selections below. Each session will focus on a book, diversity and our Jesuit values. **Sponsored by the Diversity Commission, the Office of Multicultural Life and Training & Development.**

Radical Compassion: Finding Christ in the Heart of the Poor By Gary Smith, S.J.

For more than twenty-five years, Gary Smith, S.J., has lived among and ministered to the poor. Through a series of compelling vignettes that read like personal journal entries, Smith chronicles his life and work in the poverty-stricken Old Town section of Portland, Oregon. In his touching and often heart-breaking stories, Smith reveals the gritty reality of life on the streets, introduces many of the people who have touched his life, and shares hard-won wisdom on love, acceptance, and forgiveness.

As a passionate and dedicated advocate for the poor, Smith addresses the major problems and important issues facing this growing population. From the ravages of mental illness and addiction to struggles for affordable housing and quality health care, Smith brings attention to problems that many choose to ignore.

Facilitator: Dino Pinto, Campus Ministry and Karin Botto, Training & Organization Development

Date: Monday, August 18, 2003 (11:30-1:00 p.m.)

Location: Claver House (1st floor classroom)

The Secret Life of Bees By Sue Monk Kidd

In The Secret Life of Bees, 14-year-old Lily Owen, neglected by her father and isolated on their South Carolina peach farm, spends hours imagining a blissful infancy when she was loved and nurtured by her mother, Deborah, whom she barely remembers. These consoling fantasies are her heart's answer to the family story that as a child, in unclear circumstances, Lily accidentally shot and killed her mother. All Lily has left of Deborah is a strange image of a Black Madonna, with the words "Tiburón, South Carolina" scrawled on the back. The search for a mother, and the need to mother oneself, are crucial elements in this well-written coming-of-age story set in the early 1960s against a background of racial violence and unrest.

Facilitators: Helen Stewart, President's Office and Karin Botto, Training & Development

Date: Wednesday, August 20, 2003 (3:00-4:30 p.m.)

Location: Bronstein Hall - Sunroom (Admissions Office)



Facilitating Effective

Meetings

Learning to facilitate effective meetings is often a skill overlooked in organizations today. Meetings are very expensive activities when one considers the cost of labor for the meeting and how much can or cannot get done in them. Start the semester off right by learning the keys to successful meeting management.

Workshop Objectives:

- To understand your role as a leader in the meeting.
- To learn the 5 P's of effective meeting management.
- To discover the skills needed in conducting a successful meeting.

Facilitators: Dr. Yasmin Purohit, Management & Information Systems
Ms. Karin Botto, Training & Organization Development

Date: Wednesday, October 1

Time: 2:00-4:00 p.m.

Location: Haub Executive Center (5th Floor McShain Hall)

Myers Briggs Type Indicator: An Introduction

In this highly interactive workshop, you will learn a model of personality theory that gives insight into why people understand and approach the world in different ways. You will gain an understanding of your own strengths and learn to appreciate the special gifts that others bring to the workplace and our lives. The MBTI is the most widely used personality tool in the world. Come discover that type is a powerful way to understand yourself and others.

Workshop Objectives:

- To learn how individuals are energized (**I**ntroversion or **E**xtraversion).
- To understand how individuals gather information (**S**ensing or **i**Ntuiting).

- To appreciate how individuals make decisions (**Thinking** or **Feeling**).
- To recognize how individuals like to live in the outer world (**Judging** or **Perceiving**).

Facilitators: Ms. Rhonda Grobman, Career Development
 Ms. Karin Botto, Training & Organization Development
 Date: Monday, October 6
 Time: 12:00-2:30 p.m.
 Location: Haub Executive Center (5th Floor McShain Hall)

Diversity Dialogues

Looking for a good book to read? Would you like to have an interesting conversation with coworkers? Consider joining us for a book discussion on one of the selections below. Each session will focus on a book, diversity and our Jesuit values. **Sponsored by the Diversity Commission, the Office of Multicultural Life and Training & Development.**

The Secret Life of Bees By Sue Monk Kidd

In The Secret Life of Bees, 14-year-old Lily Owen, neglected by her father and isolated on their South Carolina peach farm, spends hours imagining a blissful infancy when she was loved and nurtured by her mother, Deborah, whom she barely remembers. These consoling fantasies are her heart's answer to the family story that as a child, in unclear circumstances, Lily accidentally shot and killed her mother. All Lily has left of Deborah is a strange image of a Black Madonna, with the words "Tiburon, South Carolina" scrawled on the back. The search for a mother, and the need to mother oneself, are crucial elements in this well-written coming-of-age story set in the early 1960s against a background of racial violence and unrest.

Facilitator: Ms. Helen Stewart, President's Office
 Ms. Karin Botto, Training & Organization Development
 Date: Wednesday, October 29
 Time: 2:00-3:30 p.m.
 Location: Claver House (1st floor conference room)

Radical Compassion: Finding Christ in the Heart of the Poor By Gary Smith, S.J.

For more than twenty-five years, Gary Smith, S.J., has lived among and ministered to the poor. Through a series of compelling vignettes that read like personal journal entries, Smith chronicles his life and work in the poverty-stricken Old Town section of Portland, Oregon. In his touching and often heart-breaking stories, Smith reveals the gritty reality of life on the streets, introduces many of the people who have touched his life, and shares hard-won wisdom on

love, acceptance, and forgiveness.

As a passionate and dedicated advocate for the poor, Smith addresses the major problems and important issues facing this growing population. From the ravages of mental illness and addiction to struggles for affordable housing and quality health care, Smith brings attention to problems that many choose to ignore.

Facilitators: Mr. Dino Pinto, Campus Ministry
Ms. Karin Botto, Training & Organization Development

Date: November 3, 2003

Time: 12:00-1:30 p.m.

Location: Wolfington Center (1st floor conference room)

Myers Briggs Type Indicator: An Introduction

In this highly interactive workshop, you will learn a model of personality theory that gives insight into why people understand and approach the world in different ways. You will gain an understanding of your own strengths and learn to appreciate the special gifts that others bring to the workplace and our lives. The MBTI is the most widely used personality tool in the world. Come discover that type is a powerful way to understand yourself and others.

Workshop Objectives:

- To learn how individuals are energized (**I**ntraversion or **E**xtraversion).
- To understand how individuals gather information (**S**ensing or **i**Ntuiting).
- To appreciate how individuals make decisions (**T**hinking or **F**eeling).
- To recognize how individuals like to live in the outer world (**J**udging or **P**erceiving).

Facilitators: Ms. Dayna Dunsmoor, Career Development
Ms. Karin Botto, Training & Organization Development

Date: Monday, November 10

Time: 2:00-4:30 p.m.

Location: To be determined based on number of participants

FISH! Catch the Energy. Release the Potential.

Imagine a workplace where everyone chooses to bring energy, passion, and a positive attitude to the job everyday. Picture an environment in which people are truly connected to their work, to their colleagues and to their customers. Sound great? During this session, you will learn about the FISH! Philosophy through a real-life story about the world famous Pike Place Fish Market in Seattle. Learn how to catch the energy and release the potential. The office with the most participants wins a prize!!

Facilitator: Ms. Karin Botto, Training & Organization Development

Date: Wednesday, December 3

Time: 11:30-1:00 p.m.

Location: Forum Theater, Campion Student Center

SESSION IS FILLED. A 2ND SESSION MAY BE ADDED.