

2022 WINTER STAFF DEVELOPMENT SCHEDULE

Staff registration:	https://www.trentu.ca/humanresources/staff-development-schedule	
Manager registration:	https://www.trentu.ca/humanresources/managers-development-schedule	
DATE/TIME/LOCATION	MODULE TITLE	DESCRIPTION
Wednesday, January 12, 2022 11:00am - 12:00pm Virtual	Getting organized	If you need help getting organized, this program is for you. It looks at the downside of lax organization, helps you determine your own organizational quotient, explores why we're disorganized, examines the benefits of organization and identifies how to start. It addresses both home and work, discusses storage issues, helps you determine if disorganization is a problem and offers resources. Topics covered in this seminar include: <ul style="list-style-type: none"> • Are you organized?, • Planning it, • Getting the resources, • Doing it, • Getting organized at home, • Getting organized in the workplace.
Wednesday, January 12, 2022 9:00am - 10:00pm Virtual	SSC - Conflict Resolution with Students	When working with students, conflicts can arise over finances, grades and service. Upon completion of this workshop, one will better be able to: identify situations in which conflict might arise, identify common underlying issues causing conflict, and address and mediate conflict in a respectful manner
Friday, January 14, 2022 1:00pm - 2:00pm Virtual	Managing resistance to change (Manager training)	The natural reaction to change is resistance. If resistance to change is a normal and natural reaction, then resistance should be expected. If resistance is expected, then our change planning activities should be designed to mitigate that resistance. If our change management strategies and plans are designed to prevent and manage resistance, then we are prepared for resistance when it happens. Planning for change is one part, the other is to support and coach people through change, especially those who are resistant. When we're dealing with change management, it is important for us to understand that change is happening, and transition is peoples' response to it. By the end of this seminar, participants will be able to: <ul style="list-style-type: none"> • Identify the drivers of and restraints on organizational change, • Asses how individuals and teams deal with and adapt change, • Examine communication strategies to reduce resistance to change.

2022 WINTER STAFF DEVELOPMENT SCHEDULE

<p>Thursday, January 20, 2022 3:00pm - 4:00pm Virtual</p>	<p>Practical Productivity</p>	<p>People commonly understand productivity as a variety of things in a variety of fields. Being productive is not just limited to finishing your work, but organizing your tasks, building relationships within the office, and being able to manage your time effectively, as well as learning new skills, such as multitasking and being able to block out distractions. Everyone can learn ways to be more productive. This class will give you tips and pointers on how to be more productive at work each day.</p> <p>Topics covered in this seminar include:</p> <ul style="list-style-type: none"> • How current events are affecting productivity • Understand the pros and cons of constant connection • Dealing with changing technology • Emailing more effectively • Leveraging smartphones & other mobile devices • Making technology work for you (instead of the reverse) • Time management tools • Avoiding interruption overload • Exciting apps
<p>Friday, January 21, 2022 11:00am - 12:00pm Virtual</p>	<p>AODA Customer Service Standard Training</p>	<p>This training is a legislated requirement for all employees and volunteers upon commencement of employment/volunteer duties at Trent. The employee only needs to complete the training once. It is offered online through Blackboard and also in-person. This virtual session will be one hour in length and will cover required elements of the AODA Customer Service Standard. A certificate of completion will be provided for employees' records.</p>
<p>Monday, January 24, 2022 11:00am - 12:00pm Virtual</p>	<p>Everyday Resilience</p>	<p>Participants will learn how to incorporate resiliency practices for personal applications and wellness, as well as learn the skill sets required to share these practices with their teams.</p> <p>Topics covered in this seminar include:</p> <ul style="list-style-type: none"> • Identify and apply the five pillars of resiliency from a global perspective to help foster resiliency within ourselves and others. • Identify key barriers and facilitators for promoting resilient practices both personally and professionally. • Explore the stress cycle and how to activate and rest the stress response through emotional regulation. • Engage, discuss, and engage in applied ways of knowing for life with work balance including micro-habits for productivity and wellness. • Participate in structured reflection and dialoguing for resiliency through prompts and a Q&A session. • How the power of storytelling can support building resilient narratives.
<p>Thursday, January 27th, 2022 11:00am - 1:00pm Virtual</p>	<p>SSC - Positive Space</p>	<p>In this session, participants will identify aspects of a positive space and discuss impressions of the queer community. We will compare and contrast sexual orientation and gender and how to respond to students coming out or questioning gender or sexual orientation.</p>
<p>Thursday, January 27, 2022 1:00pm - 2:00pm Virtual</p>	<p>Benefits 101</p>	<p>This session will review the many benefits available to you as an OPSEU/Exempt employee at Trent, including the Employee Assistance Program, Tuition Waivers/Rebates, Sun Life, RESPs and Flex Benefits, etc.</p>

2022 WINTER STAFF DEVELOPMENT SCHEDULE

Wednesday, February 9, 2022 1:00pm - 2:00pm Virtual	Student Accessibility Training	This session will review academic accommodation and our responsibilities under the Accessibility for Ontarians with Disabilities Act (AODA). We will reflect on ableism and the Disability Justice movement, exploring barriers that students may face when accessing post-secondary education. Participants will learn how Trent provides access through academic accommodation and the use of assistive technology. Attendees are encouraged to bring their own questions about the services provided by Student Accessibility Services (SAS) and how to promote accessible campuses and learning environments.
Tuesday, February 22, 2022 11:00am - 12:00pm Virtual	Accessible Word Documents and Forms	Develop an understanding of how to create accessible documents and forms with examples in real-time.
Thursday, February 24, 2022 1:00pm - 2:00pm Virtual	Motivate, recognize and energize employees (Manager training)	This high-energy seminar will help participants create a tool bag of techniques to motivate employees and managers. We will cover self-care, positive psychology, resiliency, laughter and more! This workshop discusses how motivation and recognition leads to increased productivity. Nonmaterialistic ways to make your employees feel special and valued will also be shared. Topics covered in this seminar include: <ul style="list-style-type: none"> • Case Study • Why is recognizing employees important • What are your goals • How to achieve a motivated staff • Creative ideas • Promoting a positive work environment • Resiliency and motivation
Friday, February 25, 2022 11:00am - 11:40am Virtual	Part 1: Accessible PDF Documents with Adobe Pro Software	This introductory workshop will provide a look at creating accessible PDF documents using Adobe Pro software including converting from MS office, creating tags and when to “artifact” content. *Please note that Adobe Pro or similar software (i.e. Fox-it Phantom) is required to make PDF documents fully accessible. The PDF reader does not have required functionality. This will be followed two- weeks later by a “Part 2” workshop which will offer a more in-depth look of PDF accessibility.
Thursday, March 10, 2022 11:00am - 1:00pm Virtual	SSC - Respecting Individuals and Supporting Equity	
Friday, March 11, 2022 11:00am - 11:40am Virtual	Part 2: Accessible PDF Documents with Adobe Pro Software	This workshop will provide a more in-depth review of accessible PDF documents using Adobe Pro software including creating tags for complex tables, tagging annotations, and using the Content Panel. *Please note that Adobe Pro or similar software (i.e. Fox-it Phantom) is required to make PDF documents fully accessible. The PDF reader does not have required functionality.
TBD	Indigenous Education Session 1	TBD
Tuesday, March 18, 2022 11:00am - 12:00pm Virtual	Accessible Microsoft Excel Documents	Develop an understanding of accessibility in MS Excel; this will include a look at table components within Excel files.

2022 WINTER STAFF DEVELOPMENT SCHEDULE

TBD	Indigenous Education Session 2	TBD
Friday, April 1, 2022 11:00am - 11:30am Virtual	Accessible Microsoft PowerPoint Slides	Develop and understanding of accessibility in MS PowerPoint. Whether it's a PowerPoint posted in a virtual environment or presented in a classroom, this information will help ensure slide accessibility.