

Over 90 % of programs offered can be accessed 24/7 from the distribution date. <u>CLICK</u> to register online or call (610)738-0476 or email orgdev@wcupa.edu.

COMMUNICATION ENRICHMENT

13 Weeks 13 Essential Skills (Pre-recorded Teleseminar Series)

January 13 – April 7: This self-paced, easy to follow 13 week e-program allows you to learn and practice new strategies in 13 vital success areas such as: increasing workplace energy, dealing with difficult people, building team synergy, leading and serving others, and holding effective meetings. Become that valued employee that your department can't live without! <u>CLICK</u> to register and gain access to this video.

Dialogue: The Next Step in Communication (Pre-recorded Webinar)

January 14: Recognize the difference between communication and dialogue. Explore the basic elements of dialogue, and enhance your skills with the tools of dialogue. Learn when to listen, how to show respect, and when and how to suspend a conversation. *CLICK* to register for this 15 minute webinar.





Give and Take with U Penn's Most Popular Faculty Member *NEW* (Pre-recorded Webinar)

successful at giving, and how leaders leverage give and take. CLICK to register.

January 26: Adam Grant is U Penn's most popular faculty member and international best-selling author. His research shows how givers and takers impact customer satisfaction, innovation, and knowledge sharing. Creating a culture of giving and being consistent is important in any organization. In just three 20 minute videos, learn the correlation between four giver and taker paradigms, key ways that we can be more

LEADERSHIP ENRICHMENT

A Leader's Path: 3 Part Series (Pre-recorded Webinar Series)

January 15 – January 29: John Maxwell, best-selling author and speaker, covers his key principles: influence, impact, and income. In the first video, you will learn how to create a shared vision with your team and what you can do together to make that vision come to life. In the second video, you will learn how to create the energy that allows you to connect with others. The third video shows how we can create influence, add value to others, and potentially increase income. <u>*CLICK*</u> to register for these 15-45 minute videos.

Staff Meeting Starters Using Disney Animation

(Email Campaign)

January 23 – February 20: Staff meetings can be creative, fun, and meaningful with these 15 minute staff meeting starters. Each week for five weeks, watch a short clip, engage in discussion, and apply your knowledge! Topics include: Innovation (Little Mermaid), perseverance (Frozen), service (Beauty and the Beast), goal setting (Princess and the Frog), and change (Shrek). <u>CLICK</u> to register.



Performance Management (Pre-recorded Teleseminar Series)

January 27 – February 10: For managers and supervisors who are responsible for completing performance evaluations and discussions, learn about the value, purpose, and logistics; how to write effective reviews; and strategies to conduct effective discussions (especially uncomfortable ones). <u>*CLICK*</u> to register and gain access to these three 30-40 minute teleseminars.

Take Your Employees Where They Didn't Think They Could Go

(Pre-recorded Webinar)

January 28: One of your most effective leadership tools is communicating necessary information for employees to best perform. Handled skillfully, you can empower your people; fumble it, and you'll surely hamper theirs and your organization's success. Learn how, when, and why to use the right questions as a surefire leadership approach. <u>*CLICK*</u> to register.



PERSONAL ENRICHMENT

PASSHE Academy: Learning at the Click of a Mouse (Pre-recorded Webinar)

January 14: Do you know that the State System of Higher Education has an online learning registration system with access to over 100 face to face and virtual programs every year? Not only can you register for a class, but you can promote your own classes to all 14 state universities and Office of the Chancellor. Watch this five minute clip to learn how! <u>CLICK</u> to register.

How to Make Stress Your Friend (Pre-recorded Webinar)

January 16: Kelly McGonigal, health psychologist, delivered a memorable 15 minute TEDTalk that will shift you in how you think about stress. Stress may only be bad for you if you believe that it's bad. How you think and how you act can transform how you experience stress. Therefore, you are encouraged to see stress as positive. Learn how to view stress as helpful and connect with others during stress to create resilience. <u>*CLICK*</u> to register.



Organize Yourself From The Inside Out (Pre-recorded Teleseminar)

January 21: In this 40 minute pre-recorded teleseminar, gain an in depth look into identifying, examining, and confronting roadblocks to getting and keeping your space organized. Gain a foolproof method and action plan for customizing space to reflect who you are and what is important to you. <u>*CLICK*</u> to register.

My One Word Canvas Painting and Goal Setting Program

(Facilitator Led)

January 16: What would happen if you chose to focus on "one word" that could make a substantial impact in your life both personally and professionally? It would have the potential of causing a ripple effect on the entire university. In two hours, you will be given the opportunity to paint a canvas that displays your one word you select. There is one catch... The word you choose must have the power to increase your job satisfaction, create a sense of purpose, and sustain a healthy work environment; such as, breathe, focus, listen, etc. Half way through the program, you will also gain the strategies on how to best live out that one word each day. The program will be held in E. O. Bull Center Room 172. <u>*CLICK*</u> to register.



PRODUCTIVITY ENRICHMENT

Integrate the Paper Tiger System (Pre-recorded Webinar)



January 12: Meggin McIntosh, PhD has been called "one of the nation's educational treasures." Watch Meggin as she provides tips to a good filing system for files, notebooks, papers, boxes, and other supplies. Learn the systems and strategies to keep up with the massive quantity of paper and other "stuff" that comes across your home or office. <u>CLICK</u> to register and gain access to this 90 minute webinar.



WELLNESS OPPORTUNITIES

Healthy Bites: Lunch and Learn (Facilitator Led)

January 14: The second Healthy Bites program will focus on calcium, healthy bodies, and healthy bones. During this 30 minute program, BeeFit's Phyllis Bullins, RN, CNT introduces the concept of using what we eat and how we live as a way to prevent and aid in treatment of disease and to begin to think about a lifestyle as the greatest power we own for wellness. Please pack a brown bag healthy lunch and join us. <u>*CLICK*</u> to reserve your seat today! If you missed the first one, which focused on sodium and potassium in our diets, please contact orgdev@wcupa.edu for access to the video recording.



ADDITIONAL OPPORTUNITIES



New Employee Welcome (Facilitator Led)

January 8: This highly interactive half-day program is designed to help new staff successfully transition to WCU. President Weisenstein welcomes and shares University mission, vision, strategic plan, and importance of Distributed Leadership. Enjoy a van/walking tour of the campus and an interactive game show about what the campus has to offer. Finish off your experience with a networking luncheon. <u>CLICK</u> to register.

Do you want to attain a certification that typically takes no more than 6-10 hours to achieve? Choose to expand your knowledge and engage with other WCU staff and faculty by selecting one of our six concentrations. <u>LEARN MORE</u>.





The WCU Office of Training and Organizational Development offers these programs and much more. We also provide just-in-time communications via social media.

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