Wednesday, November 1, 2017

**Benefits and Fitness Fair**, 10 a.m. to 2 p.m., Rangos Ballroom, Cohon University Center
The annual Benefits and Fitness Fair is held in conjunction with Open Enrollment. Human Resources staff members will be present to answer questions about benefit plans; CMUWorks Service Center staff members will be on-hand to address questions about benefits enrollment through Workday; and Athletics staff members will be present to promote and discuss the various health and fitness options available to the campus community. Discuss plan offerings with benefit providers and visit health and fitness vendors for services and demonstrations. Attendees receive a free Benefits and Fitness Fair stadium tote (while supplies last). Activities also include raffles and giveaways; benefits, health, wellness and fitness providers; a flu vaccine clinic; Staff Council table and raffle; and One Day, One Can donation and raffle. Stop by the Professional Development Services table to meet our staff members, learn more about the many programs and resources we offer and enter our raffle for a chance to win a prize! *This event is co-hosted by Human Resources and Athletics.*

**SPARCS In-Depth Budget Training**, 1 to 3 p.m., WQED Building 1042
This training session takes an in-depth look at using the SPARCS budgeting tool and entering information from the budgeting tool into the SPARCS cost grids. In the session, you will be provided with a funding proposal and budget and will enter the budget into the SPARCS budgeting tool. Then, you will transfer the information into SPARCS cost grids using provided best practices. You are encouraged to bring your own budget. *This program is offered by the Office of Sponsored Programs.*

Thursday, November 2, 2017

**SPARCS Approvers Training**, 3 to 3:30 p.m., WQED Building 1042
This session will immerse department approvers in the new system. The training will provide a checklist of suggested items to review and show you where to find the information in SPARCS. Each session will be tailored to the college or department’s specific review process, focusing on helping department approvers find the information in SPARCS. *This program is offered by the Office of Sponsored Programs.*

Monday, November 6, 2017

**Halfway There: A Retirement Checkup**, 9 to 10 a.m., Connan Room, Cohon University Center
Do not let retirement sneak up on you. It is never too late (or too early) to start saving for your future. TIAA’s workshop leader will provide information to help you assess where you are on the path to reaching your financial goals and help you get back on track if you are behind. *This workshop is offered by Carnegie Mellon University and TIAA.*

**Money at Work: Foundations of Investing**, noon to 1 p.m., Connan Room, Cohon University Center
Smart investing starts with a solid grasp of the basics. The more you know, the better prepared you are to make informed investment decisions. TIAA’s workshop leader will highlight different types of investment options available to help you make the right choices for your financial needs. *This workshop is offered by Carnegie Mellon University and TIAA.*

**SPARCS Approvers Training**, 2 to 2:30 p.m., WQED Building 1042
This session will immerse department approvers in the new system. The training will provide a checklist of suggested items to review and show you where to find the information in SPARCS. Each session will be tailored to the college or department’s specific review process, focusing on helping department approvers find the information in SPARCS. *This program is offered by the Office of Sponsored Programs.*

**Tuesday, November 7, 2017**

**SPARCS In-Depth Budget Training**, 8 to 10 a.m., WQED Building 1042
This training session takes an in-depth look at using the SPARCS budgeting tool and entering information from the budgeting tool into the SPARCS cost grids. In the session, you will be provided with a funding proposal and budget and will enter the budget into the SPARCS budgeting tool. Then, you will transfer the information into SPARCS cost grids using provided best practices. You are encouraged to bring your own budget. *This program is offered by the Office of Sponsored Programs.*

**Success Starts With Me: Strategies for Success in Your First Year**, 9 to 11 a.m., Danforth Conference Room, Cohon University Center
Transitioning to a new role and responsibilities can be a challenge. Understanding expectations, knowing what resources are available and feeling a part of the organization are all very important. This session will provide participants with strategies to navigate a new role, department and institution.

**Wednesday, November 8, 2017**

**Getting on Track for Retirement**, 9 to 10 a.m., Rangos 2, Cohon University Center
Get help determining if you are on track for retirement. You will get a better picture of where you stand, as well as practical ideas for how to get on track if you have not saved enough. *This workshop is offered by Carnegie Mellon University and Vanguard.*

**Introduction to Recharge Centers**, 9 to 10:30 a.m., Connan Room, Cohon University Center
*Presenters: Anne Marie Bosnyak, Senior Director, Cost Analysis and Sponsored Projects Accounting; Bill Stewart, Senior Cost Accountant, Cost Analysis*
This session will introduce the concept of recharge centers. What are they? When are they needed? Government regulations and university policy updates will be provided, along with discussion of the current university setup process and documentation requirements. *This program is part of the R.A.I.S.E. Non-Curriculum Training.*

**Introduction to Purchasing**, 9 a.m. to noon, Danforth Conference Room, Cohon University Center
The class provides an overview of the university's purchasing environment, reviews polices, processes and procedures and defines the responsibilities and obligations of an authorized buyer when purchasing on behalf of the university. This class is required to obtain a university purchasing card (PCARD) and/or Oracle financial system access to create purchase orders on behalf of the university. *This program is offered by the Finance Division.*

**Financial Freedom: Strategies for Reducing Debt and Saving More**, noon to 1 p.m., Rangos 2, Cohon University Center
Learn effective methods of paying down debt and discover strategies for saving more. *This workshop is offered by Carnegie Mellon University and Vanguard.*

**SPARCS In-Depth Budget Training**, 1 to 3 p.m., WQED Building 1042
This training session takes an in-depth look at using the SPARCS budgeting tool and entering information from the budgeting tool into the SPARCS cost grids. In the session, you will be provided with a funding proposal and budget and will enter the budget into the SPARCS budgeting tool. Then, you will transfer the information into SPARCS cost grids using provided best practices. You are encouraged to bring your own budget. *This program is offered by the Office of Sponsored Programs.*

**Working with Images in v5**, 1:30 to 3:20 p.m., Cohon University Center: Danforth Conference Room
Having rich imagery on your website greatly enhances user experience and can improve messaging effectiveness. This workshop is designed to give you an introduction to using images and photography in the university’s CMS. You will
learn where to find images to use, how to edit and format images, how to add images to your pages and best practices. Though the principles and tools discussed in this workshop will help you with any website you create, we will focus on the new design templates for the university’s CMS. It is recommended you bring your laptop to this session to follow along and edit images. This program is offered by Marketing and Communications.

**Risking Creativity, 1:30 to 3:30 p.m., Connan Room, Cohon University Center**

Edison wrote, “I have not failed. I've just found 10,000 ways that won’t work.” What have you tried that did not go as planned? Were you discouraged or did you see that moment as an important learning experience? It is normal to fear risk, especially when it relates to your campus role, but risk can be a valuable tool for approaching a challenge in a new way. This session will look at how creative and innovative processes often require trial and error before culminating in success.

**Sexual Assault 101, 4:30 to 6 p.m., Porter Hall 226A**

Sexual assault has become a highly discussed subject on college campuses. You may find yourself debating with others what sexual assault actually is, why it exists and what constitutes consent. During this interactive presentation, Jess Klein, LGBTQ+ Initiatives and Gender Programs Coordinator at the Center for Student Diversity and Inclusion, will explain the following topics: rape culture, dispelling rape myths, the definition of consent, sexual empowerment, victim-blaming and survivor empowerment. For more information, please contact University Health Services at healthpromotion@andrew.cmu.edu. To sign up, please register online. This program is offered by University Health Services.

**Oracle GL Journal Entry, 1 to 4 p.m., Cyert Hall 100D**

This hands-on computer class provides detailed instruction on how to create, approve and post a journal entry in the Oracle financial system. Participants will also learn how to find journal entries and create reversing journal entries. This class is required to be granted access in the Oracle financial system to create journal entries. This program is offered by the Finance Division.

**SPARCS Proposal Training, 2 to 5 p.m., WQED Building 1042**

The SPARCS training session is a two-part training course designed to immerse you in the SPARCS Proposal system. In the first half of the session, you will hear a presentation discussing the new system, updated workflow, funding proposal
fundamentals and budgets to assist you in becoming more efficient with the system. In the second part, you will enter a funding proposal into the system. The SPARCS team will provide a test proposal, but you are encouraged to bring a proposal to enter. This program is offered by the Office of Sponsored Programs.

Monday, November 13, 2017

**SPARCS Proposal Training,** 1 to 4 p.m. WQED Building 1042
The SPARCS training session is a two-part training course designed to immerse you in the SPARCS Proposal system. In the first half of the session, you will hear a presentation discussing the new system, updated workflow, funding proposal fundamentals and budgets to assist you in becoming more efficient with the system. In the second part, you will enter a funding proposal into the system. The SPARCS team will provide a test proposal, but you are encouraged to bring a proposal to enter. This program is offered by the Office of Sponsored Programs.

Tuesday, November 14, 2017

**Mental Health First Aid**, 8:30 a.m. to 5 p.m., Danforth Conference Room, Cohon University Center
Mental Health First Aid is a public education program that introduces participants to risk factors and warning signs of mental illnesses, builds understanding of their impact and offers an overview of common supports. This eight-hour course uses role-playing and simulations to demonstrate how to offer initial help in a mental health crisis and connect persons to the appropriate professional, peer, social and self-help care. The program also teaches the common risk factors and warning signs of specific types of illnesses, like anxiety, depression, substance use, bipolar disorder and schizophrenia. Mental Health First Aid is included on the Substance Abuse and Mental Health Services Administration’s National Registry of Evidence-based Programs and Practices (NREPP). To sign up, please register online. This program is offered by University Health Services.

**Managing Sponsored Awards Using Excel** 4apps, 9 to 10:30 a.m., McKenna/Peter Room, Cohon University Center
As research administrators, we are always looking for more efficient ways to monitor the financial data for sponsored awards. Excel4apps is somewhat new to Carnegie Mellon and offers proficient functionality that can help administrators get real-time Oracle data faster and format it quickly in order to better analyze project spending. This session will give a brief overview of the functionality and capabilities of the Excel tool and examples of extracting and analyzing grant data. This program is part of the R.A.I.S.E. Non-Curriculum Training.

**Workday Department Initiator Training**, 9 a.m. to 4 p.m., Hearth Room, Whitfield Hall
As a Department Initiator, you are responsible for initiating HR transactions for faculty and staff members and students within your organization, including hiring, job changes, leaves and terminations. This session introduces the Department Initiator role and its function in Workday. Through instruction and hands-on exercises, learn to navigate the basic screens in Workday necessary to Department Initiators and find out about the many resources available to help you navigate the role. Individuals serving in the Department Initiator role must complete this training prior to gaining access to these functions in Workday.

**SPARCS Approvers Training**, 10:30 to 11 a.m., WQED Building 1042
This session will immerse department approvers in the new system. The training will provide a checklist of suggested items to review and show you where to find the information in SPARCS. Each session will be tailored to the college or department’s specific review process, focusing on helping department approvers find the information in SPARCS. This program is offered by the Office of Sponsored Programs.

**Financial Data Warehouse 101**, 1:30 to 4 p.m., Baker Hall 140-F
This hands-on computer class provides detailed instruction on navigation, common terminology and techniques used in the Financial Data Warehouse. Participants will also learn how to copy, edit, filter and run a query and export the data results to Excel. This class is required to obtain access to the Financial Data Warehouse. This program is offered by the Finance Division.
Administrative Fee and Under-Recovered Overhead Calculation, 9 to 10:30 a.m., McKenna/Peter Room, Cohon University Center
Presenters: Rob Kearns, Manager, Office of Sponsored Projects; Rhonda Kloss, Director, Sponsored Projects Accounting
Are you confused about determining which of these fees is applicable to your sponsored award? If so, you are not alone. This session will provide an overview of the administrative and the under-recovered overhead fees as they pertain to sponsored awards. The session will review example calculations for each. This program is part of the R.A.I.S.E. Non-Curriculum Training.

Workday Activity Pay Manager Training, 9 a.m. to noon, Baker Hall 140-F
As Activity Pay Manager, you are responsible for processing all payments outside the day-to-day payroll functionality, including awards, adjunct faculty, private instruction and one-time payments. Activity Pay may also include the charging instructions associated with these transactions. In this session, you will hear a detailed overview of the Activity Pay process and discover valuable resources to help you navigate the process. Individuals serving in the Activity Pay Manager role must complete this training prior to gaining access to these functions in Workday.

SPARCS In-Depth Budget Training, 1 to 3 p.m., WQED Building 1042
This training session takes an in-depth look at using the SPARCS budgeting tool and entering information from the budgeting tool into the SPARCS cost grids. In the session, you will be provided with a funding proposal and budget and will enter the budget into the SPARCS budgeting tool. Then, you will transfer the information into SPARCS cost grids using provided best practices. You are encouraged to bring your own budget. This program is offered by the Office of Sponsored Programs.

Collaborative Problem Solving: Exploring Your Approach, 1:30 to 3:30 p.m., Danforth Conference Room, Cohon University Center
When a problem impacts a group, a multi-perspective approach is often necessary to solve it. How do you identify others who can contribute to a solution, solicit their perspectives and create a collective solution? In this workshop, you will examine a collaborative problem-solving process in order to develop a plan to engage others in your problem-solving approach, understand their perspective and facilitate a group solution.

Running on E: Adding Energy and Fun to Your Life, 10 to 11 a.m., Danforth Conference Room, Cohon University Center
You can have fun and enjoy your work, even when you are facing long hours, increased responsibilities, constant change, accelerated business pace and intensified pressure. This workshop will help you to survive and thrive in today’s high-pressure world. By unleashing your energy, igniting your enthusiasm and finding fun in your job, you are sure to maximize your work performance and even enjoy it. This program is offered by GuidanceResources, the CMU employee assistance provider.

Changes to Requirements for Conducting Human Subjects Research, Noon to 1 p.m., 1507 Newell Simon Hall
Are you a researcher, business manager, research administrator or research staff member or student who is involved with Human Subjects Research (HSR)? A number of regulations are changing in January 2018 that will impact everyone involved in HSR. This educational session will help you to understand and prepare for the changes. In the session, find...
out more about the changes that will impact everyone who submits to the Institutional Review Board (IRB), including a new Common Rule (which governs all human subjects research) and changes to SPARCS to accommodate the new regulations. The session will also cover changes that will impact individuals involved in HSR funded by the National Institutes of Health (NIH), such as: Single IRB (sIRB); a new definition of clinical trials (which impacts behavioral research); new forms for NIH proposals; and Certificates of Confidentiality. Please note that some of these changes are related to NIH proposals submitted on or after January 25, 2018 and require planning not previously needed. This session is offered by Office of Research Integrity and Compliance (ORIC).

**SPARCS In-Depth Budget Training**, 1 to 3 p.m., WQED Building 1042
This training session takes an in-depth look at using the SPARCS budgeting tool and entering information from the budgeting tool into the SPARCS cost grids. In the session, you will be provided with a funding proposal and budget and will enter the budget into the SPARCS budgeting tool. Then, you will transfer the information into SPARCS cost grids using provided best practices. You are encouraged to bring your own budget. This program is offered by the Office of Sponsored Programs.

**Oracle Purchase Order Training**, 1 to 4:30 p.m., Cyert Hall 100D
This hands-on computer class provides detailed instruction on how to create, approve and print a purchase order in the Oracle financial system. Participants will also learn how to create a receipt, do a return and modify an approved purchase order. Throughout the class, there will be a high level of policy and procedure review from the Introduction to Purchasing class. This class is required to be granted access in the Oracle financial system to create purchase orders. This program is offered by the Finance Division.

**An Overview of Digital Accessibility**, 2 to 4 p.m., Connan Room, Cohon University Center
Ensuring that digital resources meet the accessibility needs of our faculty and staff members, students and friends of the university is a shared responsibility. Websites, online lectures, videos, software purchases and electronic documents are all examples of digital resources that need to be accessible. If you are responsible for the selection or creation of digital resources that will be used by others, then this session is for you. In this program, members of the Digital Accessibility subcommittee of the university's Universal Access Committee cover the legal requirements, campus resources and other resources for ensuring access to individuals with disabilities. This program is offered by the Digital Accessibility Subcommittee of the Universal Access Committee.

Monday, November 20, 2017
**Student Privacy and Family Educational Right to Privacy Act (FERPA) Workshop**, 10 to 11:30 a.m., Connan Room, Cohon University Center
Do you work with students’ personal information? Learn how you can safeguard our students’ information and find out about Carnegie Mellon University student privacy rights and the federal Family Educational Right to Privacy Act (FERPA). This program is offered by the Registrar’s Office.

Wednesday, November 22, 2017
**SPARCS In-Depth Budget Training**, 1 to 3 p.m., WQED Building 1042
This training session takes an in-depth look at using the SPARCS budgeting tool and entering information from the budgeting tool into the SPARCS cost grids. In the session, you will be provided with a funding proposal and budget and will enter the budget into the SPARCS budgeting tool. Then, you will transfer the information into SPARCS cost grids using provided best practices. You are encouraged to bring your own budget. This program is offered by the Office of Sponsored Programs.

Monday, November 27, 2017
**SPARCS Approvers Training**, 2 to 2:30 p.m., WQED Building 1042
This session will immerse department approvers in the new system. The training will provide a checklist of suggested items to review and show you where to find the information in SPARCS. Each session will be tailored to the college or department’s specific review process, focusing on helping department approvers find the information in SPARCS. This program is offered by the Office of Sponsored Programs.
**Tuesday, November 28, 2017**

**SPARCS In-Depth Budget Training**, 8 to 10 a.m., WQED Building 1042

This training session takes an in-depth look at using the SPARCS budgeting tool and entering information from the budgeting tool into the SPARCS cost grids. In the session, you will be provided with a funding proposal and budget and will enter the budget into the SPARCS budgeting tool. Then, you will transfer the information into SPARCS cost grids using provided best practices. You are encouraged to bring your own budget. *This program is offered by the Office of Sponsored Programs.*

**Changes to Requirements for Conducting Human Subjects Research**, 4:30 to 5:30 p.m., Steinburg Auditorium, A53 Baker Hall

Are you a researcher, business manager, research administrator or research staff member or student who is involved with Human Subjects Research (HSR)? A number of regulations are changing in January 2018 that will impact everyone involved in HSR. This educational session will help you to understand and prepare for the changes. In the session, find out more about the changes that will impact everyone who submits to the Institutional Review Board (IRB), including a new Common Rule (which governs all human subjects research) and changes to SPARCS to accommodate the new regulations. The session will also cover changes that will impact individuals involved in HSR funded by the National Institutes of Health (NIH), such as: Single IRB (sIRB); a new definition of clinical trials (which impacts behavioral research); new forms for NIH proposals; and Certificates of Confidentiality. *Please note that some of these changes are related to NIH proposals submitted on or after January 25, 2018 and require planning not previously needed. This session is offered by Office of Research Integrity and Compliance (ORIC).*

**Wednesday, November 29, 2017**

**SPARCS In-Depth Budget Training**, 1 to 3 p.m., WQED Building 1042

This training session takes an in-depth look at using the SPARCS budgeting tool and entering information from the budgeting tool into the SPARCS cost grids. In the session, you will be provided with a funding proposal and budget and will enter the budget into the SPARCS budgeting tool. Then, you will transfer the information into SPARCS cost grids using provided best practices. You are encouraged to bring your own budget. *This program is offered by the Office of Sponsored Programs.*

**Changes to Requirements for Conducting Human Subjects Research**, 4 to 5 p.m., 4405 Gates Hillman Center

Are you a researcher, business manager, research administrator or research staff member or student who is involved with Human Subjects Research (HSR)? A number of regulations are changing in January 2018 that will impact everyone involved in HSR. This educational session will help you to understand and prepare for the changes. In the session, find out more about the changes that will impact everyone who submits to the Institutional Review Board (IRB), including a new Common Rule (which governs all human subjects research) and changes to SPARCS to accommodate the new regulations. The session will also cover changes that will impact individuals involved in HSR funded by the National Institutes of Health (NIH), such as: Single IRB (sIRB); a new definition of clinical trials (which impacts behavioral research); new forms for NIH proposals; and Certificates of Confidentiality. *Please note that some of these changes are related to NIH proposals submitted on or after January 25, 2018 and require planning not previously needed. This session is offered by Office of Research Integrity and Compliance (ORIC).*

**Thursday, November 30, 2017**

**SPARCS Proposal Training**, 2 to 5 p.m., WQED Building 1042

The SPARCS training session is a two-part training course designed to immerse you in the SPARCS Proposal system. In the first half of the session, you will hear a presentation discussing the new system, updated workflow, funding proposal fundamentals and budgets to assist you in becoming more efficient with the system. In the second part, you will enter a funding proposal into the system. The SPARCS team will provide a test proposal, but you are encouraged to bring a proposal to enter. *This program is offered by the Office of Sponsored Programs.*

**Friday, December 1, 2017**

**Change Ready: Practical Strategies to Respond to Change**, 9:30 to 11:30 a.m., Scotland Yard Room 1120, PPG 6

Change is a necessary byproduct of growth. That does not mean that change is always easy. Being prepared to respond and adjust to change can minimize angst and disruption to you and your organization. Are you ready for change? In this
workshop, you will explore the impact of change, develop a plan to contribute to strategic changes and identify techniques to remain prepared to adapt to future changes.

Monday, December 4, 2017

**SPARCS Proposal Training, 1 to 4 p.m., WQED Building 1042**
The SPARCS training session is a two-part training course designed to immerse you in the SPARCS Proposal system. In the first half of the session, you will hear a presentation discussing the new system, updated workflow, funding proposal fundamentals and budgets to assist you in becoming more efficient with the system. In the second part, you will enter a funding proposal into the system. The SPARCS team will provide a test proposal, but you are encouraged to bring a proposal to enter. *This program is offered by the Office of Sponsored Programs.*

Tuesday, December 5, 2017

**SPARCS Approvers Training, 11:30 a.m. to noon, WQED Building 1042**
This session will immerse department approvers in the new system. The training will provide a checklist of suggested items to review and show you where to find the information in SPARCS. Each session will be tailored to the college or department’s specific review process, focusing on helping department approvers find the information in SPARCS. *This program is offered by the Office of Sponsored Programs.*

Wednesday, December 6, 2017

**Introduction to Purchasing, 9 a.m. to noon, Danforth Conference Room, Cohon University Center**
The class provides an overview of the university's purchasing environment, reviews polices, processes and procedures and defines the responsibilities and obligations of an authorized buyer when purchasing on behalf of the university. This class is required to obtain a university purchasing card (PCARD) and/or Oracle financial system access to create purchase orders on behalf of the university. *This program is offered by the Finance Division.*

**Workday Department Initiator Training, 9 a.m. to 4 p.m., Near and Far Clusters, Hunt Library**
As a Department Initiator, you are responsible for initiating HR transactions for faculty and staff members and students within your organization, including hiring, job changes, leaves and terminations. This session introduces the Department Initiator role and its function in Workday. Through instruction and hands-on exercises, learn to navigate the basic screens in Workday necessary to Department Initiators and find out about the many resources available to help you navigate the role. Individuals serving in the Department Initiator role must complete this training prior to gaining access to these functions in Workday.

**SPARCS In-Depth Budget Training, 1 to 3 p.m., WQED Building 1042**
This training session takes an in-depth look at using the SPARCS budgeting tool and entering information from the budgeting tool into the SPARCS cost grids. In the session, you will be provided with a funding proposal and budget and will enter the budget into the SPARCS budgeting tool. Then, you will transfer the information into SPARCS cost grids using provided best practices. You are encouraged to bring your own budget. *This program is offered by the Office of Sponsored Programs.*

**That’s Not What I Wanted to Hear: Customer Service for the Unhappy Customer, 1:30 to 3:30 p.m., Danforth Conference Room, Cohon University Center**
Customer service is often seen as making a customer happy. Have you experienced a situation when you needed to tell a customer something they did not want to hear? These situations necessitate a unique set of customer service skills. In this workshop, we will apply customer service techniques to deliver honest information while helping the customer through an unsatisfactory situation.
**Thursday, December 7, 2017**

**New Hire Orientation**, 9 a.m. to 1 p.m., Connan Room, Cohon University Center

Are you new to the university? Do you have a new staff member within your organization? The New Hire Orientation program is designed to formally welcome new staff members to the university. New employees are encouraged to attend within their first thirty days of employment to obtain useful information about the institution, resources, services and employee benefits.

**SPARCS In-Depth Budget Training**, 1 to 3 p.m., WQED Building 1042

This training session takes an in-depth look at using the SPARCS budgeting tool and entering information from the budgeting tool into the SPARCS cost grids. In the session, you will be provided with a funding proposal and budget and will enter the budget into the SPARCS budgeting tool. Then, you will transfer the information into SPARCS cost grids using provided best practices. You are encouraged to bring your own budget. *This program is offered by the Office of Sponsored Programs.*

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**Friday, December 8, 2017**

**SPARCS Proposal Training**, 8 to 11 a.m., WQED Building 1042

The SPARCS training session is a two-part training course designed to immerse you in the SPARCS Proposal system. In the first half of the session, you will hear a presentation discussing the new system, updated workflow, funding proposal fundamentals and budgets to assist you in becoming more efficient with the system. In the second part, you will enter a funding proposal into the system. The SPARCS team will provide a test proposal, but you are encouraged to bring a proposal to enter. *This program is offered by the Office of Sponsored Programs.*

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**Monday, December 11, 2017**

**SPARCS In-Depth Budget Training**, 1 to 3 p.m., WQED Building 1042

This training session takes an in-depth look at using the SPARCS budgeting tool and entering information from the budgeting tool into the SPARCS cost grids. In the session, you will be provided with a funding proposal and budget and will enter the budget into the SPARCS budgeting tool. Then, you will transfer the information into SPARCS cost grids using provided best practices. You are encouraged to bring your own budget. *This program is offered by the Office of Sponsored Programs.*

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**Tuesday, December 12, 2017**

**What’s the Signal? Mastering Nonverbal Communication**, 9 to 11 a.m., Danforth Conference Room, Cohon University Center

Nonverbal communication is embedded in how everyone communicates, but there are differences in expectations for nonverbal communication depending on someone’s culture and the context of the interaction. How can you identify the signals you are sending others? How can you build awareness of the signals you are receiving from others in order to respond appropriately? Master nonverbal communication by identifying and practicing the signals you want to send others and learning how to interpret the signals others are sending you.

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**Workday Activity Pay Manager Training**, 1 to 4 p.m., Hearth Room, Whitfield Hall

As Activity Pay Manager, you are responsible for processing all payments outside the day-to-day payroll functionality, including awards, adjunct faculty, private instruction and one-time payments. Activity Pay may also include the charging...
instructions associated with these transactions. In this session, you will hear a detailed overview of the Activity Pay process and discover valuable resources to help you navigate the process. Individuals serving in the Activity Pay Manager role must complete this training prior to gaining access to these functions in Workday.

**PCARD Training**, 1:30 to 4 p.m., Danforth Conference Room, Cohon University Center
This class provides detailed information on the university’s PCARD program; reviews policies, processes and procedures; and defines the responsibilities and obligations of an authorized university cardholder when purchasing on behalf of the university. This class is required to obtain a university PCARD. *This program is offered by the Finance Division.*

**Wednesday, December 13, 2017**

**SPARCS In-Depth Budget Training**, 1 to 3 p.m., WQED Building 1042
This training session takes an in-depth look at using the SPARCS budgeting tool and entering information from the budgeting tool into the SPARCS cost grids. In the session, you will be provided with a funding proposal and budget and will enter the budget into the SPARCS budgeting tool. Then, you will transfer the information into SPARCS cost grids using provided best practices. You are encouraged to bring your own budget. *This program is offered by the Office of Sponsored Programs.*

**Embracing Change in Technology**, 1:30 to 3:30 p.m., Danforth Conference Room, Cohon University Center
Embracing change in today’s technologically dependent world is essential. Understanding how technology can impact your professional life and embracing those technological changes can be instrumental in creating a positive balance. This workshop will help you understand the important role of managing the technological change in the workplace.

**Thursday, December 14, 2017**

**To Your Credit**, 9 to 10 a.m., Danforth Conference Room, Cohon University Center
Credit is an important part of personal finance. In this session, learn to define credit and its importance, describe the purpose of a credit report and its use, order and analyze your credit report and identify ways to build and repair your credit history. *This program is offered by PNC Bank.*

**Master the Juggling Act: Tools for Managing Multiple Administrative Projects**, 11:30 a.m. to 1:30 p.m., Danforth Conference Room, Cohon University Center
As an administrative professional, you are constantly managing multiple projects. The success of each project depends on the strategies and tools you use to plan, organize and track them. In this session, share your strategies to manage projects and learn new tools and strategies to help plan, monitor and progress your projects to success.

**SPARCS Approvers Training**, 3 to 3:30 p.m., WQED Building 1042
This session will immerse department approvers in the new system. The training will provide a checklist of suggested items to review and show you where to find the information in SPARCS. Each session will be tailored to the college or department’s specific review process, focusing on helping department approvers find the information in SPARCS. *This program is offered by the Office of Sponsored Programs.*

**Friday, December 15, 2017**

**Mental Health First Aid**, 8:30 a.m. to 5 p.m., Danforth Conference Room, Cohon University Center
Mental Health First Aid is a public education program that introduces participants to risk factors and warning signs of mental illnesses, builds understanding of their impact and offers an overview of common supports. This eight-hour course uses role-playing and simulations to demonstrate how to offer initial help in a mental health crisis and connect persons to the appropriate professional, peer, social and self-help care. The program also teaches the common risk factors and warning signs of specific types of illnesses, like anxiety, depression, substance use, bipolar disorder and schizophrenia. Mental Health First Aid is included on the Substance Abuse and Mental Health Services Administration’s National Registry of Evidence-based Programs and Practices (NREPP). To sign up, please register online. *This program is offered by University Health Services.*
Monday, December 18, 2017

**SPARC Approvers Training**, 2 to 2:30 p.m., WQED Building 1042

This session will immerse department approvers in the new system. The training will provide a checklist of suggested items to review and show you where to find the information in SPARCS. Each session will be tailored to the college or department’s specific review process, focusing on helping department approvers find the information in SPARCS. *This program is offered by the Office of Sponsored Programs.*

Tuesday, December 19, 2017

**SPARC In-Depth Budget Training**, 8 to 10 a.m., WQED Building 1042

This training session takes an in-depth look at using the SPARC budgeting tool and entering information from the budgeting tool into the SPARC cost grids. In the session, you will be provided with a funding proposal and budget and will enter the budget into the SPARC budgeting tool. Then, you will transfer the information into SPARC cost grids using provided best practices. You are encouraged to bring your own budget. *This program is offered by the Office of Sponsored Programs.*

Wednesday, December 20, 2017

**SPARC In-Depth Budget Training**, 1 to 3 p.m., WQED Building 1042

This training session takes an in-depth look at using the SPARC budgeting tool and entering information from the budgeting tool into the SPARC cost grids. In the session, you will be provided with a funding proposal and budget and will enter the budget into the SPARC budgeting tool. Then, you will transfer the information into SPARC cost grids using provided best practices. You are encouraged to bring your own budget. *This program is offered by the Office of Sponsored Programs.*

**Kick Start the New Year**, 1:30 to 3:30 p.m., Danforth Conference Room, Cohon University Center

The new year is about to start. Are you ready? This motivational session will encourage you to examine the opportunities in the year ahead and chart your course for enthusiasm, energy and success. Take a couple of hours for you and get pumped up and ready for the road ahead.

Thursday, December 21, 2017

**SPARC Proposal Training**, 2 to 5 p.m., WQED Building 1042

The SPARC training session is a two-part training course designed to immerse you in the SPARC Proposal system. In the first half of the session, you will hear a presentation discussing the new system, updated workflow, funding proposal fundamentals and budgets to assist you in becoming more efficient with the system. In the second part, you will enter a funding proposal into the system. The SPARC team will provide a test proposal, but you are encouraged to bring a proposal to enter. *This program is offered by the Office of Sponsored Programs.*

Thursday, January 4, 2018

**Living Simply: Simplify Your Life**, 10 to 11 a.m., Danforth Conference Room, Cohon University Center

In today’s digital age, we are exposed to a vast number of choices in nearly all facets of life, including what we read, watch, listen to and purchase. The increasing complexity of consumer choices and online social media activities can make us feel distracted, confused and stressed. In this session, find out how to prioritize and simplify your life by

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**Compliance Highlight**

*Protecting Children from Sexual Misconduct, Manager’s Guide*

This two-module course covers the warning signs of educator sexual misconduct, how to evaluate protections currently in place, appropriate codes of conduct, boundary concepts, methods of screening staff members and the importance of reporting suspected misconduct to school or government officials.
adopting a digital mindfulness approach. This program is offered by GuidanceResources, the CMU employee assistance provider.

**Tuesday, January 9, 2018**

**New Hire Orientation**, 9 a.m. to 1 p.m., Rangos 1, Cohon University Center

Are you new to the university? Do you have a new staff member within your organization? The New Hire Orientation program is designed to formally welcome new staff members to the university. New employees are encouraged to attend within their first thirty days of employment to obtain useful information about the institution, resources, services and employee benefits.

**Wednesday, January 10, 2018**

**Engage: Motivating Others through Your Influence**, 1:30 to 3:30 p.m., Danforth Conference Room, Cohon University Center

Are you wondering how you can influence others to have a positive outlook, be engaged in their work and know they are a part of something worthy of their time? In this workshop, we will examine the ways to energize a group as members work toward a common goal. By identifying group motivational strategies and the ways to direct a group's motivation, you will gain an improved understanding of how to engage and inspire others.

**Thursday, January 11, 2018**

**Staying the Course: Navigating Interruptions**, 9 to 11 a.m., Danforth Conference Room, Cohon University Center

You have set your priorities, developed a plan for success and jumped into your work — nothing can stop you. But even the best laid plans are subject to interruptions. In this workshop, you will develop a strategy to identify your common interruptions and develop a plan to minimize the impact they have on your success.

**Workday Department Initiator Training**, 9 a.m. to 4 p.m., TBD

As a Department Initiator, you are responsible for initiating HR transactions for faculty and staff members and students within your organization, including hiring, job changes, leaves and terminations. This session introduces the Department Initiator role and its function in Workday. Through instruction and hands-on exercises, learn to navigate the basic screens in Workday necessary to Department Initiators and find out about the many resources available to help you navigate the role. Individuals serving in the Department Initiator role must complete this training prior to gaining access to these functions in Workday.

**Tuesday, January 16, 2018**

**Thinking Collaboratively: Exploring the Six Thinking Hats Approach**, 9 to 11 a.m., Danforth Conference Room, Cohon University Center

Carnegie Mellon is an increasingly diverse place made up of people with different backgrounds, worldviews and goals. As the university changes in response to the new strategic plan, it is important to be open-minded and open to new ideas and ways of thinking. Rather than responding quickly and critically, using techniques to increase open-mindedness and consideration of alternate ideas and viewpoints can enable you to more creatively approach problems. This session will introduce Edward de Bono’s Six Thinking Hats approach to creative collaborative problem solving.

**Thursday, January 18, 2018**

**Raising the Bar: Strategies to Improve Administrative Processes**, 11:30 a.m. to 1:30 p.m., Connan Room, Cohon University Center

As an administrative professional, effectiveness and efficiency are critical to your success. Do your administrative systems and processes allow you to be at your peak performance? In this workshop, explore techniques to amplify efficient processes and improve inefficient ones. You will learn steps to quickly document, and then evaluate, administrative processes to ensure you are operating at your optimal level.
Workday Activity Pay Manager Training, 9 a.m. to noon, TBD  
As Activity Pay Manager, you are responsible for processing all payments outside the day-to-day payroll functionality, including awards, adjunct faculty, private instruction and one-time payments. Activity Pay may also include the charging instructions associated with these transactions. In this session, you will hear a detailed overview of the Activity Pay process and discover valuable resources to help you navigate the process. Individuals serving in the Activity Pay Manager role must complete this training prior to gaining access to these functions in Workday.

Tuesday, January 23, 2018  
Manage Conflict Before It Manages You, 9 to 11 a.m., Danforth Conference Room, Cohon University Center  
This program will provide you with information about conflict in the workplace, different ways in which people approach conflict, strategies to resolve conflict and the ways in which conflict can be beneficial to an organization when it is managed effectively.  
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Thursday, January 25, 2018  
Get It Right: Problem Solving to Address Recurring Problems, 9 to 11 a.m., Danforth Conference Room, Cohon University Center  
Some problems seem to persist even after you implement solutions to address them. If you are experiencing a recurring problem, you should join us in this workshop. You will explore strategies to identify and target specific causes of a problem, develop a plan to create relevant solutions and create metrics to monitor the success of the resolution.  
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Tuesday, January 30, 2018  
Student Privacy and Family Educational Right to Privacy Act (FERPA) Workshop, 9 to 10:30 a.m., Connan Room, Cohon University Center  
Do you work with students’ personal information? Learn how you can safeguard our students’ information and find out about Carnegie Mellon University student privacy rights and the federal Family Educational Right to Privacy Act (FERPA). This program is offered by the Registrar’s Office.

Increase Your Productivity with Cloud Computing, 9 to 11 a.m., Danforth Conference Room, Cohon University Center  
What is cloud computing? This session will introduce you to cloud computing and several different tools that utilize this technology. You will recognize how some of these tools can help increase your personal productivity. You will learn about some of the security risks associated with using cloud technology and ways to minimize the risks. Finally, you will develop your own action plan for increasing your productivity using cloud computing.  
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Wednesday, January 31, 2018  
The Influence of Culture on Communication, 1:30 to 3:30 p.m., Danforth Conference Room, Cohon University Center  
How do your communication preferences impact how you communicate across cultures? How has culture influenced the ways you communicate and your expectations of others? Learn more about your own style of communication and about different communication styles around the globe. Practice strategies you can use when communicating in cross-cultural situations.  
②

After each of the session descriptions offered by Professional Development Services, you will see a number that corresponds with the course challenge level: ① New to the Topic, ② Working Knowledge of the Topic, ③ Well Developed Understanding of the Topic. Individuals may register for the course based on their current experience level, or they may take the courses in sequence to build their skill in a particular competency area.