Program Offerings for June through August 2018

Tuesday, June 12, 2018

**Creativity: A Hands-On Approach to Finding Inspiration**, 9 to 11 a.m., Connan Room, Cohon University Center
Everyone is creative, but how can you harness that creativity to address complex problems and deal with change? What are the benefits of using creativity, innovation and collaboration in your work, and how can you implement or participate in creative and innovative processes as part of your campus role? By working through creativity tasks for idea generation, you will find answers to these questions, become familiar with idea-generation processes, and identify which creativity-promoting activities you prefer.

**TIAA Retirement Counseling Sessions**, 9 a.m. to 4 p.m., Caffee Room, Cohon University Center
Schedule a one-on-one meeting with a representative from TIAA to review, plan or develop your retirement goals. The representative will work with you to do a complete financial review and help you create an investment portfolio that fits your particular needs. Register online or call 1-800-732-8353 to set up an on-campus appointment. You may also call their Pittsburgh office at Bakery Square at 1-877-209-3136.

**Vanguard Retirement Counseling Sessions**, 9 a.m. to 4 p.m., Pake Room, Cohon University Center
Schedule a one-on-one meeting with a representative from Vanguard to review, plan or develop your retirement goals. The representative will work with you to do a complete financial review and help you create an investment portfolio that fits your particular needs. Make a 45-minute on-campus appointment online or call 1-800-662-0106 to speak with a specialist.

**Equally Prepared: Financial Planning for the LGBT Community**, Noon to 1 p.m., Webinar
Learn about the specific challenges faced by the LGBT community—both financial and legislative, even with the U.S. Supreme Court’s marriage equality ruling—and potential solutions to address them.

**Postcards from the Future: A Woman’s Guide to Financially Ever After**, 3 to 4 p.m., Webinar
When women are starting their careers, there’s a lot to consider—career goals, job satisfaction, achieving a work/life balance. But it’s important to also consider retirement. Discover how establishing a plan now can help establish your financial future.

**Purchasing Card (PCARD) Training**, 1:30 to 4 p.m., UTDC
This class provides detailed information on the university’s purchasing card (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 purchasing card. *This program is offered by the Finance Division.*
**SPARCS Proposal Training**, 8 to 11 a.m., Room 1042, WQED Building
The SPARCS Proposal Training is a two-part 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 half, 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.*

**TIAA Retirement Counseling Sessions**, 9 a.m. to 4 p.m., Caffee Room, Cohon University Center
Schedule a one-on-one meeting with a representative from TIAA to review, plan or develop your retirement goals. The representative will work with you to do a complete financial review and help you create an investment portfolio that fits your particular needs. Register online or call 1-800-732-8353 to set up an on-campus appointment. You may also call their Pittsburgh office at Bakery Square at 1-877-209-3136.

**Special Topic: Dismantling Myths About Annuities**, Noon to 1 p.m., Webinar
Annuities are commonly misunderstood financial products in the marketplace. In this webinar, you will learn about their unique characteristics so you can determine if they should be part of your overall financial plan.

**The Starting Line: Why and How Retirement Saving Should Begin Now**, Noon to 1 p.m., Webinar
Learn how to evaluate and manage debt, find additional ways to save, create a budget and begin to plan for retirement.

**Oracle Purchase Order Training**, 1 to 4:30 p.m., Location to Be Determined
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.*

**Competency Highlight: Working with Others**

**Polishing Your Feedback Skills**
This 34-minute course covers when and how to give feedback positively, how to handle bad reactions and your own nervousness, and how to give feedback to people at different organizational levels.

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**Thursday, June 14, 2018**

**Money at Work 101: Foundations of Investing**, Noon to 1 p.m., Webinar
Discover how you can manage risk versus reward as well as understand the role of investing and managing risks, ways to help accelerate savings, and tools that can help sustain a portfolio.

**Paying Yourself: Income Options in Retirement**, 3 to 4 p.m., Webinar
Learn the rules that govern retirement assets and find out when to consider using different income sources.

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**Tuesday, June 19, 2018**

**That’s the Problem: Understanding the Causes of Problems**, 9 to 11 a.m., Danforth Conference Room, Cohon University Center
Problem solving requires identifying and focusing on the cause of the problem. Often the cause of a problem is not obvious and requires a systematic approach to exploring the circumstances which created the problem. In this workshop, you will discover an analysis process to determine underlying factors of everyday problems and develop a plan to implement lasting solutions.
SPARCS In-Depth Budget Training, 1 to 3 p.m., Room 1042, WQED Building
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.

Financial Data Warehouse 101, 1 to 4 p.m., Location to Be Determined
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.

Wednesday, June 20, 2018
Email Me! Proficient, Polite and Persuasive Messages, 1:30 to 3:30 p.m., Connan Room, Cohon University Center
Have you ever had an email you sent get misinterpreted? Have you ever received an email that didn’t include all the details you needed? Have you ever worried that an email wasn’t formal enough or was too formal? This workshop will explore how to avoid pitfalls within email communication and how to master using email as an efficient communication tool.

Competency Highlight: Priority Management
Organize Your Physical and Digital Workspace
Removing the mess from your workspace and getting organized can significantly improve many aspects of your work day, including your ability to concentrate, achieve targets, and become more efficient. This course will help you increase your productivity by showing you how to organize and maintain both your physical and digital workspace.

Thursday, June 21, 2018
Workday Activity Pay Manager Training, 9 a.m. to Noon, Location To Be Determined
The Activity Pay Manager processes all payments outside the day-to-day payroll functionality. This includes awards, adjunct faculty, private instruction and one-time payments. Activity Pay may also include the charging instructions associated with these transactions. This session provides a detailed overview of the Activity Pay process and introduces valuable resources to help navigate the process. Individuals serving in the Activity Pay Manager role must complete this training prior to gaining access to these functions in Workday.

Oracle GL Journal Entry, 1 to 4 p.m., Location to Be Determined
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 Approver Training, 2 to 2:30 p.m., Room 1042, WQED Building
The SPARCS Approver Training aims to immerse department approvers in the new system. The training will provide a checklist of suggested items to review and where to find this information in SPARCS. Each session will be tailored to the college or department’s specific department review process, focusing on helping the department approvers find the information in SPARCS. This program is offered by the Office of Sponsored Programs.
Speaking with Confidence, 9 to 11 a.m., Danforth Conference Room, Cohon University Center
Do you feel confident when presenting, speaking up in a group meeting, or communicating with new people? Are you getting your message across in a way that others can easily follow? Feeling confident as a speaker is the first step in making sure you are connecting with your audience. This workshop will help you practice strategies to improve clarity when sharing information and will introduce strategies to help you be a more persuasive and engaging speaker.

Academic Success in College: Start Your Student Off on the Right Foot, 10 a.m. to 1 p.m., B-5, Cyert Hall
Let your graduating high school student benefit from the expertise of Carnegie Mellon’s Academic Development office. We specialize in helping students adapt to the rigor of the college classroom and would like to help prepare your student as they begin their college career. Let’s get your students ready for college together! In this two-day workshop, we will discuss time management, goal setting, stress and procrastination, note-taking skills and exam preparation. We will explore the importance of treating time, energy and attention as resources that contribute to productivity. This program is offered by Academic Development.

Vanguard Retirement Counseling Sessions, 9 a.m. to 4 p.m., Pake Room, Cohon University Center
Schedule a one-on-one meeting with a representative from Vanguard to review, plan or develop your retirement goals. The representative will work with you to do a complete financial review and help you create an investment portfolio that fits your particular needs. Make a 45-minute on-campus appointment online or call 1-800-662-0106 to speak with a specialist.

Ready to Retire!, 9 a.m. to Noon, Rangos 1, Cohon University Center
If you are considering retirement within the next five years, please join us for the Ready to Retire! workshop. HR Benefits staff members will team up with representatives from the Social Security Administration and Medicare Services to provide an overview of Medicare and a review of Carnegie Mellon’s retiree medical plan offerings. An overview of how to access your Carnegie Mellon retirement savings will also be included.

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

Compliance Highlight:
Foreign Corrupt Practices Act — An Overview for Employees of Carnegie Mellon University
The Office of the General Counsel offers an online training module on the Foreign Corrupt Practices Act (FCPA). This training provides an overview of the FCPA, discusses the importance of the FCPA to university business, and details the university’s policies and procedures to ensure FCPA compliance. This training is recommended for any faculty or staff member who travels abroad on business, interacts with foreign governments or foreign educational institutions, or administers contracts or finances related to international projects. Additional information regarding the FCPA is available on the OGC website.
Tuesday, July 10, 2018
Cultural Awareness: Curiosity, Knowledge and Empathy, 9 to 11 a.m., Danforth Conference Room, Cohon University Center
Are you looking to strengthen your contribution to making CMU a more welcoming community? In this workshop, you will explore three elements that will help expand your cultural awareness as well as your confidence in being more welcoming: curiosity, knowledge and empathy. You will leave the workshop with a personal plan to implement these elements into your work life.

Thursday, July 12, 2018
Workday Department Initiator Training, 9 a.m. to 4 p.m., Room 5202, Wean 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.

Green Dot Bystander Training, 1 to 4 p.m., Danforth Conference Room, Cohon University Center
Green Dot Bystander Training is a three-hour program that introduces the basic elements of Green Dot, focusing specifically on the vital role university employees play in establishing and reinforcing the culture that students and colleagues exist within. The program is designed to help employees understand the expanded definition of “bystander” and to equip all university employees with key behaviors to integrate within their current job functions that establish two norms: (1) power-based personal violence won’t be tolerated, (2) everyone — including faculty, staff, and administrators — does their part to keep the campus community free from violence and fear of violence. This program is offered by Community Health & Well-Being.

Friday, July 13, 2018
Information Architecture for Web, 9:30 to 11 a.m.; Danforth Conference Room, Cohon University Center
Perfect for information architecture beginners, this workshop is designed to give you tips and guidelines for developing a working content structure for your website. You will learn content structure and flow theory, content outlines and sitemaps, common mistakes and best practices. Though the principles and tools discussed in this workshop will help you with any website you create, we will be focused on the new design templates for the university’s content management system (CMS). You are welcome to bring your computer to this session, but it’s not required.

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

Tuesday, July 17, 2018
Focus Your Writing, 9 to 11 a.m., Danforth Conference Room, Cohon University Center
Writing is something we all do on a daily basis, from emails to memos. If you feel as though your writing sometimes lacks focus, this session will help you use techniques to reduce miscommunication and help you feel more confident that your message will be read as intended. You will review strategies for writing and revising that will help your message be more clear and concise.
Learning to Say “No”, 1 to 2 p.m., Danforth Conference Room, Cohon University Center
Saying “no” can often be difficult. It can arouse feelings of guilt or fears of displeasing others. However, the word “no” is one of the most important words in our language. By saying “no” we define who we are, what we are willing or not willing to do and what we permit others to do to us. The ability to say “no” is a critical skill that many have never developed or fear to use. This workshop will address the skills involved in learning to respectfully say “no” in order to build and maintain healthy self-esteem. This program is offered by Guidance Resources, the CMU employee assistance provider.

SPARCS Proposal Training, 2 to 5 p.m., Room 1042, WQED Building
The SPARCS Proposal Training is a two-part 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 half, 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.

Thursday, July 19, 2018
Workday Activity Pay Manager Training, 9 to 11 a.m., Location to Be Determined
The Activity Pay Manager processes all payments outside the day-to-day payroll functionality. This includes awards, adjunct faculty, private instruction and one-time payments. Activity Pay may also include the charging instructions associated with these transactions. This session provides a detailed overview of the Activity Pay process and introduces valuable resources to help navigate the process. Individuals serving in the Activity Pay Manager role must complete this training prior to gaining access to these functions in Workday.

Time to Plan: Time Management for Administrative Professionals, 11:30 a.m. to 1:30 p.m., Danforth Conference Room, Cohon University Center
As an administrative staff professional, you handle incoming requests, juggle multiple schedules and find solutions to problems — all while completing your routine tasks. The dynamics of an administrative staff position require a distinct and intentional approach to prioritizing and managing tasks. Through the activities and conversations in this workshop, you will learn new tools, develop new strategies and share your practical techniques for prioritizing tasks and planning your time.

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

Tuesday, July 24, 2018
Master the Project: Strategies for Non-Project Managers, 9 to 11 a.m., Danforth Conference Room, Cohon University Center
Are you responsible for completing projects, but you are not a project manager? Managing projects without the skills to succeed can be frustrating and discouraging. If you are looking to develop a systematic method to address your projects, join us as we explore project management skills and discover how they can simplify your process for managing projects. In this interactive workshop, you will develop a structured system to plan milestones and timelines, initiate action items, implement follow-up strategies and track the progress of your efforts.

Oracle Purchase Order Training, 1 to 4:30 p.m., Room 100D, Cyert Hall
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.
SPARCS Advanced Budget Tool Training, 1 to 3 p.m., Room 1042, WQED Building
The SPARCS Advanced Budget Tool Training takes an in-depth look at the SPARCS budget tool and the advanced features. Each feature is discussed and users are shown how to use the features on the budget tool. Several features are demonstrated by the instructor. We will provide a budget for you to enter into the budget tool during the session. However, you are encouraged to bring your own budget that addresses the advanced features. This program is offered by the Office of Sponsored Programs.

Wednesday, July 25, 2018
Workday/HR/CSC Meeting, 9 to 10:30 p.m., Room A301, Hamburg Hall
Department Initiators, Activity Pay Managers, Time Keepers and ALG members, please join us for the next campus meeting. Representatives from Human Resources and the CMUWorks Service Center will share timely update information, process improvements, training initiatives, upcoming events and pertinent resources.

Thursday, July 26, 2018
Digital Learning Series, 9 a.m. to 4:30 p.m., Danforth Conference Room, Cohon University Center
Are you working to leverage digital learning as part of your organization's learning strategy? Creating digital learning experiences that connect with learners and positively impact their learning experience requires an intentional and systematic approach. The Digital Learning Series is a day-long workshop where we will explore eLearning best practices, eLearning authoring tools, and strategies to create your eLearning course. If you are interested in creating digital learning experiences for your learners, please join us and learn how to plan and execute a successful eLearning program.

SPARCS Proposal Training, 9 a.m. to Noon, Room 1042, WQED Building
The SPARCS Proposal Training is a two-part 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 half, 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.

Financial Data Warehouse 101, 1 to 3:30 p.m., Location to Be Determined
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.

Tuesday, July 31, 2018
Design Thinking for Creative Problem Solving, 9 to 11 a.m., Connan Room, Cohon University Center
Do you want to learn strategies to be creative and innovative? As Carnegie Mellon is known for its collaborative and innovative environment, how can you tap into your creativity to tackle everyday problems? In this session, you will discover how design thinking can be used as a dynamic approach to craft innovative solutions to workplace challenges.

Wednesday, August 1, 2018
Parenting Your College-Aged Kids, 2 to 3 p.m., Connan Room, Cohon University Center
Once a child leaves home, whether to attend college or embark on a career, the parent’s role often feels unclear. Deciding how much emotional and financial support to offer a child who is essentially an adult can be difficult to determine. Many parents want to continue to support their children, but aren’t sure how to help without appearing to interfere with the child’s life. This program is offered by Guidance Resources, the CMU employee assistance provider.
Thursday, August 2, 2018

**Business Continuity Plan Exercise Workshop using the Fusion Framework**, 9 a.m. to Noon; Connan Room, Cohon University Center

This workshop is designed for Business Continuity or Disaster Recovery Plan Owners and Administrators. The first part of the workshop will be an overview of the Fusion Framework, highlighting new capabilities that make managing your plan easier and more user friendly. The second part will be a group tabletop exercise in which participants will collaborate in designing a “disaster” that their fellow teammates will respond to and exercise using their business continuity plans. Workshop attendance will count as a BC Exercise for your plan. *This program is offered by Enterprise Risk Management.*

Friday, August 3, 2018

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

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, August 6, 2018

**SPARCS Approver Training**, 2 to 2:30 p.m., Room 1042, WQED Building

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

Tuesday, August 7, 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.  

**Working with Images in v5**, 9:30-11 a.m., Danforth Conference Room, Cohon University Center

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 CMS. You will learn where to find images to use, 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 be focused on the new design templates for the university’s content management system (CMS). You are welcome to bring your computer to this session, but it’s not required.

**SPARCS Advanced Budget Tool Training**, 1 to 3 p.m., Room 1042, WQED Building

The SPARCS Advanced Budget Tool Training takes an in-depth look at the SPARCS budget tool and the advanced features. Each feature is discussed and users are shown how to use the features on the budget tool. Several features are demonstrated by the instructor. We will provide a budget for you to enter into the budget tool during the session. However, you are encouraged to bring your own budget that addresses the advanced features. *This program is offered by the Office of Sponsored Programs.*
**Wednesday, August 8, 2018**

**Workday Department Initiator Training**, 9 a.m. to 4:30 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.

**Compass Points: Discover Clarity and Focus in Your Work**, 1:30 to 3:30 p.m., McKenna/Peter/Wright, Cohon University Center
Most organizations espouse a mission and vision in order to provide clarity and focus for employees’ work. Your organization may have mission and vision statements, but do you? In this workshop, you will explore strategic visioning by establishing a personal mission statement and using it as a guide to identify opportunities to align your goals with your organization’s mission, vision and values. Whether you are new to your role and are curious about how you fit into the organization’s work or are a seasoned staff member who wants to re-energize your focus, this workshop will help you create clarity and focus in your work.

**SPARCS Proposal Training**, 2 to 5 p.m., Room 1042, WQED Building
The SPARCS Proposal Training is a two-part 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 half, 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, August 14, 2018**

**Financial Data Warehouse 101**, 1 to 4 p.m., Location to Be Determined
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.

**Thursday, August 16, 2018**

**Workday Activity Pay Manager Training**, 9 to 11 a.m., Location to Be Determined
The Activity Pay Manager processes all payments outside the day-to-day payroll functionality. This includes awards, adjunct faculty, private instruction and one-time payments. Activity Pay may also include the charging instructions associated with these transactions. This session provides a detailed overview of the Activity Pay process and introduces valuable resources to help navigate the process. Individuals serving in the Activity Pay Manager role must complete this training prior to gaining access to these functions in Workday.

**Oracle Purchase Order Training**, 1 to 4:30 p.m., Location to Be Determined
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.

**Tuesday, August 21, 2018**

**SPARCS Advanced Budget Tool Training**, 1 to 3 p.m., Room 1042, WQED Building
The SPARCS Advanced Budget Tool Training takes an in-depth look at the SPARCS budget tool and the advanced features. Each feature is discussed and users are shown how to use the features on the budget tool. Several features are demonstrated by the instructor. We will provide a budget for you to enter into the budget tool during the session.

This program is offered by the Office of Sponsored Programs.
Thursday, August 23, 2018
Communication Strategies in the Workplace, 9 to 11 a.m., Scotland Yard Room, PPG Place
Would you like to optimize your communication skills in the workplace? Interested in gaining insight to the different communication styles of your co-workers, colleagues and supervisors? Puzzled by how to navigate communication in a complex organization? Participants will be introduced to communication theory, styles and strategies.

Tuesday, August 28, 2018
Oracle GL Journal Entry, 1 to 4 p.m., 100D, Cyert Hall
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.

Wednesday, August 29, 2018
Increase Your Productivity with Cloud Computing, 1:30 to 3:30 p.m., Connan 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.

SPARCS Proposal Training, 2 to 5 p.m., Room 1042, WQED Building
The SPARCS Proposal Training is a two-part 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 half, 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.