University of South Carolina
Division of Human Resources
Organizational & Professional Development
Monthly Newsletter | February 2019 Edition

Upcoming Professional & Personal Development Classes:

**Training & Developing Employees**
9:00 a.m. – 12:00 p.m. on February 1
Instructor: Nicole Vaughn, Organizational and Professional Development

**University Orientation**
9:00 a.m. – 2:00 p.m. on February 4 & 19
Instructor: Nicole Vaughn, Organizational and Professional Development

**Green Zone Ally**
1:00 p.m. – 3:30 p.m. on February 4
Instructor: Andrea Williams, Special Populations

**Safe Zone Ally**
9:00 a.m. – 12:00 p.m. on February 5
Instructor: Caroline Wallace, Multicultural Student Affairs

**Motivation in the Workplace**
1:30 – 4:30 p.m. on February 5
Instructor: Nathan Strong, Organizational & Professional Development

**LGBTQ & Interpersonal Violence**
9:00 – 11:00 a.m. on February 6
Instructor: Jason Halterman, SAVIP

**Introduction to Microsoft Teams**
1:00 – 2:00 p.m. on February 6
Instructor: Charity Nix, DoIT

**Lean Process Improvement Basics**
9:00 a.m. – 12:30 p.m. on February 7
Instructor: Kim Pruitt, Organizational & Professional Development

**Conflict & Negativity**
9:00 – 10:30 a.m. on February 8
Instructor: Niya Calderon, MyGroup

**Digital Storytelling**
2:00 – 3:00 p.m. on February 11
Instructor: Charity Nix, DoIT

**Background Checks**
1:00 – 3:00 p.m. on February 14
1:30 – 3:30 p.m. on February 26
Instructor: April Davis, Division of Human Resources

**Developing an IDP**
1:00 – 2:00 p.m. on February 14
Instructor: Nicole Vaughn, Organizational & Professional Development

**Authentic Assessment with Forms & More**
9:00 – 10:00 a.m. on February 15
Instructor: Charity Nix, DoIT

**Retirewise**
11:30 a.m. – 1:00 p.m. on February 15, 22, March 1, 18 (4 part series)
Instructor: Michael Leonard, MetLife

**Understanding Workers’ Compensation**
9:00 – 11:00 a.m. on February 19
Instructor: Scherilyn Lewis, Benefits Office

**Administration & Finance Policies & Procedures**
9:00 a.m. – 12:00 p.m. on February 21
Instructor: Tracy Fountain, Purchasing

**Tax Strategies**
11:00 a.m. – 12:00 p.m. on February 22
Instructor: Michael Leonard, MetLife

**UnMuted**
10:00 – 11:30 a.m. on February 25
Instructor: Carl Wells, Equal Opportunity Programs

**How to Excel at Customer Service on Campus**
1:30 – 4:30 p.m. on February 25
Instructor: Nicole Vaughn, Organizational & Professional Development

**Introduction to Mindfulness & Meditation**
12:00 – 100 p.m. on February 26
Instructor: Marguerite O’Brien, Healthy Campus Initiatives

**Carolina Intercultural Training**
1:00 – 3:30 p.m. on February 27
Instructor: Julie Medlin, International Student Services

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**University of South Carolina cordially invites you to a**

**Fulbright Workshop for Faculty**

[Image of Fulbright Workshop invitation]

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To browse and register for classes, view our calendar or class list by subject.
Congratulations to all LEAD graduates!
We appreciate your dedication to your professional development and your contributions to improving the USC working environment for all employees.

The Office of Organizational & Professional Development would like to acknowledge the following USC Employees who have completed the LEAD (Learn, Educate and Develop) Supervisory Essentials program:

- Jerel Anceneaux, School of Medicine
- Queen Bell & Michelle Bryan, College of Education
- Geneva Currie, Trio Programs
- Tiffany Foxworth, Office of Communications and Marketing
- Sarah Gay, USC Connect
- Betty Helms, College of Arts and Sciences
- Shirish Mudunuri, Career Center
- Katie Sites, Academic Programs
- Gloria Washington, Center for Teaching Excellence

How effective are your meetings? Have your team respond to this quick survey to find out.

In consideration of other attendees, we ask that you respect the following guidelines when attending training sessions:

1. Perfumes and Cologne and Other Items with Fragrances:
   Attendees are asked to refrain from using, wearing, or bringing scented products and materials to training classes. Personal care products such as cologne, perfume, aftershave lotions, scented lotions, and fragranced hair products may cause headaches, upper respiratory symptoms, shortness of breath and difficulty with concentration in persons with asthma or allergies.

2. Service and Therapy Animals:
   The University of South Carolina is committed to providing reasonable accommodations to persons with disabilities and fulfilling obligations under State and Federal Law. Persons with disabilities are permitted to bring service animals as defined by the Americans with Disabilities Act (ADA) to training programs. Emotional support animals, therapy animals, and companion animals are not permitted in training classes, except in cases where such animals have been explicitly approved by your supervisor or home department as an accommodation.

   Individuals who are attending training classes who are allergic to, or have concerns about, service or therapy animals are encouraged to notify the Office of Organizational and Professional Development in advance of the training to ensure adequate space is provided to mitigate contact with such animals.

To monitor your own progress toward your LEAD certificate, log in and view your training records and use the Certificate of Completion Checklist to help keep track. For more information, please review the LEAD Policy.