

Staff Appreciation Month

Schedule of Learning Sessions (March 2017)

Registering is easy! Sign up for any of the following sessions using my.unt.edu

Step 1: Sign in to my.unt.edu

Step 3: Select Training & Development

Step 5: Search by Course #

Step 2: Select Human Resources tab

Step 4: Select Training Enrollment

Step 6: View Available Sessions

Step 7: Register for desired session

	When	Course # Session #	Title	Where
March 01	12:00 PM - 1:00 PM	SA17YE 0001	Yoga: Practical Benefits in the Everyday	Willis 140 The Forum
This class will review why and how yoga works and discuss the practical application of yoga in everyday life. Learn how to utilize mindful breathing, light stretching, and focus to kick start or re-energize. Presented by Kelbi Callaway of the Substance Abuse Resource Center.				
March 02	12:00 PM – 1:00 PM	SA17RP 0001	Making Your Money Work Today for the Future You Want Tomorrow!	Willis 140 The Forum
This session will review the top 10 reasons that you should start planning for your retirement today in order to have the future that you want! You will explore how to make your money work for you. Discussions will include HOW to plan for retirement and what options are available to you. Presented by Kayla Swenson of Voya. Kayla will also be bringing some fun giveaways!				
March 03	12:00 PM - 1:00 PM	SA16ZE 0002	Zerø Energy Lab Tour	Discovery Park 3940 N Elm St.
This tour will consist of a description and explanation of all renewable energy technologies at the Zerø Energy Lab (ZØE). It will also include an explanation of all of the kinds of sensors and data acquisition techniques used in the lab for our research. Take a right when the road splits at the Discovery Park entrance and meet in the front of the lab (separate from the main building). Presented by Mechanical and Energy Engineering.				
March 6	12:00 PM – 1:00 PM	SA16MM 0002	Meditation: the Science and Practice of Changing Your Brain	Willis 443
Mindful Meditation is often misunderstood but is actually very simple and easy. The science behind it is amazing. The first half of session is learning about the process and the second half will be a guided meditation. Presented by Timothy Trail of the Substance Abuse Resource Center.				
March 07	10:00 AM - 12:00 PM	AP16EC 0010	Electronic Communications for Supervisors	ESSC 152
Technology has changed the way we communicate and share information. With the introduction of numerous electronic communication tools, your options for keeping your team connected have changed. As a supervisor, it is important that you understand the advantages and disadvantages of using electronic tools to communicate with your team members. The Electronic Communications for Supervisors session focuses on how to use electronic communication, such as texting, instant messaging, videoconferencing, social media and email following appropriate and professional etiquette. Learn how to manage projects more efficiently when electronic collaboration tools are used appropriately, and explore ideas to use dashboards, One Drive for Business and SharePoint to collaborate within your department. Presented by Suzanne Gravois of Talent Management.				

March 07	1:00 PM - 3:00 PM	AP16EI 0012	Emotional Intelligence	Willis 443
This session is designed to provide you with the knowledge and tools to develop your emotional intelligence. You'll learn how to avoid self-sabotaging outcomes by altering how you perceive and respond to emotionally-charged situations. In addition, you'll improve your ability to resolve conflict constructively, create a productive work environment, build and mend relationships, and bounce back from setbacks and disappointment. Presented by Amanda Fisher of Talent Management.				
March 08	12:00 PM – 1:00 PM	SA16ED 0002	Fit Fitness in Every Day: Exercise at Your Desk	Willis 140 The Forum
It seems like everyone is working more hours and using the old “no time to work out” excuse. No more excuses! You can do stretching, muscle strengthening and even aerobic exercises right at your desk. This class will teach you how to jump start your exercise routine and supplement it with exercises you can do at your desk. Presented by Wendy Comfort of Recreational Sports.				
March 09	12:00 PM – 1:00 PM	SA16HS 0003	Health Services for UNT Employees and Students	Chestnut 324
Ever wondered what to tell a student who is sick, is having difficulty seeing things in class, or might have a tooth ache? Do you know what services are available to you as a UNT employee? Then come to this session to learn about on-campus resources available to students and to UNT employees from College Optical Express, the Student Health and Wellness Center, and the UNT Dental Office. Presented by Kerry Stanhope of the Student Health and Wellness Center.				
March 10	12:00 PM – 2:00 PM	SA16FG 0002	Finding Grant Opportunities Workshop	Willis 136
If you are interested in finding scholarships or grant opportunities to fund arts, humanities, health and medicine, social sciences, science projects, education, research, or travel; or if you work with students who wish to do the same, this workshop is for you. The Finding Grant Opportunities workshop will provide an overview of searching for grant funding as well as demonstrations of several subscription databases available at UNT including: COS Pivot Funding Opportunities, Foundation Grants to Individuals Online, and Foundation Directory Online. Presented by Jennifer Rowe & Katy Schmitz.				
March 14	12:00 PM – 1:00 PM	AV17PR 0001	Professional Presence	Willis 140 The Forum
As the modern work environment continues to evolve, our appearance and mannerisms are still as relevant as our technical proficiency. From your first interview to your daily attire to your most critical presentation, what messages are you sending about your commitment and credibility? Presented by UNT's Employee Assistance Program (Alliance Work Partners).				
March 15	2:00 PM – 3:00 PM	SA17SH 0001	Finding Happy: The Science of Happiness	Chestnut 324
Are you interested in actively increasing the level of joy you experience each day? Join the Director of Counseling and Testing Services, Tamara Grosz, Ph.D., to learn some simple happiness strategies!				
March 16	12:00 PM – 1:00 PM	SA17ER 0001	Emergency Readiness	Willis 140 The Forum
This session includes information on what to do during weather, medical, and fire emergencies as well as how to respond to an active shooter or a disruptive person. The campus carry policy will also be reviewed. Presented by Kevin Crawford & Justin Stewart.				

March 17	12:00 PM – 1:00 PM	SA16HL 0002	Starting Fit: A Guide to Healthy Living for the Working	Willis 140 The Forum
Joe Chaney, Fitness Coordinator with the Pohl Recreation Center, will recommend & suggest key components to maintaining a healthy lifestyle, particularly for working adults. Key items within the presentation will be ways to get started back into a healthy lifestyle, ways to stay engaged in physical activity (at & away from the workplace), tips on staying motivated around busy schedules, guidelines & suggestions on healthy eating, and addressing common myths associated with fitness & fad dieting. Feel free to bring your lunch to eat during this informative session.				
March 20	12:00 PM – 1:00 PM	AV17PP 0001	Preparing & Delivering Powerful Presentations	Willis 140 The Forum
The best presentations are always more than the sum of their bullet points. No matter your medium, there are ways to compel your audience to take your message with them. This training offers a modern, dynamic approach to getting out from behind the cue cards and engaging your audience. Presented by UNT's Employee Assistance Program (Alliance Work Partners).				
March 21	12:00 PM – 1:00 PM	SA16HU 0003	Hula Lessons	Crumley 181 A Lg Conference Rm
Take a moment to join Shaureece Park, HR Manager with UNT System Human Resources, for a quick lesson on the ancient art form of Hula and focus on you and your health. Hula is an age-old Hawaiian dance form. It requires little skill, mainly an ability to wiggle your hips and enjoy ukulele music. But as many Hollywood luminaries have discovered, hula provides a terrific aerobic workout! It takes no prior experience, just a desire to learn.				
March 22	10:00 AM - 12:00 PM	AP16S3 0012	Service Excellence: Delivering Solutions	Willis 443
Leading customers to solutions is one of the most fundamental elements of service. We are "solution providers!" Helping students, co-workers, parents, visitors, and others on our campus find answers to their questions. In this session, we will focus on developing problem-solving and influencing skills. These skills are essential to creating a service excellence environment. Presented by Amanda Fisher of Talent Management.				
March 22	3:00 PM - 5:00 PM	UP17T 0001	Teacher Retirement System of Texas Coming to UNT!	Matthews 311
UNT System Human Resources has invited a TRS Field Officer to conduct a group presentation on site! This presentation will give you an opportunity to take part in discussion and allow you to ask questions. Some of the topics to be addressed will include membership in TRS, refunds of TRS contributions, service credits, compensation, grandfathering, retirement eligibility TIERS, service retirement benefits, retirement planning, disability retirement, Social Security, and employment after retirement The presentation is scheduled to last approximately an hour followed by time for questions from the audience. You are highly encouraged to sign-up for this session in advance as there is a minimum 100 participants required for an on-site visit from TRS.				
March 23	10:00 AM – 3:00 PM	UP17HF 0002	UNT Health Fair	The Union 333
UNT System Human Resources invites you to attend a Health Fair. This fair is an educational and interactive event designed to serve as outreach and to provide basic preventive screening, workplace wellness, benefits resources, and much more! The Health Fair will consist of a variety of vendors and exhibitors that will educate participants on all aspects of health, wellness, fitness, and lifestyle improvements. Topics will include chiropractic services, fitness clubs, employee assistance programs, and much more! Please join us for a day of healthy snacks, information, and fun!				
In addition, to increase awareness of cardiovascular disease and highlight prevention strategies, you will have an opportunity to complete a non-invasive cardiovascular test at no cost to you. Simply bring your photo ID and insurance card. For an appointment or more information on this screening, e-mail: bettyh@premiercorporatewellness.com .				

March 24	12:00 PM – 1:00 PM	AV17MU 0001	Managing Up	Willis 140 The Forum
Knowing and adapting to your boss’s style of communication and decision-making will help you build a mutually beneficial relationship. When you create opportunities for two-way conversation, expectations can be managed and your influence can grow. This course presents ideas and strategies you can use to earn the trust and support that advances your work, projects, and ultimately your career. Presented by UNT’s Employee Assistance Program (Alliance Work Partners).				
March 24	2:00 PM - 3:00 PM	SA16SM 0002	Stress Management	Chestnut 324
Stressful events and ideas are around us every day. Learn what you can do on a daily and weekly basis to manage stress. Participants will learn elements of mental health hygiene, and relaxation exercises. Presented by Arlene Rivero Carr, Ph.D. of Counseling and Testing Services.				
March 27	12:00 PM – 1:00 PM	SA17GE 0001	The Basics of Glass Etching	BLB 290 Dean’s Board Rm
Have you ever wanted to create beautiful glass etched items? If so, then this class is for you! Glass etching is an amazingly simple technique and very fun. It requires only a few materials to create lovely one of a kind pieces. You will complete one project during this session. Come and join the fun, and don’t worry... you don’t have to be a “crafty” person in order to attend! Presented by Cheryl McQueen of the College of Business Dean’s Office.				
March 28	12:00 PM - 1:00 PM	SA17VT 0001	Virtual Grocery Store Tour	Willis 140 The Forum
Take an interactive (virtual) shopping trip with the UNT dietitian to find out how to streamline your grocery shopping trip and bill! Learn what to look for on nutrition facts labels, what label claims really mean, best buys in each department and more! This session will help boost your confidence and take the guesswork out of grocery shopping. Presented by Danielle Gemoets, MS, RD, LD of the Student Health and Wellness Center.				
March 29	12:00 PM – 1:00 PM	SA16DC 0002	DIY Centerpieces	Willis 140 The Forum
Ever wondered how to create stunning centerpieces without spending a fortune? Laurea Irving of the President’s Office will show you how to create some DIY centerpieces that are easy, cost effective, and create fabulous ambiance! Feel free to bring your lunch to eat during this informative session.				
March 29	1:00 PM – 3:00 PM	AP16PW 0010	Productive Work Habits	Willis 443
Newly updated, Productive Work Habits will focus on identifying the principles of productivity. Activities and discussions will revolve around personal and work-related scenarios that will provide an opportunity to learn strategies in prioritization, time saving tips, and ideas to improve quality of work and life. Presented by Paula Bearden of Talent Management.				
March 31	11:00 AM - 12:00 PM	SA17LO 0001	Lynda.com Overview	ESSC 152
Do you love to learn or do you want to offer new opportunities for learning to your students? UNT is now offering a wonderful opportunity to all staff, faculty and students to use Lynda.com on your office computer, personal computer, or mobile devices. This leading online learning platform offers opportunities for you to learn new business, technology and creative skills to assist with reaching your personal and professional goals. Come spend an hour getting started on your learning plan and get a chance to preview over 4,700 video tutorials*. Presented by Suzanne Gravois of Talent Management.				
<i>*You will need to bring personal headphones to this session in order to hear the videos.</i>				

March 31	2:00 PM – 3:00 PM	AP16EP 0010	Benefits of the EAP	ESSC 152
<p>This session will detail the benefits and services offered through Alliance Work Partners. The EAP is a program offered to all UNT retirement eligible employees, retirees, household members and dependents that includes free, confidential problem assessment, counseling (up to 6 sessions per personal situation, per year) and referrals. AWP also has a robust website it refers to as HELPNET with a wide array of web-based training, assessments, articles, tips, and resources including access to a law library and financial calculators. AWP offers assistance with a wide range of issues. Presented by Suzanne Gravois of Talent Management.</p>				

Rec Sports Offerings

When		Title		Where
March 07 & March 14	Tuesdays 12:15 PM – 12:45 PM	Enrollment Not Required	Free Group Exercise Class: Step Express	Group Exercise Studio A Rec Center
<p>Offered by Rec Sports, this express class offers a quick and effective 30 minute cardiovascular workout with different easy to follow drills that are fun! Access to the Rec Center will be free for faculty and staff from March 1-19 (just bring your UNT ID). Please note: Half price Rec Center memberships start March 20th!</p>				
March 06 – March 17	Monday/Wednesday 12:15 PM – 12:45 PM	Enrollment Not Required	Free Group Exercise Class: Sweatshop	Group Exercise Studio A Rec Center
<p>Offered by Rec Sports, this class is a nonstop, powerhouse workout guaranteed to burn calories and get your heart pumping. Participants will alternate between functional strength training and high intensity cardio intervals. Access to the Rec Center will be free for faculty and staff from March 1-19 (just bring your UNT ID). Please note: Half price Rec Center memberships start March 20th!</p>				
March 07 & March 14	Tuesdays 12:30 PM – 1:15 PM	Enrollment Not Required	Free Group Exercise Class, Yoga I	Group Exercise Studio B Rec Center
<p>Rec Sports invites you to kick off your shoes and relax as an instructor leads you through a class, combining challenging postures and relaxing stretches. Come with an open mind, and leave with an open heart. Yoga mats are provided, however participants are encouraged to bring their own. Access to the Rec Center will be free for faculty and staff from March 1-19 (just bring your UNT ID). Please note: Half price Rec Center memberships start March 20th!</p>				
March 09 & March 16	Thursdays 12:15 PM – 12:45 PM	Enrollment Not Required	Cardio Kickboxing	Group Exercise Studio A Rec Center
<p>Rec Sports invites you to kick, punch and groove the calories away in this intense, action-packed, fun and effective cardio workout. Access to the Rec Center will be free for faculty and staff from March 1-19 (just bring your UNT ID). Please note: Half price Rec Center memberships start March 20th!</p>				

Questions? Email Elisha.VanDeventer@untsystem.edu for enrollment & technical questions
or Amanda.Fisher@untsystem.edu for other session information.

If you are interested in volunteering to teach a learning session in March of 2018, please e-mail Amanda Fisher.

Special thanks to the UNT Libraries.