Talent Development Workshops with DEI Content

Of the 321 Active Talent Development workshops, 137 listed here contain DEI content within, of which 30 (highlighted in blue) are fully focused on DEI content		
Course	**Workshop Title**	**Deescription**
TD0021	TD SHARE: My Professionalism	Professionalism is "how" we do our job, not the job itself. Is your "how" fresh and reflecting how you want to be seen as a professional? This content reinforces the ways that professionalism for classified staff is shown. Learning Objectives: Define Professionalism Understand Self-Awareness Define My Professionalism Nature of the Content: Type of Information: Practice-driven Level of Interaction: Pair and table sharing Extent of Practice: Projects and activities
TD0022	TD SHARE: Biases Unconscious	-Take your time (pause) when forming responses. -Seek and be curious about views that are different. -Ask questions rather than assume a meaning/intent. -Be vigilant to use neutral language in person/writing. -Take responsibility for harmful impacts.
TD0023	TD SHARE: Bridging Differences	-Learn about your culture and others'. -Expand your activities. -Explore your own biases. -Challenge your own assumptions. -Realize that being uncomfortable can be part of learning.
TD1002	Hiring @ JMU	Are you an administrative assistant or someone who supports your department with the recruitment process? Do you assist your department with conducting reference checks and submitting ePARs for new employees? Do you have questions about the onboard process? If so, we have created a workshop to help you! In this workshop, participants will learn about: - Recruiting and interviewing for faculty, classified and wage employees - Hiring an international employee - Onboard and hiring paperwork for faculty, classified and wage positions - Orientation for faculty, classified and wage employees - Information about affiliates Type of Information: Primarily receiving data Level of Interaction: Limited sharing Extent of Practice: Little to no practice
TD1006	Event Planning at JMU	Outstanding occasions don't just happen... they are created by planning ahead! Need help in planning your event? If so, join the JMU Event Management Team members as they guide you through the process of putting together the perfect event. Important resources and helpful hints will be shared with participants! Don't panic, plan! Attendees will also gain access to the Event Management System online scheduling software and be given a brief tutorial on how to request space. Type of Information: Primarily receiving data Level of Interaction: Limited sharing Extent of Practice: Little to no practice
TD1008	Solving Great Wkplace Mystery	People who are most successful at work aren't the most talented, they're the ones who understand what business they're in and who all those people are that we call bosses, co-workers and students. In this fast-paced session, you'll learn a new perspective on customer service and how it can energize the way you feel about work. In this workshop participants will: - Learn how employee engagement impacts customer service - Identify the critical elements of workplace fulfillment as revealed in the Q12 - Make the connection between fulfillment and customer service performance - Learn some important customer service fundamentals Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities

TD1037	Communicating Non-Defensively	"I know you are but what am I?" Ah, the memories of those long-ago-days on the playground. Or, wait, was it actually last week in the office? At the grocery store? On a Zoom call with a particularly snarky customer? How does that happen? When people get rude or pushy or suspicious, we resort to fighting back. The good news is.... That's how we're wired. The bad news is.... It rarely works. But there are things that will. In this workshop, we will talk about why our first instinct is to fight and how we can overcome that instinct in order to choose a strategy that leads to effective resolution.
TD1086	DISC I: Assessment & Intro.	DiSC is a behavioral assessment tool that allows us to identify "how we act." Since behavior is a critical part of the success of our teams, recognizing our own behavioral styles as well as the style of those around us can prove to be extremely beneficial. Participants will complete an individual assessment and then learn about the four behavioral styles. In this workshop, participants will: Learn about the four dimensions of DiSC Identify the behaviors associated with the four DiSC dimensions Identify areas of strength and challenge for each dimension Recognize DiSC behaviors in yourself and others
TD1088	DISC Introduction P-I	This DISC introduction uses the P-I online assessment to provide participants with information about their preferred behavior style at work. Awareness of all other styles is encouraged to improve results when working with others. Objectives for this session are: Learn about the four dimensions of DISC Identify the behaviors associated with the four DISC dimensions Identify areas of strength and challenge for each dimension Recognize DISC behaviors in yourself and others
TD1153	Confronting Bias - Inclusive	This two part session begins with you watching on your own 40 minutes in LinkedIn Learning. Then join others in a virtual room to discuss 15 questions related to the content. Learn how confronting bias can empower you to step out of your comfort zone and work toward a more inclusive environment. We will explore the concept of a cultural lens and how to use it as a tool to work through differences in interacting with others. In addition, you will learn how unconscious bias affects us all and the ways to counter it in ourselves and others.
TD1185	Difficult Conversations	This session focuses on the "nuts and bolts" of handling conflict effectively. You will learn to have the right perspective on conflict, ask the right questions and use the right words so that conflict becomes a productive part of building relationships, rather than something to be avoided. In this workshop participants will: - Be introduced to the Harvard Project on Negotiation and Difficult Conversations model - Analyze their approach to personal and work related difficult conversations to make conflict more productive - Learn practical steps to help make challenging conversations more productive while protecting the relationship This workshop is based on the book Difficult Conversations by Douglas Stone, Bruce Patton, Sheila Heen and Roger Fisher. Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD1242	Introduction to MBTI	The most widely used personality inventory in the world provides a picture of a person's personality type determining preferences on 4 dichotomies: extraversion-introversion; sensing-intuition; thinking-feeling; judging-perceiving. Combinations of these preferences result in 16 personality types. Understanding characteristics unique to each personality type can provide insight on how they influence an individual's way of communicating and interacting with others. The application can promote personal and professional growth and development and can enhance leadership and coaching, team development, conflict resolution, retention, culture and working relationships. Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD1259	MBTI Temperaments	The behavioral model of Temperament is one of the leading tools for making Type accessible and streamlining its complexity. This session, unlike any other available, drills deeply into each of the four Temperaments in ways that are insightful, useful and funny. If you are like many others and feel that understanding 16 Types is overwhelming, join us as we study four "shortcuts" that will help you better understand the Types. Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities

TD1260	MBTI Type Dynamics	At the heart of Jung's theory of psychological Type are the four mental functions: Sensing, iNtuition, Thinking and Feeling. Jung's full theory implies more complexity and richness, however, by suggesting that each function has an extraverted and introverted expression, which changes the experience, if not the look and sound of each function. Type Dynamics refers to the interrelationship among the four cognitive functions in a psychological Type. In this session, we will determine your dominant (preferred), auxiliary, tertiary and inferior functions. Knowing this, you can then begin to "grow" those functions that you may currently avoid. Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD1355	Raving Fans	This workshop discusses ways individuals and teams can improve their customer service skills in order to turn dissatisfied customers into Raving Fans. In this workshop participants will: - Learn three rules for creating raving fans - Discuss roadblocks to delivering exceptional customer service - Create a Raving Fans action plan This workshop is based on the book Raving Fans by Ken Blanchard and Sheldon Bowles. Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD1372	Pre-Retirement Planning	Two-session Course Are you almost ready to retire or interested in the idea? This program provides a comprehensive introduction to the important issues & concepts that every pre-retiree should understand. Although this program is open to anyone, it will be most helpful to those who are 50 years of age or older or are within 5 years of retirement. Topics include: - Understanding retirement income needs - Selecting appropriate withdrawal rates. Inflation and longevity - Estate planning and the transfer of assets - Addressing end of life health concerns. And much more Type of Information: Primarily receiving data Level of Interaction: Limited sharing Extent of Practice: Little to no practice
TD1399	Ouch! That Hurts: Speaking up.	When confronted with potentially offensive situations how you react is a personal choice. Staying silent or actively participating in the face of demeaning comments, stereotypes or bias allows these attitudes and behaviors to thrive. This undermines our ability to create an inclusive environment where all are welcomed, treated with respect and able to do their best. In this session participants will explore personal bias and learn techniques to communicate without bias, stereotyping, discounting or discriminating. Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD1449	Strategic Planning Retreat	Strategic Planning Retreat
TD1461	Student Employment Essen. 2	Whether you are a new or seasoned supervisor of student employees, this workshop will focus on the student employment process/hiring paperwork, supervising student employees, policies and procedures and other resources to help you in the student employee-supervisor relationship. General information will be covered in each session with specific topics scheduled each month to help answer any questions or to assist supervisors in their positions. Workshop Focus: News & Updates, Guest Speaker: Disability Services with Student Employees Type of Information: Primarily receiving data Level of Interaction: Limited sharing Extent of Practice: Little to no practice

TD1482	Clear as Mud	I just want to do the right thing. I just want to do the right thing. I just want to do the right thing. Wait a minute. What is the right thing? Sound familiar? We know that leaders, supervisors and managers must have integrity. Integrity is defined as 'firm adherence to a code of especially moral or artistic values'. Therein lies the challenge. As leaders, we are expected to do the right thing. But, how do we do the right thing when everyone's 'right thing' might be different. Join us as we explore the challenging relationship between leadership and ethics. In this session participants will: - Explore how to do the right thing when everyone's 'right thing' might be different - Explore how we balance leadership and ethics - Learn about an ethical action test to guide decision-making After this session participants will: - Respond more confidently when faced with ethical dilemmas Type of Information: Primarily receiving data Level of Interaction: Pair and table sharing Extent of Practice: Little to no practice
TD1515	MBTI and Communication	Did you know that Judgers use a 'closed language' and Perceivers use an 'open language'? Our type preferences are like personal filters which impact many things including communication. Our communication filters determine our perceptions. Perceptions can assist communication or distort it. The more we understand our own filters, the more effectively we can communicate. This workshop will highlight communication preferences and use MBTI type knowledge to improve communication. In this workshop participants will: - Learn about communication preferences for the four MBTI dichotomies - Learn about MBTI communication languages and dialects - Learn to recognize personal communication preferences for themselves and others Type of Information: Practice Driven Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD1621	Jungle Escape	RETREAT CONTENT You and your team have just survived a crash-landing in a remote jungle and must build an escape helicopter using spare parts from the wreck. Can your team escape the jungle? This interactive session focuses on teamwork, planning, problem solving and decision making. In this workshop participants will: - Learn about team synergy - Discover the difference between Cohesive, Fragmented and Divergent teams - Learn nine key indicators of team effectiveness - Experience vital group-process skills such as problem solving and decision making - Understand the importance of balancing planning and implementation - Recognize the effect of individual behavior on group productivity - Develop action planning steps for better team performance Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD1695	CliftonStrengths	Are you working from a "strengths" based viewpoint? Maybe you notice your weaknesses more easily than you talents? Gallup, the research organization, has data that clearly shows that being able to use your strengths at work makes you and the organization more successful and fulfilled. Come to this two part virtual workshop to consider the strengths philosophy, and to take and assessment (Prior to the the workshop) to identify your top five strengths themes. Come back for the second session to get a deeper understanding of your strengths and how to use them in your work and life. If you have already done the StrengthsFinder 2.0, you do not need to re-take the inventory (please call Talent Development to discuss). Learning Objectives - Consider the strengths philosophy - Remember recent successes - Identify obstacles to maximizing your talents - Take the inventory - Affirm your top five strengths themes - Develop strategies to maximize your talents - Complete the Gallup eLearning

		In this workshop participants will: - Explore conflict through MBTI lenses - Understand conflict dynamics - Learn a three-stage model for managing conflict through type - Apply the conflict management model - Develop an action plan to alter conflict management approaches Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD1700	MBTI and Conflict	
		The traditional workplace no longer exists. The world is flat. Businesses are globally connected, knowledge-driven and competitive. Business has become dependent on technology; as a result, the workplace is fast-paced, high-pressure, and constantly changing. Managers have more demands, more tasks and responsibilities, and more people to manage than ever before. And the workforce has changed too. No longer are employees content to pay their dues and climb the ladder. Their expectations have changed; they make their own demands. Is it any wonder that your managers are struggling as they strive to manage more people with less time in a work environment that seems to be constantly shifting? In this workshop participants will: - Identify their management style - Identify popular myths about managing people - Identify ways to effectively manage their team in today¿s work environment - Learn ways to avoid the under-management trap - Implement an action plan to immediately impact how they manage their employees This workshop is based on the book It's Okay To Be The Boss: The Step By Step Guide To Becoming the Manager Your Employees Need by Bruce Tulgan. Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD1742	It's Okay to Be the Boss	
		Emotional intelligence (EQ) provides a way to understand, assess and control emotions. Knowing what emotional intelligence is and knowing how to develop emotional intelligence to improve your life are two different things. This workshop will provide information on emotional intelligence as well as focus on how to develop it. In this workshop participants will: - Assess their EQ - Explore and discuss emotional intelligence - Select strategies for developing emotional intelligence - Develop an EQ action plan This workshop is based on the book Emotional Intelligence 2.0 by Travis Bradberry, Jean Greaves and Patrick Lencioni Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD1753	Emotional Intelligence	
		What will Fred and his companions in the penguin colony do when they discover their iceberg is melting? How will they handle this problem? The story of Fred and his penguin colony occurs every day in different forms all around us. Inside and outside the workplace, we are faced with a constantly changing world. Navigating the challenges and relationships associated with change can be overwhelming. Join us as we discuss this simple fable about doing well when faced with many obstacles and how you can manage change in ways that encourage people to adapt more quickly. In this workshop, participants will: - Discuss an eight-step process for managing change - Learn the role of thinking and feeling in the change process - Identify ways to handle change and produce better results This workshop is based on the book, Our Iceberg is Melting, by John Kotter and Holger Rathgaber. Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD1828	Our Iceberg is Melting	

		In today's diverse workplace, tense moments occur. When you hear something offensive, when you've said something wrong, when something you say has been taken out of context...these are things that can lead people to feel hurt, embarrassed, angry or resentful. But such negative encounters don't have to stay negative. When handled properly, they can be transformed into "gateways" that lead to better working relationships and increased understanding. In this workshop, participants will learn: - How to manage the emotions that can arise in the face of diversity-related tension - How to set productive goals for various types of gateway conversations - Why it is important not to jump to conclusions about intent (and three strategies for assessing intent accurately) - How to communicate in a way that demonstrates respect and encourages further conversation Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing
TD1829	Gateways to Inclusion	Extent of Practice: Scenarios and activities
		In this collaborative session, participants will learn more about some of the departments on campus that facilitate out-of-the-classroom student engagement opportunities. Each participating department will discuss the services they provide for students and the partnership opportunities available for staff and faculty. Presented by Representatives from the Center for Multicultural Student Services, the Dux Center, Office of Student Activities and Involvement, Community Service Learning, and UREC. Type of Information: Primarily receiving data Level of Interaction: Limited sharing
TD2034	JMU Student Life	Extent of Practice: Little to no practice
		Have you heard acronyms like 'LGBT,' 'LGBTQ' or 'LGBTQIA' and wondered what those letters stand for? Do you work alongside coworkers or serve customers who identify as LGBT, LGBTQ, oe LGBTQIA? Do you want to learn more about the basics of sexual orientation and gender identity and have the chance to ask questions in a safe and non-judgmental space? Research shows that approximately one in every twenty people identifies as lesbian, gay, bisexual, transgender or queer (LGBTQ). With increasing coverage of gender and sexual diversity in the media, more and more individuals are openly identifying as lesbian, gay, bisexual, transgender, queer or questioning, intersex, and asexual than ever before. As employees in a diverse workplace, it¿s important to be mindful of how we can be understanding and inclusive of sexual and gender diversity at JMU. Participants in this workshop will have the chance to learn and ask questions about diverse gender and sexual identities and gain insight into the experience of LGBTQIA+ individuals at JMU. In this workshop, participants will: - Acquire basic knowledge of LGBTQIA+ identities - Explore the messages we learn about gender and sexuality - Discuss ways to interact with LGBTQIA+ coworkers and customers in a sensitive and inclusive way Type of Information: Primarily receiving data Level of Interaction: Limited sharing
TD2056	Understand Gender & Sexual Div	Extent of Practice: Little to no practice
		Good communication is critical to our success and happiness at work, and yet communication breakdowns occur every day. Despite our best intentions, we can send the wrong message or misinterpret our co-workers' emails, voicemails or conversations. Don't miss this opportunity to refresh and expand your skills for communicating more effectively at work. In this workshop participants will: - Identify some common barriers to effective communication in the workplace - Learn the important building blocks of a well formulated message - Explore the power of listening well - Learn a simple model for having a difficult conversation Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing
TD2058	10 Tips for Listening, Talking	Extent of Practice: Scenarios and activities

		If there was something that could help you be more successful, have higher quality relationships, and be happier, would you want it? Emotional Intelligence (EQ) can lead to all of those outcomes, and the good news is, you already have some Emotional Intelligence and can build even more! Join us to learn about the concept of Emotional Intelligence, assess your EQ, and explore how to raise your EQ so that you can be happier and more effective at work and at home. In this workshop participants will: - Learn about the four domains of Emotional Intelligence - Explore why we should care about our Emotional Intelligence skills - Identify areas of Emotional Intelligence strength - Identify an area of Emotional Intelligence growth and create an action plan Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing
TD2060	IQ or EQ? Both Please!	Extent of Practice: Scenarios and activities
		Many organizations recognize the advantages that diversity and inclusion bring, but find it difficult to cultivate a workplace that works for everyone. Diversity and inclusion are not the same; they are inter-related and inter-dependent and people at all levels must be willing and able to 'break new ground' in order to create an environment where people want to come, stay and contribute the best that they have to offer.This workshop will provide you with the understanding, skills and tools necessary to create and maintain a respectful and inclusive workplace. In this workshop participants will: - Describe diversity and inclusion dynamics as they occur in day-to-day interactions and lead to diversity moments - Describe the presence and influence of unconscious bias, micro-inequities and societal stereotypes on our judgment, communication and actions - Use the four steps in the M.E.E.T. model to respond effectively to situations involving diversity and inclusion dynamics and promote a respectful working environment Type of Information: Primarily receiving data Level of Interaction: Pair and table sharing
TD2070	Breaking New Ground: Respect	Extent of Practice: Little to no practice
		Are you having an impact or have an influence on the work you do or the people you work with? In this workshop you will be introduced to skills needed so that others will want to grant you the power to affect outcomes. Participants will be exposed to techniques used to develop and maintain rapport, resolve conflicts and handle difficult situations, recognize others' needs and support them in meeting their needs while meeting their own as well ('win-win'). In addition, participants will discuss the qualities that influential people have and have the opportunity to assess themselves in these areas Participants will learn: - The importance of rapport and developing genuine relationships - Improve communication skills, including verbal and nonverbal messages, to be more effective with others - Recognize common barriers to communication - Understand and use communication styles to tailor communications appropriately to their sphere of influence Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing
TD2071	The Art of Influencing Other	Extent of Practice: Scenarios and activities
		NOTE: Attendees must currently supervise/manage at least one employee to enroll in this workshop. Must attend all sessions. The What Every JMU Supervisor needs to Know series consists of nine workshops that focuses on the human resources role, responsibility, and tasks you perform as a supervisor. Each session centers on a different function and will emphasize practical understanding and application for supervisors. The series is structured to allow networking and discussion of supervisory challenges as they pertain to each human resource topic. NOTICE: The learning associated with this series depends on your attendance and participation with others in all sessions. As a result, you must attend all sessions. Please review your calendars for commitment to the entire series prior to registration. Total class time is 27 hours. Please review the schedule to ensure your attendance at all sessions. Type of Information: Primarily receiving data Level of Interaction: Limited sharing
TD2104	What Every Supervisor Needs	Extent of Practice: Little to no practice

		Have you ever second-guessed a decision you made? Perhaps there's one that makes you feel a little bit unsettled even now. Sometimes the nagging feeling that remains is a sign that we wish we'd done something differently. This interactive workshop offers participants an opportunity to revisit past choices and evaluate new decisions using a series of questions that can work independently or with a group.The 8 Key Questions help us to expand our thinking beyond our ethical blind spots and make better informed decisions, hopefully leaving that nagging feeling far behind! Participants will use one to two scenarios to learn and apply the 8KQ. Additionally, they will leave with a tool that can be useful in future personal and professional decisions. Participants are invited to become more involved with ethical reasoning activities after experiencing this introductory session. In this workshop participants will: - Identify their individual ethical preferences - Understand how preferences can create "blind spots" in reasoning and decision making - Learn about the Eight Key Questions ethical reasoning framework - Apply the 8KQ to one or more scenarios - Reflect on and write about one decision or situation where ethical reasoning may be helpful Type of Information: Practice-driven Level of Interaction: Extensive sharing
TD2139	Ethical Reasoning for Everyone	Extent of Practice: Scenarios & activities
		Workplace Etiquette is a fundamental skill set that professionals often overlook and need to properly utilize within their day to day careers. Proper workplace etiquette helps you stand out as a professional in the workplace and positions your career in a powerful direction for growth and opportunity. In this workshop we will take workplace etiquette to the next level so you can reach your full career potential and present yourself as a well-rounded professional. Advanced principles and strategies to incorporate workplace etiquette in your day-to-day routine will be covered so you can refine your professional image using the latest etiquette techniques. This workshop will cover professional image; etiquette for networking, business dining and social events; cellphone, voicemail and email communication; navigating difficult conversations/colleagues and general business acumen. Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing
TD2151	Advancing Workplace Etiquette	Extent of Practice: Scenarios and activities
		DISC is a behavioral assessment tool that allows us to identify how we act. Since behavior is a critical part of the success of our teams, recognizing our own behavioral styles as well as the style of those around us can prove to be extremely beneficial. Participants will complete an individual assessment and then learn about the four behavioral styles. In this workshop, participants will: - Learn about the four dimensions of DiSC - Identify the behaviors associated with the four DiSC dimensions - Identify areas of strength and challenge for each dimension - Recognize DiSC behaviors in yourself and others This course is for participants of the Administrative Assistant Certificate Program (AACP). If you have already taken the introductory DiSC workshop (TD1086), please contact Talent Development at 568-4104 or td@jmu.edu. Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing
TD2194	DiSC for AACP	Extent of Practice: Scenarios and activities
		After practicing the 6 guidelines for effective team communication, each person is given a role to play on the team and the team plans and creates a new toy for the company. Objectives for the session are: - Identify communication behaviors that don't work - Understand the value of positive communication - Practice communication situations - Develop an action plan to apply effective communication concepts Type of Information: Practice Driven Level of Interaction: Extensive sharing
TD2228	Within the Team Communication	Extent of Practice: Scenarios and activities

		Organizational stress is constant and makes good communication more challenging. By this point in the series, participants have the personal and cross-team communication skills confidently in practice. This session adds stressful events to the normal toy company model to provide opportunities to strengthen and expand communication skills. Objectives for the session are: - Identify key communication behaviors to use during stressful times - Practice appropriate methods to send messages - Deepen understanding of the core communication skills - Self-assess the impact of stress on personal communication skills Type of Information: Practice Driven Level of Interaction: Extensive sharing
TD2230	Communication During Stress	Extent of Practice: Scenarios and activities
		(Pre-requisite: TD1086: DISC I: Assessment & Introduction) Good leaders know the leadership style and the behaviors that come most naturally to them. These behaviors are comfortable and often lead to some success. Great leaders go beyond their natural leadership style to draw on a full array of leadership behaviors to maximize their effectiveness. Come to this workshop to learn about 8 Dimensions of Leadership based on the DISC model of human behavior. These dimension include: Pioneering, Energizing, Affirming, Inclusive, Humble, Deliberate, Resolute, or Commanding. To be our best as leaders we need to empower ourselves with a variety of ways of thinking, acting and behaving as leaders. - Learn about the 8 Dimensions of Leadership include the strengths and challenges associated with each dimension - Self-identify their own Leadership Dimension based on their prior knowledge of their DISC profile and using their self-assessment after reviewing the dimension descriptions - Identify opportunities to enhance their leadership effectiveness in light of this leadership model Type of Information: Practice Driven Level of Interaction: Pair and table sharing
TD2238	8 Dimensions of Leadership	Extent of Practice: Scenarios and activities
		When asked 'How Was Your Day?' the answer might be simple and sincere, automatic, or open the door to a long conversation. In this workshop which uses memorable video scenarios in a variety of workplaces settings, you will experience open discussion about topics of bias, inclusion, harassment, and bullying. Come to discuss these sensitive topics with colleagues to achieve these learning objectives: - What unconscious bias is and how to overcome it - Diversity vs. Inclusion - The 'Rebuttal Brain' and how to turn it off - Practical ways to build inclusion - Understand what makes a work environment hostile - Control tactics of bullies Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing
TD2239	How to Have Good Interactions	Extent of Practice: Scenarios and activities
		Increase your feeling of competence in meeting people from other cultures in this workshop which uses activities and information from the book Cross-Cultural Competence. Work with others to: - Agree on a definition of culture - Become aware of culture shock - Experience cultural similarities - Create a cultural genogram - Identify cross-cultural skills and habits Type of Information: Receiving data and practicing Level of Interaction: Limited sharing
TD2240	Competent on a Cultural Campus	Extent of Practice: Scenarios and activities
		TEAM ONLY CONTENT FOR TEAM PAGE This 2 1/2 hour workshop is for groups that work together all of the time and has a prerequisite that all team members have completed the StrengthsFinder 2.0 assessment and some form of training in its meaning (workshop or 1-1 coaching). Time will be spent reaffirming personal strength themes and talents, interacting with others in the group to share success and challenges, and discussing opportunities to compound the success of the group through a focus on strengths. Specific learning objectives are: - Reaffirm personal strength themes - Become aware of others's strength themes - Identify ways to maximize personal/team strengths Type of Information: Receiving data and practicing Level of Interaction: Limited sharing
TD2245	Strengths on My Team	Extent of Practice: Scenarios and activities

TD2339	Team Excellence 1 Assess	Workshop #1, Assess Your Team Is your team strong? Is it troubled, stalled, or simply going through the motions? This module uses the characteristics of a high-performing team to help assess your team¿s strengths and needs. Take this workshop to understand the first step toward building a successful and happy team. Objectives: After completing this workshop you will be able to: - Identify the main takeaways of the `Assessing Your Team' video - Recall the 7 characteristics of a high performing team - Separate self from the results of a team assessment - Design an improvement plan to better assist your team Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD2340	Team Excellence 2 Unity	Workshop #2, Unity Do you want to create a more inclusive culture within your team? This module breaks down people¿s basic emotional needs into three categories and creates direct paths to fulfill those needs in a team setting. Take this workshop to understand how to create a high performing team through the creation of a meaningful culture. Objectives: After completing this workshop you will be able to: - Identify the main takeaways of the `Unity¿ video - Understand the benefits of a unified team - Identify the A, B, C¿s of team members¿ basic needs - Establish a plan of action to create unity within your team Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD2341	Team Excellence 3 Diagnose	Every supervisor dreams of a high-performing team where things just 'click,' and people work to accomplish goals beyond the status quo. If you want to have a team where acceptance, belonging and contributions are valued, and productivity and morale are high, come to at least five of the 7 workshops drawn from the Manager Moments series produced by Media Partners. In this session (3) you will diagnose team unity and understand why teams 'slump,' or lack energy and enthusiasm. Specific learning objectives are: - View the video How to Diagnose Team Problems - Identify leader driven problems (9 questions) - Identify employee driven problems (3 types) - Create a plan for your team Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD2342	Team Excellence 4 Improve Comm	Every supervisor dreams of a high-performing team where things just 'click,' and people work to accomplish goals beyond the status quo. If you want to have a team where acceptance, belonging and contributions are valued, and productivity and morale are high, come to at least five of the 7 workshops drawn from the Manager Moments series produced by Media Partners. In this session (4) you will discover more ways to improve team communication. Specific learning objectives are: - View the video Improve Team Communication - Identify how to communicate bad news - Identify how to communicate good news - Identify how to communicate the big picture - Develop a personal communication strategy Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities

TD2343	Team Excellence 5 Mediate	Every supervisor dreams of a high-performing team where things just 'click,' and people work to accomplish goals beyond the status quo. If you want to have a team where acceptance, belonging and contributions are valued, and productivity and morale are high, come to at least five of the 7 workshops drawn from the Manager Moments series produced by Media Partners. In this session (5) you will see and practice how to mediate a team dispute. Specific learning objectives are: - View the video Mediate a Team Dispute - Understanding who is responsible for what in a conflict - Appropriate verbal and non-verbal behaviors in resolving a dispute - The reason a triad works well to resolve a disagreement - Practice mediating a dispute Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD2344	Team Excellence 6 Restore Unit	Every supervisor dreams of a high-performing team where things just 'click,' and people work to accomplish goals beyond the status quo. If you want to have a team where acceptance, belonging and contributions are valued, and productivity and morale are high, come to at least five of the 7 workshops drawn from the Manager Moments series produced by Media Partners. In this lesson (6) you will find out how to restore team unity when things are out of sync or cliques have formed. Specific learning objectives are: - View the video Restore Team Unity - Review and understand the A, B, and C of a team member - Using the A, B, and C to assess the situation - Establish a personal plan for re-energizing the team Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD2345	Team Excellence 7 Stages	Every supervisor dreams of a high-performing team where things just 'click,' and people work to accomplish goals beyond the status quo. If you want to have a team where acceptance, belonging and contributions are valued, and productivity and morale are high, come to at least five of the 7 workshops drawn from the Manager Moments series produced by Media Partners. In this session (7) you will learn why teams are always in flux and what the stages of a team are. Specific learning objectives are: - View the video Understanding the Stages of a Team - Identify four stages of a team (per Tuckman) - Gain understanding of the cyclical flow of a team - Identify things to watch for as the team evolves - Create a personal plan for monitoring the team Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD2356	Insider-Outsider Dynamics of I	Insider-Outsider Dynamics of Inclusion We know that diversity and inclusion are related but different aspects of a successful workplace. In this workshop we will explore dimensions of difference, insider-outsider dynamics, leadership competencies for inclusion, and develop change strategies for our own work life. Specific learning objectives are: - Clarify what we mean by diversity and inclusion - Explore dimensions of difference - Identify leadership competencies in an inclusive workplace - Develop change strategies related to inclusion Type of Information: Receiving data and practicing Level of Interaction: Paid and table sharing Extent of Practice: Scenarios and activities

TD2377	Build Trust and Transparency	Trust in the work environment is crucial to effective communication, well-being and productivity. However, sometimes trust can be compromised by a variety of different reasons such as politics, personal conflict, and timing which can lead to an environment of distrust among colleagues. In the small book, The Thin Book of Trust, Charles Feltman says that trust boils down to four things; sincerity, reliability, competence and care. Do you find others fit this criteria? Do others consider you trustworthy? How can you communicate to someone that you want to trust them, even if they don¿t fit the criteria? Come to this session to learn lessons from Charles Feltman, such as how to build strong relationships with others, repair trust when it's been broken and being consistent in your actions and language. After the session, participants should be able to: 1. Identify the 4 components of trust (according to Charles Feltman's The Thin Book of Trust) 2. Identify 6 things to do before having a conversation with someone about distrust 3. Identify 5 steps to the conversation when confronting distrust 4. Identify 1-2 best practices when it comes to trust in the workplace Type of Information: Primarily receiving data Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD2382	Fair Labor Standards Act	Why are some employees exempt from overtime pay? Can I give my administrative assistant some ¿comp time¿ for working additional hours on a certain project? How much overtime can an employee receive? Do I have to pay my employee for driving to and from a conference? If my employee arrives for work before the scheduled start time, do I pay them for that time? These are just a few of the questions that are addressed by the FLSA which establishes many labor-related regulations such as overtime pay, minimum wage, and travel time. All of these regulations can be confusing, and if misunderstood, can lead to inadvertent errors and potentially costly lawsuits. JMU along with its supervisors and employees have a responsibility to be familiar with and follow the provisions of the FLSA.
TD2385	New Professionals	For the first time in history, we have 5 different generations in the workplace ¿ working side-by-side, doing similar work but, in many cases, with different expectations. So, where do you start? What questions do YOU need to ask to ensure that YOU have the information YOU need to get started ¿on the right foot¿? Join us as we walk through topics of professionalism, remote work, communication, etiquette and other important topics to consider as you begin your professional career.
TD2391	Remote Work: Supervision	Even supervisors with years of experience can find their skills stretched when managing remote employees. According to one manager: ¿It¿s like learning to drive on the wrong side of the road. You have to get to the same destination as before, but you now have different signals, cues, and controls ¿ and that does take some time getting used to!¿ (What Great Remote Managers Do Differently ¿ Harvard Business Review). Fortunately, you¿re not alone. The events of 2020 pushed many into a remote environment, whether they were prepared for it or not. As a result, there are now resources available to help you do this well. Join us as we discuss how to apply your existing leadership skills, and what additional skills are needed, to lead your remote employees well.
TD2392	Remote Work: Team Building	Building a strong team matters. In a world where remote work has become more common, accomplishing that goal can be challenging... but is doable with willingness, communication, and empathy. In this session, we will share ideas for "gathering around the virtual water cooler", a phrase that is being used by those successful teams who have found a way to build engaged, successful teams with strong relationships, in spite of their physical locations.
TD2394	Lead Like a Coach	Whether you lead a small or large work team, coaching the individuals involved to meet and exceed expectations will be your perpetual leadership challenge. If you are looking for ways to expand your skills to foster a higher level of performance on the individual and team level, this session is designed for you. Content draws upon leadership lessons of Patrick Lencioni and coaching philosophies.
TD2401	Circle Up! Adding Restorative	Whether you are conducting a team-building activity, addressing a disagreement, or celebrating a new employee joining the JMU family, circle processes are a foundational element to any organization or department. If you work with other individuals, on a team or in a group, I'm sure there has been some point in time where you had to address conflict, provide a space for conversation, promote dialogue, or foster teamwork. Restorative Justice includes a variety of approaches used to encourage meaningful conversation in order to restore relationships or recognize differences. A circle process is an approach that can be used in any setting for most topics. You will leave this workshop not only with knowledge of Restorative Justice, but and an actual circle design to implement in your individual department or team. Learning Objectives: As a result of this workshop: - Participants will be able to define restorative justice. - Participants will be able to list at least two components of a circle process. - Participants will be able ready to apply restorative practices to their specific departmental areas. - Participants will learn to design and conduct a circles process. Type of Information: Receiving data and practicing Level of Interaction: Extensive sharing Extent of Practice: Scenarios and activities

		Green Dot: A Comprehensive Approach to Violence Prevention

We know that far too many students experience sexual violence, dating violence, and stalking during their time in college. To begin to change that, we all have to play a role in prevention. This session will focus on the vital role campus employees play in establishing and reinforcing the culture within which students exist. Participants will leave with an expanded definition of "bystander" and equipped to integrate key behaviors within their current job functions to establish two norms for prevention: (1) power-based personal violence is not tolerated in our community, and (2) everyone must do their part to keep the campus free from violence and fear of violence.

- Participants will understand key components of the Green Dot strategy.
- Participants will understand the dynamics of culture change.
- Participants will feel empowered and equipped to be a part of meaningful culture change on campus as it pertains to dating violence, sexual violence, and stalking.
- Participants will have the knowledge and tools they need to contribute to positive norms pertaining to power-based personal violence.
- Participants will have the knowledge and tools they need to support students and colleagues in making positive contributions to campus safety.

Type of Information: Primarily receiving data
Level of Interaction: Pair and table sharing |
| TD2427 | Green Dot: A Comprehensive App | Extent of Practice: Scenarios and activities |
| | | Being valuable to your team ensures that you and the team reach the goals you have set and advance. According to Seth Godin, one of the most popular bloggers and business authors, everyone can be the 'linchpin' of their work, someone who makes things happen, creates order out of chaos, connect people to one another and projects, and delight and challenge their peers and customers. This workshop shows you how.

After this workshop, you will be able to:
- List the qualities of a linchpin
- Demonstrate linchpin characteristics via group activities
- And lastly, practice these linchpin characteristics within your job when you return to work

Type of Information: Receiving data and practicing
Level of Interaction: Pair and table sharing |
TD2526	Become Vital to Your Team to S	Extent of Practice: Scenarios and activities
		Recruitment Panelist Training
TD2534	Recruitment Panelist Training	Opening the Door to Opportunity
		We are most productive when we work together and have good team chemistry. Even while focused on a solo task in front of us, we all want to be part of a strong team. That means being engaged with our group and feeling included and empowered to contribute to our overall success.

This workshop is full of practical ways to turn any team into a cohesive group that makes important decisions together and uses each member's strengths to achieve amazing results.

Learning Objectives:
- Explain the goals of your team.
- Establish rituals to support optimal team behavior.
- Know how to handle differences among your team.
- Learn how to evaluate teamwork.

Type of Information: Receiving data and practice
Level of Interaction: Pair and table sharing |
| TD2543 | Optimize Your Team | Extent of Practice: Scenarios and activities |
| | | Sure. Being a positive leader sounds nice. But research tells us positive leadership is also the way to build a positive work culture, develop a team that is connected and committed, unite that team when adversity strikes, and achieve outstanding results.

In this workshop, learn the "why" and the "how" of becoming a more positive leader. Then watch as your investment in positivity is rewarded with a more engaged, dedicated and effective team.

Learning Objectives:
- Understand the characteristics of a positive leader.
- Explore how leadership style influences work culture.
- Learn why developing relationships leads to high-performing teams.
- Identify the presence of grit as a factor and predictor of success.

Type of Information: Receiving data and practice
Level of Interaction: Pair and table sharing |
| TD2545 | Become a More Positive Leader | Extent of Practice: Scenarios and activities |

TD2546	Becoming the Manager You Need	The role of a manager is versatile and always evolving. Being able to manage efficiently and adapt to the ever-changing workplace is key to being a good leader. Maximizing the potential of each worker leads to a successful operation and positive growth. This workshop teaches managers the importance of being a role model for employees and knowing how to develop their team's strengths. The importance of attracting and retaining valuable employees is also emphasized. Learning Objectives: - Understand the importance of managers and other organizational leaders. - Learn how to help lead teams through times of change. - Acquire knowledge to attract and keep valuable employees. - Obtain skills to effectively lead and manage employees. Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD2549	Managing Up: Different Leader	Professionals in the workplace will encounter a variety of managers throughout their careers. Learning to manage up is a critical skill set you can use with any type of leader, from the excellent to the abysmal. Prepare to learn skills to help you work more effectively with those who have more power and influence in the organization no matter what type of leader they are, as well as strategies to minimize the impact of leaders with particular personality types. Learning Objectives: - Become familiar with different types of managers. - Identify tools to effectively partner with different types of managers. - Determine what type of manager you are using self-assessment. - Learn strategies to minimize the impact of a manager's personality type. Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD2550	A Better Way to Motivate	'If you finish the project on time without any errors, pizza for everyone!' 'Please focus on work during work hours, or there will be consequences.' Have you heard, or even used, these tactics? We all have, but it's probably not a surprise to hear they don't work. The truth is, every individual on your team is internally motivated, just maybe not in the way that you want. In this workshop, discover why traditional carrot-and-stick motivation is ineffective and learn alternate methods to drive engagement and success. Also learn what it takes to nurture a sense of purpose and belonging among your team and colleagues. Learning Objectives - Determine motives and identify the impact of personal motivations on work. - Understand why old motivation practices are not successful. - Acquire new motivation techniques. Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD2552	Exposing Myths: Work in the Re	It's time to update our thinking about work. Marcus Buckingham (creator of StrengthsFinder) and Ashley Goodall (Leadership and Team Intelligence head at Cisco) wrote Nine Lies About Work: A Freethinking Leader's Guide to the Real World to expose the faulty assumptions we encounter every day at work. Helpfully, they replaced those falsehoods with new truths, recognizing how the power and beauty of our individual uniqueness has changed the long-accepted dogma of 'what matters most at work.' This workshop explores three of those debunked myths and the more timely truths that replace them. It turns out who you are as an individual is a critical factor that must be considered when defining the core truths about work. Learning Objectives: - Learn three exposed lies/new truths from the book Nine Lies About Work. - Understand your organizational position through cascading meaning. - Affirm that the strength of the team is what matters most. - Link what you love most to your success. Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities

		Good leaders are always trying to improve. Controlling and expressing our emotional reactions, as well as reading others' emotions has become a critical asset in today's world, not to mention EQ's performance-optimizing advantages. Learning about emotional intelligence, or EQ, is one thing, but actually being able to apply it is another. In this workshop, become more familiar with the importance of emotional intelligence in leaders and learn the Six Seconds EQ Model, a practical three-step process to become a more effective leader by engaging your own emotions and those of your team. You will leave knowing more about your own EQ and with practical knowledge on how to keep increasing it. Learning Objectives: - Increase knowledge surrounding emotional intelligence. - Relate the three steps of Emotional Intelligence in Action to personal life experiences. - Reflect on key qualities and characteristics an emotional leader should possess. - Identify EQ areas to keep working on. Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing
TD2553	Becoming an Emotionally Intell	Extent of Practice: Scenarios and activities
		Are you ready to dig into the broadly-embraced concept of mindset? This workshop, based on Carol S. Dweck's groundbreaking book, examines and relates the powers of a growth mindset, contrasting it with the limiting results of a fixed mindset. We each have elements of both, but by identifying and switching our fixed mindsets to growth, we awaken the potential to develop our skills, abilities and circumstances rather than accepting them as they are. Learn how to develop your growth mindset, how leaders' mindsets influence their teams, and how to achieve greater career success with a growth mindset. Learning Objectives: - Identify differences between growth and fixed mindset - Separate and define characteristics of leaders with fixed and growth mindsets - Evaluate and interpret career situations where a growth mindset increases success Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing
TD2555	Nurturing a Growth Mindset	Extent of Practice: Scenarios and activities
		Is your team as efficient as it could be? The key to speeding up is actually slowing down and taking a closer look at how things are working. Finding the bottleneck on your team or in your organization is a crucial step in increasing productivity. Once found, making improvements or managing around the bottleneck leads to getting more done and a happier and faster team. Author of The Bottleneck Rules, Clarke Ching, has adapted well-known manufacturing techniques for use in every workplace, revealing the method to finding the bottleneck and managing it. Join us for this workshop to learn his step-by-step formula and start managing your team¿s bottleneck. Warning: You may start to see bottlenecks everywhere you go! Learning Objectives: - Learn about bottlenecks and how they affect a team¿s performance - Understand and use the FOCCCUS formula to identify and manage bottlenecks - Construct an action plan to manage and prevent bottlenecks in your workplace Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing
TD2556	Overcoming the Bottleneck	Extent of Practice: Scenarios and activities
		From a young age we're told to think and dream big, to reach for the stars! As grownups, though, it feels like many of our childhood dreams were silly, too big or completely unattainable. But what if they weren't? Based on the multi-million-copies-sold book The Magic of Thinking Big, this workshop offers strategies to help you get the most out of every aspect of life, starting now. You will learn the vital role your thoughts and beliefs play in turning dreams into reality, gain confidence in meeting people and making new friends, and use goals to help you turn those big dreams into actionable steps. Participants will learn to: Embrace the power of self-belief in thinking big Understand the value of other people in thinking big Practice taking initiative Create a big goal and action plan Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing
TD2557	Thinking Big for Success	Extent of Practice: Scenarios and activities

TD2558	We Can Talk About Race @ Work	During this interactive session, we will watch small video excerpts from the LinkedIn Learning course Difficult Conversations: Talking About Race at Work by Kwame Christian, Director of American Negotiation Institute and then discuss the principles and practices in groups that follow guidelines for engaging with "grace". Type of Information: Practice Driven Level of Interaction: Extensive Sharing
TD2559	Effective Meetings	Meetings can be powerful vehicles for professional and organizational momentum and change. Imagine meetings as dynamic events, where people are engaged and take pride in their participation, decisions, and actions. Many, if not most, meetings are not run that way, but it is possible! The Meeting Canoe offers a way to design meetings as productive work events that move the mission of the organization forward, while also attending to the needs of the participants. This course replaces TD1740: Meetings, Bloody Meetings
TD2570	Value-Driven Behavior at JMU	Organizational culture is actually a function of values, which drive behavior. In other words, values drive behavior, and behavior creates culture. Are your departmental goals manifesting in a way that supports the mission and vision of JMU? Are your behaviors congruent with the stated values? And is the culture you work in what you wanted to create? This workshop will help you clarify whether or not your values in actions are matching your stated values and what you can do to make sure they are aligned, or keep them in alignment. In this workshop, participants will: - Understand JMU values by examining behaviors - Understand your department's values by examining behaviors - Align your behaviors and stated values Type of Information: Practice-driven Level of Interaction: Extensive sharing Extent of Practice: Scenarios and activities
TD2574	Getting Along with Co-Workers	-Decide to get along no matter what (respect). -Get to know other people right away. -Keep things positive (topics, comments, ideas). -Anticipate organizational stress and be flexible. -Value others¿ time (share briefly & professionally).
TD2575	Microaggressions	Microaggressions -Are often unintentional (sender unaware) -May be meant as a compliment -Contain (subtle) messages of insensitivity/exclusion -Come from our unconscious biases -Are often based on a long history of stereotypes
TD2576	Valuing Differences	-Know your own biases. -Remember your view of the world is unique. -Choose a growth mindset. -Treat people the way they want to be treated. -Seek connection. -Make mistakes; it is normal.
TD2577	Supervising Student Employees	Supervising a student employee? Come join us for an overview of how to supervise a student employee, from posting the job to the end of their contract. This training will give you the toolkit you need to be a supervisor that helps give JMU students the experience they will need for their future careers. You will learn valuable skills on where to post your position, the interviewing process, the hiring process, training your new student employee, coaching & mentoring, disciplining and utilizing the 3-strike rule, the separation process and more! Type of Information: Practice driven Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD2578	Manage Wellbeing Self & Team	Come to this three-part series for managers and supervisors to renew your understanding of your own and your employees' needs for wellbeing at work and beyond. Based on conclusive research by Gallup, you will see your impact on your own and your employees¿ attitudes, behaviors and commitment to university and department goals. Learning Objectives -Clarify wellbeing for self -Understand wellbeing for employees reporting to you -Identify specific actions to enhance wellbeing for self and team Nature of the Content -Type of Information: Receiving data and practice -Level of Interaction: Extensive sharing -Extent of Practice: Scenarios and activities

TD2579	The Four Agreements	The Four Agreements are a powerful framework for showing up at work, and in life, by communicating and behaving in alignment with our values. In this workshop, participants will have the opportunity to examine their own values, relate them to JMU¿s values, and then use the Four Agreements as a roadmap to ensure that they are communicating and behaving in alignment with their values. Learning Objectives -Identify the Four Agreements and how they apply at work -Learn language patterns that encourage positive relationship building and goal achievement -Identify strategies to not take things personally and to not make assumptions about other¿s intentions -Identify the values that motivate you to do your best -Examine how doing your best at work is impacted by internal and external factors Nature of the Content Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD2580	Intro to Nonviolent Communicat	Nonviolent Communication (NVC) was designed as a way of resolving conflict, yet its application is wide-ranging and its use improves understanding and compassion and strives to meet the needs of all involved. Using NVC at work makes it easier to sustain collaboration towards a shared purpose because of improved communication. With practice, challenging conversations become opportunities for clear communication and feedback is welcomed as a source for positive development. -Understand what NVC is -Identify the 4 components of NVC -Understand the importance of identifying needs for improved communication & relationship development -Practice using NVC Nature of the Content Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD2582	LP Manage Priorities	Come to just one or all 22 workshops to learn about micro-behaviors that 795 highly successful leaders use in support of their 22 core leadership skills. "The better your leadership habits, the better you will perform as a leader, and the more successful you will be." This session will focus on managing priorities. Learning Objectives -Understand micro-behaviors for this leadership habit -Interact with colleagues regarding this leadership habit -Hear the experiences of JMU leaders -Practice specific aspects of this leadership habit Nature of the Content Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Projects and activities
TD2583	LP Influence Others	Come to just one or all 22 workshops to learn about micro-behaviors that 795 highly successful leaders use in support of their 22 core leadership skills. "The better your leadership habits, the better you will perform as a leader, and the more successful you will be." This session will focus on influencing others. Learning Objectives -Understand micro-behaviors for this leadership habit -Interact with colleagues regarding this leadership habit -Hear the experiences of JMU leaders -Practice specific aspects of this leadership habit Nature of the Content Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Projects and activities

TD2584	LP Analyze Information	Come to just one or all 22 workshops to learn about micro-behaviors that 795 highly successful leaders use in support of their 22 core leadership skills. "The better your leadership habits, the better you will perform as a leader, and the more successful you will be." This session will focus on analyzing information. Learning Objectives -Understand micro-behaviors for this leadership habit -Interact with colleagues regarding this leadership habit -Hear the experiences of JMU leaders -Practice specific aspects of this leadership habit Nature of the Content Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Projects and activities
TD2585	LP Empower Others	Come to just one or all 22 workshops to learn about micro-behaviors that 795 highly successful leaders use in support of their 22 core leadership skills. "The better your leadership habits, the better you will perform as a leader, and the more successful you will be." This session will focus on empowering others. Learning Objectives -Understand micro-behaviors for this leadership habit -Interact with colleagues regarding this leadership habit -Hear the experiences of JMU leaders -Practice specific aspects of this leadership habit Nature of the Content Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Projects and activities
TD2586	LP Sell the Vision	Come to just one or all 22 workshops to learn about micro-behaviors that 795 highly successful leaders use in support of their 22 core leadership skills. "The better your leadership habits, the better you will perform as a leader, and the more successful you will be." This session will focus on selling the vision. Learning Objectives -Understand micro-behaviors for this leadership habit -Interact with colleagues regarding this leadership habit -Hear the experiences of JMU leaders -Practice specific aspects of this leadership habit Nature of the Content Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Projects and activities
TD2587	LP Build Relationships	Come to just one or all 22 workshops to learn about micro-behaviors that 795 highly successful leaders use in support of their 22 core leadership skills. "The better your leadership habits, the better you will perform as a leader, and the more successful you will be." This session will focus on building relationships. Learning Objectives -Understand micro-behaviors for this leadership habit -Interact with colleagues regarding this leadership habit -Hear the experiences of JMU leaders -Practice specific aspects of this leadership habit Nature of the Content Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Projects and activities

TD2588	LP Plan and Organize Work	Come to just one or all 22 workshops to learn about micro-behaviors that 795 highly successful leaders use in support of their 22 core leadership skills. "The better your leadership habits, the better you will perform as a leader, and the more successful you will be." This session will focus on planning and organizing work. Learning Objectives -Understand micro-behaviors for this leadership habit -Interact with colleagues regarding this leadership habit -Hear the experiences of JMU leaders -Practice specific aspects of this leadership habit Nature of the Content Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Projects and activities	
TD2589	LP Overcome Individual Resista	Come to just one or all 22 workshops to learn about micro-behaviors that 795 highly successful leaders use in support of their 22 core leadership skills. "The better your leadership habits, the better you will perform as a leader, and the more successful you will be." This session will focus on overcoming individual resistance. Learning Objectives -Understand micro-behaviors for this leadership habit -Interact with colleagues regarding this leadership habit -Hear the experiences of JMU leaders -Practice specific aspects of this leadership habit Nature of the Content Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Projects and activities	
TD2590	LP Think Through Solutions	Come to just one or all 22 workshops to learn about micro-behaviors that 795 highly successful leaders use in support of their 22 core leadership skills. ¿The better your leadership habits, the better you will perform as a leader, and the more successful you will be.¿ This session will focus on thinking through solutions. Learning Objectives -Understand micro-behaviors for this leadership habit -Interact with colleagues regarding this leadership habit -Hear the experiences of JMU leaders -Practice specific aspects of this leadership habit Nature of the Content Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Projects and activities	
TD2591	LP Mentor and Coach	Come to just one or all 22 workshops to learn about micro-behaviors that 795 highly successful leaders use in support of their 22 core leadership skills. ¿The better your leadership habits, the better you will perform as a leader, and the more successful you will be.¿ This session will focus on mentoring and coaching. Learning Objectives -Understand micro-behaviors for this leadership habit -Interact with colleagues regarding this leadership habit -Hear the experiences of JMU leaders -Practice specific aspects of this leadership habit Nature of the Content Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Projects and activities	

TD2594	LP Listen Actively	Come to just one or all 22 workshops to learn about micro-behaviors that 795 highly successful leaders use in support of their 22 core leadership skills. ¿The better your leadership habits, the better you will perform as a leader, and the more successful you will be.¿ This session will focus on active listening. Learning Objectives -Understand micro-behaviors for this leadership habit -Interact with colleagues regarding this leadership habit -Hear the experiences of JMU leaders -Practice specific aspects of this leadership habit Nature of the Content Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Projects and activities
TD2596	LP Negotiate Well	Come to just one or all 22 workshops to learn about micro-behaviors that 795 highly successful leaders use in support of their 22 core leadership skills. ¿The better your leadership habits, the better you will perform as a leader, and the more successful you will be.¿ This session will focus on negotiating well Learning Objectives -Understand micro-behaviors for this leadership habit -Interact with colleagues regarding this leadership habit -Hear the experiences of JMU leaders -Practice specific aspects of this leadership habit Nature of the Content Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Projects and activities
TD2597	LP Make Good Decisions	Come to just one or all 22 workshops to learn about micro-behaviors that 795 highly successful leaders use in support of their 22 core leadership skills. ¿The better your leadership habits, the better you will perform as a leader, and the more successful you will be.¿ This session will focus on making good decisions. Learning Objectives -Understand micro-behaviors for this leadership habit -Interact with colleagues regarding this leadership habit -Hear the experiences of JMU leaders -Practice specific aspects of this leadership habit Nature of the Content Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Projects and activities
TD2598	LP Build Team Spirit	Come to just one or all 22 workshops to learn about micro-behaviors that 795 highly successful leaders use in support of their 22 core leadership skills. ¿The better your leadership habits, the better you will perform as a leader, and the more successful you will be.¿ This session will focus on building team spirit. Learning Objectives -Understand micro-behaviors for this leadership habit -Interact with colleagues regarding this leadership habit -Hear the experiences of JMU leaders -Practice specific aspects of this leadership habit Nature of the Content Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Projects and activities

TD2599	LP Manage Risk	Come to just one or all 22 workshops to learn about micro-behaviors that 795 highly successful leaders use in support of their 22 core leadership skills. ¿The better your leadership habits, the better you will perform as a leader, and the more successful you will be.¿ This session will focus on managing risk. Learning Objectives -Understand micro-behaviors for this leadership habit -Interact with colleagues regarding this leadership habit -Hear the experiences of JMU leaders -Practice specific aspects of this leadership habit Nature of the Content Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Projects and activities
TD2600	LP Communicate Clearly	Come to just one or all 22 workshops to learn about micro-behaviors that 795 highly successful leaders use in support of their 22 core leadership skills. "The better your leadership habits, the better you will perform as a leader, and the more successful you will be." This session will focus on communicating clearly. Learning Objectives -Understand micro-behaviors for this leadership habit -Interact with colleagues regarding this leadership habit -Hear the experiences of JMU leaders -Practice specific aspects of this leadership habit Nature of the Content Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Projects and activities
TD2602	LP Focus on Customers	Come to just one or all 22 workshops to learn about micro-behaviors that 795 highly successful leaders use in support of their 22 core leadership skills. "The better your leadership habits, the better you will perform as a leader, and the more successful you will be." This session is about focusing on customers. Learning Objectives -Understand micro-behaviors for this leadership habit -Interact with colleagues regarding this leadership habit -Hear the experiences of JMU leaders -Practice specific aspects of this leadership habit Nature of the Content Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Projects and activities
TD2603	LP Speak with Charisma	Come to just one or all 22 workshops to learn about micro-behaviors that 795 highly successful leaders use in support of their 22 core leadership skills. "The better your leadership habits, the better you will perform as a leader, and the more successful you will be." This session will focus on speaking with charisma. Learning Objectives -Understand micro-behaviors for this leadership habit -Interact with colleagues regarding this leadership habit -Hear the experiences of JMU leaders -Practice specific aspects of this leadership habit Nature of the Content Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Projects and activities

		Goals work because they offer us a way to focus. When well-crafted through the use of objectives, they help us keep the long-term vision in mind while motivating us in the short-term.

When we have goals, and commit to them, they will drive our behavior and priorities and increase our productivity.

In this workshop, join us to learn about 2 different ways to set goals, practice goal setting by creating objectives and identify obstacles to achieving goals.

Learning Objectives:
--Understand the importance of goal setting
--Explore different kinds of goals and their uses
--Learn two different ways of goal setting
--Practice setting goals by creating objectives
--Identify obstacles to achieving goal

Type of Information: Receiving data and practice
Level of Interaction: Pair and table sharing
Extent of Practice: Scenarios and activities |
| TD2604 | Goals & Objectives: Pathways t | |
| TD2607 | Belonging at Work | This workshop examines inclusion through the lens of belonging and why belonging is critical to creating an engaged and productive workforce. It offers specific actions to encourage belonging at work and support JMU¿s value to be an inclusive community that values the richness of all individuals and perspectives.

Participants will be guided through a series of questions and exercises that will explore what belonging means to them, and actions that they can take to encourage belonging.

Learning Objectives:
-Understand why belonging at work is critical for creating an inclusive community that values the richness of all individuals and perspectives
-Offer clear actions on how belonging can be encouraged at JMU and beyond
-Practice decision making (individually and in small groups) that considers Diversity, Equity, and Inclusion in creating community

Type of Information: Receiving data and practice
Level of Interaction: Pair and table sharing
Extent of Practice: Scenarios and activities |
| TD2608 | Increase DEI Competency | Are you interested in exploring Diversity, Equity, and Inclusion, or new to it at JMU? If so, this is the place to start! Identifying Behaviors that Increase DEI Competency offers participants a framework for skills and behaviors that help to develop competency with DEI practices and attitudes. Practice and mastery of these competencies supports JMU's goal to be an inclusive community that values the richness of all individuals and perspectives. Participants will also be able to identify areas they would like to know more about and find relevant TD workshops and other resources to support their learning journey.

Learning Objectives:
-Learn the practices and attitudes that reflect JMU's goal to be an inclusive community that values the richness of all individuals and perspectives
-Identify which behaviors, skills, and competencies you are already using well
-Identify which behaviors, skills, and competencies you would like to strengthen and where you can find the resources to do so

Type of Information: Receiving data and practice
Level of Interaction: Pair and table sharing
Extent of Practice: Scenarios and activities |

		The Certified Supervisor certification is offered through the Institute of Certified Professional Managers (ICPM). This certification offers a comprehensive analysis, and in-depth knowledge on real-life situations of the job responsibilities of managers and supervisors, and equips them with the knowledge required to be successful in today¿s modern workplace. Learning Objectives Upon successful completion of the exam, managers and supervisors will have competency in 11 key subject areas of management criteria: - Planning and setting objectives - Leading and motivating - Organizing and controlling - Quality Control - Problem solving and ethical decision-making - Managing groups and teams - Staffing, training, and appraising performance - Managing diversity - Customer service - Communication - Accounting and finance Asynchronous eLearning offered by ICPM: https://icpm.net/certified-supervisor-certification/ Type of Information: Primarily receiving data Level of Interaction: Limited sharing
TD2610	Certified Supervisor Certifica	
		This LinkedIn Learning session offers administrative professionals tips for staying focused and balanced and working effectively and productively with your manager. Executive assistant and coach April Stallworth introduces tools to help you be more productive and efficient, and resources to find answers specific to your job so that you are an invaluable asset at work. LinkedIn Learning is available to all JMU employees. Simply sign in with your JMU email address (if prompted, complete two-factor sign in with Duo) and find the course, Administrative Professional Tips. When you have completed the session, be sure to download the Certificate of Completion and send it to Talent Development at td@jmu.edu to have the course recorded in your training records. Learning Objectives: After this workshop, participants will have more tools to: - Collaborate effectively with your boss - Use project management to complete projects - Navigate office politics - Build your brand - Network for positive outcomes Nature of the Content: - Type of Information: Primarily receiving data - Level of Interaction: Limited sharing - Extent of Practice: Little or no practice
TD2612	Admin Professional Tips	
		You are cordially invited to a Networking OpportuniTEA to meet your colleagues and the Talent Development staff. While partaking of light tea refreshments, you will have the chance to engage with short, thought-provoking activities designed to foster awareness and acceptance of individuality and thinking. Each Networking OpportuniTEA will have a different approach to explore these topics. February 2, 2023 - Some hot tea and food on a cold day kicks off our OpportuniTEAS as we explore R.E.S.P.E.C.T. at work. Kindly enroll in MyMadison to confirm your RSVP. Learning Objectives: - Meet colleagues - Learn about Talent Development and its offerings - Foster inclusion and belonging at work - Examine what "respect" means to you Nature of the Content: Type of Information: Primarily receiving data Level of Interaction: Limited sharing
TD2614	Network OpportuniTEAS RESPECT	Extent of Practice: Little or no practice

TD2615	Network OpportuniTEAS Differen	You are cordially invited to a Networking OpportuniTEA to meet your colleagues and the Talent Development staff. While partaking of light tea refreshments, you will have the chance to engage with short, thought-provoking activities designed to foster awareness and acceptance of individuality and thinking. Each Networking OpportuniTEA will have a different approach to explore these topics. June 8, 2023 - Which do you prefer, hot tea or cold tea? Join us as we consider differences, in communication as well as tea choices. Kindly enroll in MyMadison to confirm your RSVP. Learning Objectives: - Meet colleagues - Learn about Talent Development and its offerings - Foster inclusion and belonging at work - Examine the difference "difference" makes at work in how we communicate Nature of the Content: Type of Information: Primarily receiving data Level of Interaction: Limited sharing Extent of Practice: Little or no practice
TD2616	Network OpportuniTEAS Engageme	You are cordially invited to a Networking OpportuniTEA to meet your colleagues and the Talent Development staff. While partaking of light tea refreshments, you will have the chance to engage with short, thought-provoking activities designed to foster awareness and acceptance of individuality and thinking. Each Networking OpportuniTEA will have a different approach to explore these topics. November 1, 2023 - November is the perfect time for a cozy OpportuniTEA to talk about engagement at work. Kindly enroll in MyMadison to confirm your RSVP. Learning Objectives: - Meet colleagues - Learn about Talent Development and its offerings - Foster inclusion and belonging at work - Examine how to create and sustain engagement at work Nature of the Content: Type of Information: Primarily receiving data Level of Interaction: Limited sharing Extent of Practice: Little or no practice
TD2618	Asking Questions for Success	Asking questions is critical to workplace and career success. It helps us develop new ideas and solutions and improves team performance. Yet, a surprising number of people don't ask! Join us in this workshop to become more comfortable with asking questions, helping others and receiving help at work. Learning Objectives: - Identify what type of "asker" you are - Learn about the Law of Giving and Receiving - Develop tools for asking questions at work in order improve workplace outcomes Nature of the Content: - Type of Information: Receiving data and practice - Level of Interaction: Pair and table sharing - Extent of Practice: Scenarios and activities

		What does it mean to be a powerful person? How do you find your unique powerful style? In this workshop, we will examine the impact leadership and personal development will have on your career, provide you with additional strategies in the workplace to achieve your goals, and discuss the immense power of networking.

The professional world is constantly changing and growing; in order to succeed you need to do the same. Although developed from material for women, this workshop offers skills and strategies to advance any person's career and leadership skills.

Learning Objectives:

- Demonstrate how personal development affects your role
- Experiment with the strategies and tools provided
- Understand the value of networking in the workplace
- Develop a plan to strengthen and expand relationships within the workplace

Nature of the Content:

- Type of Information: Receiving data and practice
- Level of Interaction: Pair and table sharing |
| TD2620 | Most Powerful Person in Room | - Extent of Practice: Scenarios and activities |
| | | How much time do you spend "putting out fires"? Taking care of these little problems (or big?) can be a huge drain on your energy and time. By identifying ways to solve problems before they occur, you can address the systems that create these problems and put that extra time and energy into creating innovative solutions that galvanize your team.

In this workshop, you will become familiar with the importance of thinking proactively, rather than reactively, as it relates to leadership in the workforce through recognition of early warning signs of problems. Learn how to categorize and acknowledge success in your environment as an individual and within a team.

Learning Objectives:

- Recognize possible barriers in problem-solving tactics
- Identify strategies to recognize the early warnings of a problem
- Identify what constitutes success in the given situation
- Develop an action plan that best resolves the given problem

Nature of the Content:

- Type of Information: Receiving data and practice
- Level of Interaction: Pair and table sharing |
| TD2621 | Solve Problems Before They Hap | - Extent of Practice: Scenarios and activities |
| | | Being a part of a team is making sure all members are heard. When communicating, listening to one another can have more impact than speaking. However, we aren't always very good at it, and technology tends to make it worse, which heavily impacts how effectively a team performs.

This workshop highlights barriers to active listening, how it affects a team environment, and ways that we can improve our communication through active listening behaviors.

Learning Objectives:

- Differentiate basic listening and active listening
- Indicate the components to being an active listener
- Identify the impact and importance of active listening on a team
- Develop an action plan to improve active listening skills

Nature of the Content:

- Type of Information: Receiving data and practice
- Level of Interaction: Pair and table sharing |
| TD2622 | Hear What You're Missing | - Extent of Practice: Scenarios and activities |

TD2623	Be Indispensable: Add Value at	Being indispensable at work is about connections and knowing when to say yes and when to say no. It should not be about pleasing everyone all the time - that just leads to overwhelm. This workshop offers participants a framework of how to make yourself indispensable and some practical tips to achieve it. Learning Objectives: - Explain the value of forming connections with those you work with, regardless of title. - Understand being a reliable colleague is one of the best ways to add value to yourself. - Learn when to say no. Nature of the Content: - Type of Information: Receiving data and practice - Level of Interaction: Pair and table sharing - Extent of Practice: Scenarios and activities
TD2625	Strengths Leaders of Teams	TD2565: Strengths Leaders of Teams is specifically for retreats where all participants are leaders of other teams. The content includes some basic CliftonStrengths/SF 2.0 material, but is explicit to leadership as found in the book Strengths Based Leadership. It is primarily Leadership content but includes DEI messages of acceptance. Contact the Director of Talent Development for more information.
TD2820	Words that Work	Come and practice the words that will make your day go better in four areas: ¿ Making Observations (vs. judgements) ¿ Stating Feelings (vs evaluations) ¿ Identifying Needs (vs strategies) ¿ Making Requests (vs demands) Designed to make your workplace interactions and productivity more effective and more rewarding, this workshop explores and practices communications skills through the lens of nonviolent communication. Come join us!
TD6060	DEI Unconscious Bias VCIC	Many organizations have provided training on unconscious bias for their staff and board members with great success. Once individuals are aware of their unconscious biases, however, they are not always clear on what they can do to reduce the impact of those biases at their organization. In this session, participants will explore the science of unconscious bias, specific types of unconscious biases, and how those biases show up at their organization. The session will also cover practical tips and approaches that organizations can implement to help individuals make better, bias-free decisions. 1.Explore the science of unconscious bias 2.Identify Specific types of unconscious bias 3.Observe how biases show up at work 4.Learn practical approaches to have bias-free interactions
TD6061	DEI Difficult Conversatn VCIC	Employees are increasingly calling on their workplaces to provide opportunities to grapple with difficult current events, internal dynamics and observations, and equity needs. When carefully crafted and facilitated, these dialogues have the potential to improve morale, engagement, and productivity. This workshop will help participants consider when and how to hold constructive conversation, and offer best practices to ensure that these dialogues are meaningful for participants and add value for the organization 1.Consider when and how to hold constructive conversations about difficult topics 2.Review best practices for difficult conversations 3.Practice meaningful dialogues for difficult topics
TD6062	DEI Microaggressions VCIC	Microaggressions have been defined as ¿brief and commonplace daily verbal, behavioral, or environmental indignities.¿ While they may not result in formal complaints or lawsuits, they do have consequences when it comes to morale, engagement, and retention. This session will explore the concept of microaggressions and will help participants identify effective strategies to prevent and interrupt these indignities when they arise in the workplace. 1.Define microaggressions 2.Identify impacts of microaggressions 3.Identify specific language and actions that can be microaggressions 4.Practice strategies to interrupt microaggressions
TD6063	Equity Allyship	Allyship is for you if you're the type of person who cares about fairness, equity, and excellence in your workplace. Allyship allows us to move from commitment to action, and that action is what is needed to create the kind of workplaces where people from every background can come and thrive. This practice driven workshop is based on the LinkedIn Learning course: Leading Your Org on a Journey of Allyship by Verna Myers. You are encouraged to do the 30 minute online course prior to the session. Objectives: 1.Consider why allyship matters 2.Assess responsibility for allyship 3.Identify how allies behave in the workplace 4.Understand misconceptions about allyship
TDW101	Comm: Intro Nonviolent Communi	Communication: Introduction to Nonviolent Communication Nonviolent Communication (NVC) was designed as a way of resolving conflict, yet its application is wide-ranging and its use improves understanding and compassion and strives to meet the needs of all involved. The third week of each month will continue with a more in-depth exploration of NVC, as well as other topics related to effective communication.

TDW102	Comm: Own Yr Feelings Better C	Communication: Feeling Language - It Isn't What You Think! - (TDW102) The ability to identify our feelings is a critical component for lowering defenses and improving communication. Perhaps counterintuitive to some, it can be a very appropriate and effective tool in the work environment. Nonviolent Communication (NVC) was designed as a way of resolving conflict, yet its application is wide-ranging and its use improves understanding and compassion and strives to meet the needs of all involved. The third week of each month will continue with a more in-depth exploration of NVC, as well as other topics related to effective communication.
TDW103	Comm: Ask for What You Want	Asking for what you want may be simple, but it is not always easy. If we are not clear in our ask, we probably won't get what we want! Nonviolent Communication (NVC) was designed as a way of resolving conflict, yet its application is wide-ranging and its use improves understanding and compassion and strives to meet the needs of all involved. The third week of each month will continue with a more in-depth exploration of NVC, as well as other topics related to effective communication.
TDW104	Comm: Art of Listening	Clarity in communication requires knowing our wants and needs, but sometimes people don¿t know what they want! Really skillful listening can help others identify their wants and needs. Nonviolent Communication (NVC) was designed as a way of resolving conflict, yet its application is wide-ranging and its use improves understanding and compassion and strives to meet the needs of all involved. The third week of each month will continue with a more in-depth exploration of NVC, as well as other topics related to effective communication.
TDW105	Comm: Why am I Talking/Not Tal	When and how we speak up matters and impacts interactions with colleagues, meeting effectiveness and decision-making. Using Myers-Briggs theory, we¿ll examine different preferences and how they can effectively engage at work. This is our final workshop on Communication in this Cultivating Competency lineup.
TDW601	Identifying Group Needs	Many people know that groups go through identifiable stages, but do you know that these stages are based on the needs that groups have? The most high-performing groups know to predict the behaviors associated with each stage and have strategies to work successfully through them. This workshop uses the familiar Tuckman's Model of Team Development (forming, storming, norming, performing) to examine needs that groups have, how to identify them, and strategies to fulfill those needs. After this workshop, participants will have information to: - Identify Four Stages of Team Development - Identify the needs of groups at each stage - Identify strategies to help groups successfully move through the stages Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TDW602	Team Bldg: Your Style Goal Set	Team Building: How Do You Make Goals Happen? - (TDW602) There is more than one right way to make a goal happen. Knowing this can help stave off frustrations in teams before they happen - and learning about them can be a lot of fun too! On the fourth week of each month, we will continue our exploration of team building, focusing on making goals happen, decision-making and influencing strategies.
TDW603	Team Bldg: Yr Style Decision M	Working teams can run into roadblocks when some members are ready to make a decision and move on it, while others want to collect more information. There is a way out! Join us for this workshop as we explore decision-making in groups. On the fourth week of each month, we explore Team Building, focusing on making goals happen, decision-making and influencing strategies.
TDW604	Team Bldg: Your Style in Rewar	Most people appreciate a reward for their time and effort ¿ but how the reward looks depends on the person. Using Temperament Theory, we¿ll explore what kinds of rewards different people tend to like best. Join us for this workshop as we explore decision-making in groups. On the fourth week of each month, we will continue our exploration of Team Building.
TDW605	Team Bldg: 4 Ways to Influence	In this final workshop on Team Building, we will use Temperament Theory to examine different influencing strategies and their effectiveness based on preferences.
TDW702	Cust Serv: Expl Yr Customers'	Customer Service: Our Customers - (TDW702) Identifying who your customers are, as well as their needs, is key to being able to provide excellent customer service at JMU. The first week of each month will continue our exploration of Customer Service by identifying who our customers are, the values we hold, and how to further develop skills needed for customer service.
TDW703	Cust Serv: Values Influnc Bhvr	The values we hold influence our behavior and how we treat others, which is what customer service is all about. In this session we will work on identifying our values and examining how they impact the way we are of service to others at JMU. The first week of each month continues our exploration of Customer Service.
TDW704	Cust Serv: Lstn to Ppl You Srv	Listening is an active skill; done with care it can resolve many conflicts without any further action! In this session we¿ll examine why listening is so important and learn some techniques to improve our listening skills. The first week of each month will continue our exploration of Customer Service.
TDW801	Self-Aware: Intro 4 Agreements	Self-Awareness: Introduction to the Four Agreements. The second week of each month will be dedicated to an exploration of the Four Agreements and how they strengthen our self-awareness, and thus our capacity to engage energetically and authentically at work.
TDW802	Self-Aware: Impeccable Word	Self-Awareness: Be Impeccable with Your Word What does it mean to be impeccable with your word and why does it matter for our work at JMU? The second week of each month will be dedicated to an exploration of the Four Agreements and how they strengthen our self-awareness, and thus our capacity to engage energetically and authentically at work.
TDW803	Self-Aware: Don't Take Personl	How does taking a thing personally interfere with our ability to be our best self at work and elsewhere? And what can be done about it? The second week of each month is dedicated to an exploration of the Four Agreements and how they strengthen our self-awareness, and thus our capacity to engage energetically and authentically at work.

TDW804	Self-Aware: Don't Make Assumpt	Making assumptions blocks us from knowing the truth about other people and situations. It can be such an ingrained habit that we may not even be aware of doing it, but it gets in the way of being our best self at work and elsewhere. The second week of each month will be dedicated to an exploration of the Four Agreements.
TDW805	Self-Aware: Always Do Your Bst	Our best changes from moment to moment, but our ability to always do our best doesn¿t change. Join us in this final workshop on Self-Awareness as we take a look at the fourth of Don Miguel Ruiz¿s Four Agreements.