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Course	Title	Description
TD0020	TD SHARE: Adjust Yourself: E vs I	Plan time to rejuvenate –socialize/take a walk alone •Recognize what others need and support them •Pause and allow quiet time for reflection •"Bounce ideas" off of others •Respect others' needs for conversation or for quiet
TD0020	**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
TD0020	TD SHARE: Body Language	Facial expression (honest, sincere smile is best) •Head/hand movements (use to encourage) •Body posture (upright= interested; slouch= bored) •Physical distance (culture influences appropriate #) •Fidgeting (high energy person or may be bored)
TD0020	**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
TD0020	TD SHARE: Building Motivation	Get to know people and what is important to them •Notice others' ideas (use them when you can) •Offer unexpected positive feedback when warranted •Ask for and listen to other people's opinions
TD0020	TD SHARE: Change at work	Define the change you want to make • Align it with department and JMU purpose • Create a roadmap to achieve the change • Articulate what is changing and for whom • Identify what will make your change successful
TD0020	TD SHARE: Coaching Others	Help the person change in the way they want •Support them at every level as they grow •Coaching is not training, mentoring or counseling •Unlock their potential so they can maximize their performance
TD0020	TD SHARE: Coaching Yourself	Be genuine in everything you do and say •Build credibility through consistency (values & actions) •Build and maintain good relationships with everyone •Offer support for the perceived needs of others •Celebrate both your small and big successes
TD0020	**TD SHARE: Getting Along with Co-Work**	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)
TD0020	TD SHARE: Growth Mindset	Have clear goals •Create a (flexible) plan •Switch your perspective •Seek opportunities •Balance demands •Find the lesson in failing •Learn from others
TD0020	TD SHARE: How to Make Better Decisions	Define the purpose •Engage others (more brains are better than one) •Seek agreement on the purpose •Determine the urgency and the impact •Look for knowledge gaps •Collect resources •Identify those impacted

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TD0020	TD SHARE: Improving Collaboration	Get to know what is important to others •Let others decide how a task is accomplished •Ask team members for feedback •Ask & use preferred communication methods •Learn/practice conflict management techniques
TD0020	TD SHARE: Influencing Others for Results	Start with being clear about what you want Trust is key (relationships and reputation) If a person feels heard they are open to influence Communication needs to be ethical & persuasive It's about solving problems (not winning)
TD0020	TD SHARE: JMU Values and Me	Create/support learning experiences •Collaborate, be of service, be respectful •Appreciate individuals and other perspectives •Build trust, excel at teamwork •Keep your word, be fair, give credit •Mentor, hire and support students
TD0020	TD SHARE: Leading Without Authority	Listen mindfully and find ways to add value •Inspire with vivid detail, not dull instruction •Speak strategically with boss and tactically with peers and subordinates •Always be learning •Be a mentor
TD0020	TD SHARE: Manage Your Projects	Identify/share "why we are doing this" •Set the clear result, but flex on the "how" •Post the target where it is a visible reminder •Praise others often and have interim successes •Celebrate success
TD0020	**TD SHARE: 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
TD0020	TD SHARE: Organizing Workspaces	Schedule time to process inboxes (physical & digital) •Establish team signals for "focused work" time •Schedule regular 1-on-1 meetings with teammates •Declutter/expand designated "homes" when almost full •Take regular breaks and stretch
TD0020	TD SHARE: Post Project Debrief	Find "small" wins and celebrate as you go •Give one another praise •Make sure leaders know •Share results widely •Reward key players •Gather together for fun •Keep a "brag" board
TD0020	TD SHARE: Re-framing Situations	Assume good intent •Talk to yourself with kindness •What other people say and do is about them; don't take it personally •Give grace, most of us are doing our best •Practice makes progress
TD0020	TD SHARE: Resilience	Realistically appraise situations •Focus on what can be changed •Accept what cannot be changed •Connect with sources of support (double-down on connections)
TD0020	TD SHARE: Self-Awareness for Success	Say what you mean, mean what you say, but don't say it mean •Feedback is a gift, say "thank you" and then keep what is helpful •Listen with compassion and without judgement •Accept what "is" and focus on your goals

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Course	Title	Description
TD0020	TD SHARE: Strategic Thinking	Make time to be strategic in your thinking •Question assumptions –yours and others •Observe: self, others, your organization •Reflect on what you observe •Make it a habit to think
TD0020	**TD SHARE: 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
TD0020	TD SHARE: Write Emails That Get Read	Give them time to respond •Don't assume gender •Consider tone for the receiver (provide context) •Use their whole name until you know their preference •Sign emails with your preferred name •Make a phone call if the matter is sensitive
TD0020	TD SHARE: Writing for Action	Use line breaks or short paragraphs •Consider bulleted or numbered lists •Put data in a chart for visual learners •Add an image for clarity •Add white space for easy reading
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 Payroll deadlines and classifications or 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, wage and student employees - Hiring an international employee - Onboard and hiring paperwork for faculty, classified, wage, student and GA positions - Orientation for faculty, classified and wage employees Information about Affiliates and Payroll deadlines and classifications 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

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Course	Title	Description
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 Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
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 Difficult Conversations Part II is a follow-up to Part I and participants are strongly encouraged to attend. 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

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Course	Title	Description
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
TD1294	Dealing w/ Distressed Students	This training provides JMU staff with information to help them identify distressed, disruptive and potentially dangerous students and to effectively intervene in and manage such situations. Type of Information: Primarily receiving data Level of Interaction: Limited sharing Extent of Practice: Little to no practice
TD1319	JMU Registrar's Office	Have you ever wondered what a day in the life of the Registrar's Office is like? Or maybe you think you already know? Take this opportunity to raise your level of knowledge about student and faculty communications with the Registrar. In this session participants will gain an understanding of what happens in the Registrar's Office including the varied grade processes, course substitution and waiver, transfer credit permission, and major/minor changes. FERPA, and the Privacy Act. In this session participants will learn about the: - Registrar process for class and teaching schedules - Permission and override process - Add/drop and course adjustment process - Student and faculty e-campus capabilities - Graduation application process - Degree progress report

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TD1396	Congratulations New Supervisor	It is exciting and a little scary when you become the supervisor. While the job duties may be familiar, learning to supervise people can be a little daunting. In this workshop you will learn about ten critical skills that new supervisors need to be successful and network with other supervisors from around campus. In this workshop participants will: - Understand the role of the supervisor - Identify critical supervisor tasks - Learn ten basic supervision skills - Practice using the ten basic supervision skills - Develop a plan for applying the supervision skills at work - Network with other supervisors Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
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
TD1461	**Student Employment Essen. 2**	Sponsored by the Student Work Experience Center 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: Student Employment Essentials - 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

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Course	Title	Description
TD1464	Student Employment Essen. 5	Sponsored by the Student Work Experience Center 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. Student Employment Essentials -Supervising Student Employees, Student Employee Discipline, Safety & Accident Reporting Type of Information: Primarily receiving data Level of Interaction: Limited sharing Extent of Practice: Little to no practice
TD1465	Student Employment Essen. 6	Sponsored by the Student Work Experience Center 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: Student Employment Essentials - Motivating & Coaching Student Employees, Student Employee Evaluations, FWS Training & Monitoring FWS Budgets, Spring Semester Hiring 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

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Course	Title	Description
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	StrengthsFinder 2.0	Are you working from a "strengths" based viewpoint? Maybe you notice your weeknesses 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 (during 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). First Session - Consider the strengths philosophy - Remember recent successes - Identify obstacles to maximizing your talents - Take the inventory Second Session - Affirm your top five strengths themes - Develop strategies to maximize your talents - Complete the Gallup eLearning

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Course	Title	Description
TD1700	MBTI and Conflict	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
TD1742	It's Okay to Be the Boss	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
TD1743	Positive Politics	Organizational politics are often described as a negative concept but the reality is that they are here to stay. In this session, we will introduce and discuss the concept of positive organizational politics. Through a series of non-threatening activities, participants will learn how power relates to organizational politics and will be able to describe methods of coping with its negative aspects. In addition, attendees will better understand the behaviors necessary to successfully practice positive organizational politics themselves. It is hoped that by practicing these behaviors, job-related success will be enhanced and stress will be reduced. In this workshop, participants will: - Define and better understand positive and negative organizational politics - List methods of coping with all types of organizational politics - Describe behaviors associated with positive organizational politics - Create a plan to improve a real-life situation by practicing positive organizational politics Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities

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Course	Title	Description
TD1753	Emotional Intelligence	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
TD1827	Managing for Employee Engagmnt	RETREAT CONTENT ONLY We all know what engaged employees looks like. They are enthusiastic about their work. They care about the organization and its goals. They're willing to go the extra mile to get the job done. Is that what you see when you look around? Based on Patrick Lencioni's book, The Three Signs of a Miserable Job, this training enables us to learn the keys to transforming any job to be more rewarding and fulfilling. Employees who feel rewarded and fulfilled experience greater job satisfaction which leads to improved performance. That's a real win/win! In this workshop, participants will: - Examine the three underlying factors that make a job miserable oAnonymity oIrrelevance oImmeasurement - Identify the costs of job misery and the benefits of reducing it - Explore how susceptible we are to each of the Three Signs, our own strengths and weaknesses as managers - Learn how to identify whether our direct reports are miserable - Develop strategies for improving job satisfaction by eliminating the Three Signs in our workplace Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities

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TD1828	Our Iceberg is Melting	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
TD1829	**Gateways to Inclusion**	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 Extent of Practice: Scenarios and activities
TD2034	JMU Student Life	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 Extent of Practice: Little to no practice

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TD2056	**Understand Gender & Sexual Div**	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 Extent of Practice: Little to no practice
TD2058	10 Tips for Listening, Talking	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 Extent of Practice: Scenarios and activities

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Course	Title	Description
TD2060	IQ or EQ? Both Please!	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 Extent of Practice: Scenarios and activities
TD2063	Leadership Feedback: What Your Employees Wish You Knew!	RETREAT ONLY CONTENT It's true; most leaders live in a vacuum. They don't receive much feedback from the people they lead. In fact, they often have no idea how good - or bad -their leadership really is. "Leadership Feedback" is an entertaining and thought provoking video training program that provides the kind of honest feedback leaders don't normally hear. This video program is based on extensive interviews with actual employees who gave candid feedback about the leaders they worked for. Because the interviews were anonymous, employees were free to honestly discuss which leadership behaviors were motivating and which were demotivating. In this workshop participants will: - Learn about six key areas of leader/employee interaction that can be challenging: Mistakes, Appreciation, Transparency, Competence, Autonomy and Inclusion - Identify both ineffective and effective behaviors around each key area of challenge Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD2064	Leaders Open Doors	You don't have to be on JMU's campus long to notice something unusual. Even in our busy days full of classes, meetings and deadlines, we take the time to open doors for our colleagues and for complete strangers. This unique characteristic of our work cultural sets a tone on our campus that is welcoming and inclusive. Want to take opening doors to the next level? Then come to this workshop and learn about the four skills that open-door leaders possess, so that you can take your leadership to the next level. This workshop is based on content from the book Leaders Open Doors by Bill Treasurer. In this workshop participants will: - Learn about the four skills that open-door leaders possess - Identify one growth area and a plan for expanding their skills in one area of open-door leadership Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities

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Course	Title	Description
TD2069	Leading Others Through Change	RETREAT CONTENT Change is here to stay. That's probably no secret to you. For years we've all heard that the 'only constant is change.' Change is present in every aspect of your life and has become the norm in all organizations. The frequency and pace at which leaders must ask employees to change course or adapt to new systems and initiatives continues to accelerate. Leading others through change successfully requires thoughtful planning and innovative options. This workshop will provide you with a clearer understanding of what happens to people when an organizational change initiative occurs and will introduce tools and techniques you can use to more effectively lead the change efforts of your team or department. In this workshop participants will: - Learn why change initiatives fail and how to ensure their success - Explore a framework to actively lead change efforts - Plan for the success of future change through close evaluation of the current initiative Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD2070	**Breaking New Ground: Respect and Inclusion in the Workplace**	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 Extent of Practice: Little to no practice

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Course	Title	Description
TD2071	The Art of Influencing Others	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 Extent of Practice: Scenarios and activities
TD2076	Creating a Culture of High Per	According to a survey conducted by the Center for Creative Leadership, 91% of respondents agreed with the statement, 'Teams are central to organizational success,' and 87% said, 'Our team collaborating with other teams is essential for success.' Clearly, teams are a vital part of almost every organization.Organizations depend on teams to use resources more effectively, solve problems more creatively, and provide greater productivity than individual employees working alone. The goal of every team is to perform at its highest level, and the secret to achieving high performance is this - having team members who CARE, which includes Communication, Ability, Results, and Esprit de corps. In this workshop, participants will: - Recognize the communication characteristics of high-performing teams and team members - Understand the importance of identifying individual team members strengths in order to increase team performance - Discuss accountability that ensures all members succeed - Explore the concept of esprit de corps and identify team-building activities Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Scenarios & activities Note: A minimum pre-registration of 8 participants is required for this workshop to be facilitated as scheduled.

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Course	Title	Description
TD2080	The Art of Asking Questions	All too often when we interact with people we simply tell them what we think they need to know or what they need to do. This communication habit can lead to some unfortunate, unintended consequences. Sometimes it causes us to miss important opportunities to gather information to make our plan better. Other times it can contribute to colleagues shutting down and not being fully engaged in their work. Asking the right question at the right time can be more important to achieving great results than giving the right order. Come to this workshop to learn how to ask effective questions to open up lines of communication which help generate new ideas and create positive results in the workplace. In this workshops participants will: - Explore different types of questions and identify the benefits to using these questions in a variety of situations Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD2084	Team Building Basics	RETREAT CONTENT A team is a group of people who come together to achieve a specific purpose. There's no magic formula for building a team, but there are several techniques and principles which can make it easier to build and maintain effective teams. Come to this workshop to learn the essential building blocks for team success. In this workshop participants will: - Explore principles and activities of team building and discuss its relevance to their own team Type of Information: Receiving data and practicing Level of Interaction: Extensive sharing Extent of Practice: Projects and activities
TD2085	Better Through Brainstorming	RETREAT CONTENT Brainstorming is a great way to generate new ideas and come up with solutions to challenging problems. Leading a brainstorming activity can be fun and rewarding if you invest a little time to learn the elements that make it a success. In this workshop, we will learn tips and techniques for guiding a spontaneous discussion that generates ideas and solutions. In this workshop participants will: - Learn what you must have for an effective brainstorming session - Explore what to do and what not to do to create the best brainstorming experience possible - Identify options for getting a group unstuck if the brainstorming session becomes more like light drizzle Type of Information: Receiving data and practicing Level of Interaction: Extensive sharing Extent of Practice: Projects and activities

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Course	Title	Description
TD2100	Prep for Active Shooter Event	How to Prepare for an Active Shooter Event (TD2100) The most important factor in managing any crisis is first and foremost how we think and prepare. In the event of an active shooter on campus, we can expect a police response within four or five minutes from receipt of a 911 call. It¿s important that we all learn about preventing these types of incidents and actions we can take to reduce loss of life in the few minutes it takes for first responders to arrive. Participants in this workshop will explore aspects of personal responsibility in preparing and taking action to further our individual and collective safety. In this workshop participants will: - Learn strategies for preventing violence - Identify opportunities to minimize injury and loss of life - Explore ways to take appropriate action and avoid freezing - Learn about areas of accountability for faculty and staff in keeping our campus safe Type of Information: Primarily receiving data Level of Interaction: Limited sharing Extent of Practice: Little to no practice
TD2104	What Every Supervisor Needs #7 of 9 Difficult Conversations	NOTE: Attendees must currently supervise/manage at least one employee to enroll in this workshop 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 Extent of Practice: Little to no practice

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Course	Title	Description
TD2139	Ethical Reasoning for Everyone	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 Extent of Practice: Scenarios & activities
TD2151	Advancing Workplace Etiquette	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 Extent of Practice: Scenarios and activities

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Course	Title	Description
TD2194	DiSC for AACP	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 Extent of Practice: Scenarios and activities
TD2228	Within the Team Communication	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 Extent of Practice: Scenarios and activities
TD2229	Among Teams Communication	Cross functional groups must mesh their varying goals and job functions to produce the desired results of the current situation while continuing to directly support the mission of the university. In this session participants continue the journey at the toy company but the emphasis is on working with another department. Objectives for the session are: - Identify the need to negotiate communication norms across teams - See how shared needs and shared goals improves results - Consider the value of information networks - Develop an action plan to communicate across groups/departments Type of Information: Practice Driven Level of Interaction: Extensive sharing Extent of Practice: Scenarios and activities

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Course	Title	Description
TD2230	Communication During Stress	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 Extent of Practice: Scenarios and activities
TD2238	**8 Dimensions of Leadership**	(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 Extent of Practice: Scenarios and activities
TD2239	**How to Have Good Interactions**	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 Extent of Practice: Scenarios and activities

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Course	Title	Description
TD2240	**Competent on a Cultural Campus**	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 Extent of Practice: Scenarios and activities
TD2245	Strengths on My Team	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 Extent of Practice: Scenarios and activities
TD2247	Think Differently to Innovate	Innovation takes what already is and makes it different but better. Creating is making something that never existed in any form before. In this workshop you will begin to think differently about how you think and think differently about your customers. Content starts with The Innovation Secrets of Steve Jobs and others and includes activities to stretch your thinking in a hands-on project. Specific objectives are: - Learn how to seek new experiences - Identify ways to think differently - See genius in what customers complain about - Devise a new opportunity for an existing thing Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Projects and activities

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Course	Title	Description
TD2253	Drop the Ball: Achieving More	Once the poster girl for doing it all, after she had her first child, Tiffany Dufu struggled to accomplish everything she thought she needed to in order to succeed. Like so many driven and talented women who have been brought up to believe that to have it all, they must do it all, Dufu began to feel that achieving her career and personal goals was an impossibility. Eventually, she discovered the solution: letting go. In Drop the Ball, Dufu recounts how she learned to reevaluate expectations, shrink her to-do list, and meaningfully engage the assistance of others 'freeing the space she needed to flourish at work and to develop deeper, more meaningful relationships at home.' Even though women are half the workforce, they still represent only eighteen per cent of the highest level leaders. The reasons are obvious: just as women reach middle management they are also starting families. Mounting responsibilities at work and home leave them with no bandwidth to do what will most lead to their success. Offering new perspective on why the women's leadership movement has stalled, and packed with actionable advice, Tiffany Dufu's Drop the Ball urges women to embrace imperfection, to expect less of themselves and more from others¿only then can they focus on what they truly care about, devote the necessary energy to achieving their real goals, and create the type of rich, rewarding life we all desire. Type of Information: Primarily receiving data Level of Interaction: Limited sharing Extent of Practice: Little to no practice
TD2255	Start with Why	In 2009, Simon Sinek started a movement to help people become more inspired at work, and in turn inspire their colleagues and customers. Sinek starts with a fundamental question: Why are some people and organizations more innovative, more influential, and more profitable than others? Why do some command greater loyalty from customers and employees alike? Even among the successful, why are so few able to repeat their success over and over? Start With Why shows that the leaders who've had the greatest influence in the world all think, act, and communicate the same way -- and it's the opposite of what everyone else does. Sinek calls this powerful idea The Golden Circle, and it provides a framework upon which organizations can be built, movements can be led, and people can be inspired. And it all starts with WHY. In this workshop participants will: - See the golden circle - Craft their own WHY (and How and What) - Consider the differences between How and Why managers This workshop is based on the book Start with Why: How Great Leaders Inspire Everyone to Take Action by Simon Sinek. Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities

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Course	Title	Description
TD2258	Plan Your Career - MBTI	Plan Your Career Through Preferences and Interests (TD2258) When it comes to our careers, it can be difficult to decide which direction to go next. Is there a way to predict ahead of time if you will like a new job opportunity just as much¿if not better¿than your current job? Yes, there is! By learning more about yourself through MBTI (Myers-Briggs Type Indicator) and the Holland Code, you can seek out and evaluate new job opportunities based on your own preferences and interests. Whether you are adding new responsibilities to your current job or planning ahead for the next step in your career, learn more about yourself so that your next career move is a smart one. In this workshop, participants will: - Understand how their MBTI type relates to career choices and preferences - Identify their career interest Holland code and how it relates to career choice - Articulate characteristics of their own ideal work Type of Information: Receiving data and practice Level of Interaction: Pair and table sharing Extent of Practice: Scenarios & activities
TD2279	Money and Millennials	Millennials face distinct challenges, increased student loan debt and underemployment, but they also have decades of earning potential ahead with time to retire debt and save. This workshop can help increase your financial literacy to help reach your financial goals. Topics covered in this workshop: - Review money through a 'generations' lens - Plan to maximize savings and reduce debt - Identify investment strategies for long term goals - Review how to retire on your terms with a plan - Look at unexpected events and strategies Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities

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Course	Title	Description
TD2331	Leadership Lab #4 of 8 Culture of Ethics Diversity & Inclusion	The Leadership Lab provides information and practice in key areas of leadership at JMU. Prior to the first session, participants complete the Kline Group Instrument (KGI) online inventory. The first part of this session will be an exploration and explanation of the differences between a leader and a manager/supervisor. After a break, we will introduce the KGI and its meaning. Reports will be shared and used to develop a leadership strategy. The final 20 minutes will be spent journaling on two point: what is a great leader; and what kind of leader will I strive to be. Specific learning objectives are: - establish the group as a cohort of supportive colleagues - achieve a shared understanding of leadership at JMU - review and understand the results of the Klein Group Instrument (KGI) - validate personal strengths - understand strengths based leadership - understand ways to achieve employee engagement - accomplish results with others - understand project management (DARE) - identify areas of personal and team strength development related to project management - introduce the 8 Key Questions (JMU) - practice ethical decision making - ensure acceptance of differences (inclusion) - increase willingness to manage up - begin to draft a presentation for sharing (at future session) - consider the What/How/Why model (Simon Sinek) - identify top leaders at JMU and their units - brainstorm potential solutions to a problem - identify the value and methods of networking
TD2338	I'm a Search Committee Member	The 'I'm a Search Committee Member - Now What?' series consists of two workshops that focus on your task as a search committee member throughout the entire recruitment process to find the best candidate for the job. Mistakes made during the recruitment process can result in hiring an unqualified individual, creating an unfair hiring situation or opening JMU up to legal ramifications. It is important that employees serving on search committees represent JMU fairly, properly and consistently throughout all stages of the recruitment process. During these sessions we will learn about the recruitment process from beginning to end, including how to fairly screen applications, conducting interviews, what happens after an employment offer is made and accepted, how to retain qualified employees and new hire events available to employees during their first year at JMU. Outcomes: - Learn your role and responsibility in the hiring process as a search committee member - Understand JMU policy regarding staff and faculty hiring - Discover resources and tools available to new employees Type of Information: Primarily receiving data Level of Interaction: Limited sharing Extent of Practice: Little to no practice

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Course	Title	Description
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

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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

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Course	Title	Description
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: Limited sharing Extent of Practice: Scenarios and activities
TD2359	Use Candor to Improve Performa	RETREAT CONTENT The only way a person can improve is noticing or being told what needs changed. Yet we struggle to tell someone openly and honestly what to fix because it might sound critical and harsh. We need candor but speaking with candor takes practice that can be helped by Kim Scott¿s concept of Radical Candor. In this workshop we will see her model for guidance, use the radical candor matrix of caring personally and challenging directly to understand 4 types of feedback, and talk about the needs of superstar and rock-star employees since both need care for a team to succeed. Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities

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Course	Title	Description
TD2365	How Remarkable Women Lead	How Remarkable Women Lead: The Breakthrough Model for Work and Life Based on five years of proprietary research, How Remarkable Women Lead speaks to you as no other book has, with its hopeful outlook and unique ideas about success. It's the new "right stuff" of leadership, raising provocative issues such as whether feminine leadership traits (for women and men) are better suited for our fast-changing, hyper-competitive, and increasingly complex world. The authors, McKinsey & Company consultants Joanna Barsh and Susie Cranston, establish the links between joy, happiness, and distinctive performance with the groundbreaking model of Centered Leadership. The book's personal stories and related insights show you the magic that happens when you put the five elements of Centered Leadership, 'meaning, framing, connecting, engaging, and energizing,' to work. In this workshop participants will: - Be introduced to new content they may not have time to read on their own - Be exposed to new ways of thinking This workshop is based on the book A More Beautiful Question: The Power of Inquiry to Spark Breakthrough Ideas by Joanna Barsh, Susie Cranston and Geoffry Lewis. Type of Information: Receiving data and practicing Level of Interaction: Pair 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

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Course	Title	Description
TD2380	Happiness at Work Scenarios	By applying knowledge of the brain and how we work together, Choose Happiness @ Work engages learners in a unique and powerful way. It engages learning, application, humor and team-building in a fun experience and teaches science-based tools in a way that allows people to safely raise and discuss issues, build trust, and boost engagement. Choose Happiness at Work consists of over 50 common workplace scenarios and over 100 science-based solutions. Each scenario identifies and provides context for a common workplace situation, followed by a succinct scientific justification for why it is a problem at work. Each solution falls within one of four categories: Practice Positivity, Subdue Stress, Flow to Goals, and Revitalize Relationships. The cards provide many unique practice opportunities that meet the needs and working styles of diverse teams. Objectives: - Consider solutions to common, stressful workplace scenarios - Cooperate and collaborate to determine a course of action - Consider the science behind the solutions This workshop uses the game, Happiness @ Work as the mechanism for discussion. Type of Information: Receiving data and practicing Level of Interaction: Extensive 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.
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

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Course	Title	Description
TD2424	5 Dysfunctions Team Members Wo	RETREAT CONTENT Teamwork doesn't require great intellectual insights or masterful tactics. More than anything else, it comes down to courage and persistence. In this workshop for people who work as a team, we will work together to increase understanding and cohesion to achieve enhanced team results. In this workshop drawn from Patrick Lencioni's The Five Dysfunctions of a Team, we will: - Review the expectations of a cohesive team - Build 'our' version of The Five Dysfunctions of a Team model - Assess our team for cohesiveness using the model - Develop an action plan for improving teamwork Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD2427	Green Dot: A Comprehensive App	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. 1. Participants will understand key components of the Green Dot strategy. 2. Participants will understand the dynamics of culture change. 3. 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. 4. Participants will have the knowledge and tools they need to contribute to positive norms pertaining to power-based personal violence. 5. 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 Extent of Practice: Scenarios and activities
TD2520	Check Your Mirror Customer Ser	Check Your Mirror: Know How You Lead Customer Service Do you doubt that you lead in customer service? You know instinctively what makes for incredible and memorable customer service. What each of us needs to do on a regular basis, like daily, is to check our mirror to see if we are doing it all day, every day. The fact is, even if you don¿t yet see yourself as a LEADER in CUSTOMER SERVICE, everyone around you does. - Understand the mirror - Identify incredible and memorable customer service - Consider 3 kinds of customer service (Sell, Use, Fix) - Practice listening, perspective and likeability Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities

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Course	Title	Description
TD2526	Become Vital to Your Team to Succeed	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 Extent of Practice: Scenarios and activities
TD2529	Giver, Taker, Matcher: Which are you?	How do you feel about sharing your time and talents? Do you give them freely, expecting nothing in return? Or do you feel those who benefit from you should be just as generous? Maybe you give to the point of having nothing left for yourself. Yikes! Whether in the workplace or life in general, everyone develops a primary reciprocity style of being more of a giver, more of a taker or somewhere in between. Adam Grant, Wharton's highest-rated professor, provides the basis for this workshop where you learn about the giver, taker and matcher roles, assess yourself for them, and identify what you can do to become more successful at work and in life by implementing more ideal giver characteristics. Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD2530	Learn Charisma as a Talent	Do you feel confident in your skills at work but feel unrecognized for your talents and results? Or, do you wish you were a more charismatic employee? This workshop defines four types of charisma and allows you to practice the real, tangible behaviors that allow your potential and abilities to shine. You will be able to adjust current behaviors to highlight your strengths and enhance your power, presence and warmth at work and in life. - Identify 4 types of charisma - Demonstrate presence and warmth in conversation - Practice two types of charismatic posture Type of Information: Receiving data and practicing Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD2534	Recruitment Panelist Training	Recruitment Panelist Training Opening the Door to Opportunity

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Course	Title	Description
TD2545	Become a More Positive Leader	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 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

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Course	Title	Description
TD2552	Exposing Myths: Work in the Real World	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
TD2553	Becoming an Emotionally Intelligent Leader	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 Extent of Practice: Scenarios and activities

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Course	Title	Description
TD2555	Nurturing a Growth Mindset	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 Extent of Practice: Scenarios and activities
TD2557	Thinking Big for Success	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 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

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Course	Title	Description
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
TD2571	MBTI and Team Building	Are you looking for a way to develop your team and become an even more effective unit? Are there some frictions in your team that you would like to turn into productive work? The Myers-Briggs Type Indicator (MBTI) is the most widely used personality instrument in the world. It is a powerful tool for team members to understand and appreciate each other and their differences, improve communication, and ultimately improve overall team effectiveness. Using this framework in the workplace can help teams to: - Identify strengths, resources and potential weaknesses - Improve communication - Avoid, manage and resolve conflicts - Work together more effectively Type of Information: Receiving data and practice Level of Interaction: Extensive sharing Extent of Practice: Projects and activities
TD2574	**Getting Along with Co-Workers**	RETREAT CONTENT -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**	RETREAT CONTENT 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**	RETREAT CONTENT -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.

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Course	Title	Description
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 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. 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
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

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Course	Title	Description
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
TD2589	LP Overcome Individual Resistance	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

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Course	Title	Description
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
TD2592	LP Innovate	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 innovation. 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
TD2593	LP Show Caring	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 how to show caring. 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

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Course	Title	Description
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
TD2595	LP Delegate 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 delegating 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

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Course	Title	Description
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
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

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Course	Title	Description
TD2604	Goals & Objectives: Pathways to Success	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
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

302 total TD workshop titles (32 TD Share; 22 Leader Practices); 158 shown here have Diversity within (52%) of which 29 fully focused (blue) on Diversity (10%).
(Diversity Conference workshops (20) not included in any totals.)

Course	Title	Description
TD2610	Certified Supervisor Certifica	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
TD2611	**On Being Included**	The book provides an account of institutional whiteness and shows how racism can be obscured by the institutionalization of diversity. On Being Included offers a critique of what happens when diversity is offered as a solution. It also shows how diversity workers generate knowledge of institutions in attempting to transform them. Learning Objectives - Define the institutionalization of diversity. - How does diversity work show up in higher education? - How does having a DEI lens affect the work we get to do in the departments? Type of Information: Primarily receiving data Level of Interaction: Pair and table sharing Extent of Practice: Scenarios and activities
TD5002	**EVERFI H/D Employee**	EVERFI Harassment and Discrimination Training for Employees delivered virtually.
TD5003	**EVERFI H/D Supervisor**	EVERFI harassment and discrimination training for supervisors.
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.

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Course	Title	Description
TDW102	Comm: Own Your Feelings to Better Communication	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/Why Aren't I Talking	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	Team Bldg: ID Your Group Needs	Team Building: 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? 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.
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.
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.

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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: Be Impeccable With Your 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 Anything Personally	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 Assumptions	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 Best	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.