

Learning Opportunities - Fall 2023

In-Person Learning Program

Core Programs for People Leaders (Required/Strongly Recommended):

- **Living Notre Dame's Values**: Discover how each of us can help foster a “speak-up” culture at Notre Dame, empowering everyone to share ideas, promote respectful dialogue, and offer and receive constructive feedback without fear of retaliation or negative consequences.
 - 11/14/23, 8:30am - 12:30 pm
 - 11/15/23, 1:00 - 5:00 pm
 - 11/16/23, 8:30 am - 12:30 pm
- **Better Conversations Every Day for Managers/Supervisors**: Better culture and better performance start with better conversations. Learn core coaching skills that foster trust, empowerment, and respect/fairness; equip participants to speak up, give feedback, and better collaborate; and accelerate the growing culture of coaching at Notre Dame.
 - 11/8 & 11/9/23, 8:30 am - 12:00 pm
- **ND Essentials for Managers**: Learn more about the University processes, tools, and resources essential for people leaders at Notre Dame.
 - 12/5/23, 8:30 am - 12:00 pm
- **Multicultural Competencies**: Designed for those who supervise staff, this program will share ND’s Diversity and Inclusion Strategic Plan, explain multicultural competencies, and discuss their benefits to Notre Dame, as well as highlight behaviors that can negatively influence campus climate and team dynamics.
 - New dates coming soon!

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Additional In-Person Learning Opportunities for People Leaders:

- **[Franklin Covey's 6 Critical Practices for Leading a Team \(NEW!\)](#)**: Engage with a special collection of relevant, practical resources that provide leaders with the mindsets, skill sets, and toolsets needed to excel in their critical roles of leading others effectively.
 - 10/17/23, 8:30 am - 4:30 pm
 - 1/25/24, 8:30 am - 4:30 pm
- **[Building Great Teams](#)**: Gain insight into building successful teams and creating an environment where collaborative efforts and productivity thrive.
 - 11/28/23, 8:30 am - 4:30 pm
- **[Franklin Covey's Multipliers](#)**: Based on the book *Multipliers* by Liz Wiseman, discover how to become a Multiplier and deliver higher performance by accessing and growing the capabilities of the people around you.
 - 1/24/24, 8:30 am - 4:30 pm

Core Programs for Individual Contributors (Required/Strongly Recommended):

- **[Better Conversations Every Day for Individual Contributors](#)**: Better culture and better performance start with better conversations. Learn coaching skills that foster trust, empowerment, and respect/fairness; equip you to speak up, give feedback, and better collaborate; and lead to better conversations at work and in your personal life.
 - 10/10 & 10/11/23, 8:30 am - 12:00 pm
 - 12/6 & 12/7/23, 8:30 am - 12:00 pm
- **We are All ND**: Unite with other members of our community behind a common goal as we work to cultivate a spirit of inclusion at Notre Dame.
 - New dates coming soon!

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Additional In-Person Learning Opportunities for All Employees:

- **Franklin Covey's Unconscious Bias**: Bias is a natural part of the human condition that affects how we make decisions, engage with others, and respond to various situations and circumstances. Discover how to notice and adjust for bias, cultivate meaningful connections, and act courageously to make real change.
 - 10/18/23, 8:30 am - 4:30 pm
- **Emotional Intelligence**: Build emotional intelligence to help develop robust relationships, solve problems using both logic and feelings, maintain an optimistic outlook, cultivate flexibility in stressful situations, and respond to difficult people and situations calmly and thoughtfully.
 - 11/6/23, 8:30 am - 12:00 pm
- **Managing Conflict Effectively**: Conflict is a natural part of our work and personal lives. Learn how to successfully manage and navigate conflict, an essential skill for leadership and workplace success.
 - 11/6/23, 1:00 - 4:30 pm
- **Change Matters**: Build awareness around the different levels of resistance to change and learn best practices for managing and leading organizational change.
 - 11/7/23, 8:30 am - 12:00 pm
- **Managing Up**: Develop a positive strategy for managing those who manage us. Increase cooperation, collaboration, and understanding between colleagues of different levels and perspectives. Empower yourself to succeed with any type of boss.
 - 11/7/23, 1:00 - 4:00 pm
- **Mental Health First Aid**: Just as CPR helps you assist an individual having a heart attack, Mental Health First Aid helps you assist someone experiencing a mental health or substance use-related crisis. Learn risk factors and warning signs for mental health and addiction concerns, strategies for how to help someone in both crisis and non-crisis situations, and where to turn for help.
 - 11/14/23, 9:00 am - 3:30 pm

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- **[Bust Out of Service Fatigue](#)**: Creating a positive and productive workplace and ensuring noteworthy customer service at every interaction isn't always easy—but it is essential. Learn strategies to deal with the exhaustion that may be keeping you from delivering an excellent customer service experience.
 - 11/16/23, 8:30 am - 11:30 am
- **[Franklin Covey's 7 Habits of Highly Effective People](#)**: Based on the proven principles found in Dr. Stephen R. Covey's best-selling book, achieve sustained superior results by focusing on your own effectiveness. Learn how to take initiative, balance key priorities, improve interpersonal communication, leverage creative collaboration, and apply principles for achieving a balanced life.
 - 1/23/24, 8:30 am - 4:30 pm

In-Person Career Development Programs:

- **[Managing My Career at ND](#)**: Learn more about the stages of Notre Dame's Career Management Process. Complete various assessments and activities to assist in identifying personal interests, professional aspirations, and lifestyle needs.
 - 10/12/23, 1:00 - 3:00 pm
- **[Building My Personal Brand](#)**: Learn tips and techniques to help you define and build the personal brand that projects your desired professional image.
 - 10/26/23, 1:00 - 3:00 pm
- **[Applying for My Next Role at Notre Dame](#)**: Join a Notre Dame recruiter for the inside scoop on how to effectively apply for your next great role at Notre Dame. Learn tips and best practices for presenting the best of your skills and experiences when you are ready for your next big move.
 - 11/9/23, 2:00 - 3:00 pm
- **[MBTI: Know Thyself](#)**: By knowing and understanding ourselves better, we gain a broader understanding of our differences, how to bridge them, and how to unlock our innate synergies and potential. Instructions to complete the online Myers-Briggs® Type Indicator (MBTI) assessment will be emailed to participants one week before the workshop. Individual reports will be distributed at the session.
 - 12/7/23, 1:00 - 3:00 pm

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Online Learning Opportunities:

- nd.udemy.com: Select “continue with SSO” to log in with your ND netID & password and explore the many online learning opportunities available to the Notre Dame community through Udemy for Business.

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