

Dear Colleagues;

Plans for the summer 2021 learning and development program are well underway!

As in past years, the University will be closed to regular business for two hours on sequential **Wednesday mornings** so that staff and employees can participate in the program.

**The summer theme is:** Sustaining a Growth Mindset through Development

**Program schedule:**

<b>Dates</b>	<b>Times</b>
July 07	<b>8:30am to 10:30am</b> – Self-guided or departmental guided day for everyone except for those involved in the supervisor development program who will have a scheduled workshop.
July 14	<b>8:00am to 10:00am</b> – workshop choices
July 21	<b>8:00am to 10:00am</b> – workshop choices
July 28	<b>8:00am to 10:00am</b> – workshop choices
Aug 04	<b>8:00am to 10:00am</b> – workshop choices
Aug 11	<b>8:00am to 10:00am</b> – workshop choices

**Program workshops will cover four areas of development:**

- **Self-care and Personal Development**
  - Your EAP Benefits
  - Emotional Intelligence in the Workplace
  - Work-Life Balance
  - Managing Stress and Building Resilience
  - Fully Expressed – Fully Accepted
  - Seven Habits of Highly Successful People
  - Overcoming the “I hate Change Mentality” to create positive health and well-being transformation

- **Career and Skills Development**
  - Supervisor Development – Cohort 1 – by invitation only
  - Supervisor Development – Cohort 2 – by invitation only
  - Creating a Winning Resume
  - Why you need to “get” LinkedIn
  - Preparing for an Interview
  - LinkedIn Training: Building your Professional Brand
  - Mentorship Program – Workshop and Discussion
  
- **Diversity and Inclusion Development**
  - Living in Moments of Racial Injustice: A time for understanding, reflection, and action – required summer session
  - Voices Against Violence
  
- **Technology Proficiency Development**
  - Introduction to Microsoft Teams
  - Introduction to Microsoft SharePoint
  - Introduction to Microsoft One Drive for Business
  - Beyond Copy & Paste – Word and Excel
  - How to use Qualtrics to eliminate paper and collect, analyze, and retain electronic data

**What you can expect next:**

- June 22 – Program with sign-up link and instructions will be sent to all staff and employees
- July 7 – Program starts

**Of note:**

- Venue - the program is entirely virtual – links will be provided.
- Day one - July 7 is a self or department guided day for all except those in the supervisor development program who will be having a scheduled workshop.
- Additional self-guided day - You may pick ONE other Wednesday as a self-guided day – choose your own course from LinkedIn or EAP. To help you, a list of options will be provided. You can complete a self-guided 2-hour program at your leisure and submit proof of completion.

- Scheduled days off - no make-up necessary, but you must attend the required diversity and inclusion session which will be available four times during the summer on July 14, 21, 28, and Aug 4.

Questions? Annette Baron [barona6@wpunj.edu](mailto:barona6@wpunj.edu)

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