

Re-Imagining U

Employee
Skill
Development

Leadership
Capability
Building

Equity,
Diversity and
Inclusion

Team
Dynamics
Coaching

COURSE CATALOG | SPRING 2021



Re-Imaging U Courses

Register for a course via Bridge

- Log in to <https://nebraska.bridgeapp.com/learner/library>.
- From the *Learning Library*, view *Re-Imagining U* for course selection.
- Zoom links for all courses will be provided upon registration.

Title	Description	Facilitator	# of Attendees	Start Date	End Date	Time
Navigating the Winter Blues	It's not uncommon to dread the short daylight hours of the winter months, but adding to it that the stress of the pandemic and social distancing. Join us for this interactive session on the real issues you and your colleagues may be facing and talk through practical ways to cope and support one another during this time.	Kim Hurst & Robyn Burnett BestCare FSEAP's Experts	Open	Thursday, Feb. 4		12 – 1 p.m.
Safe Space Training	LGBTQIA2S+ experts from UNO's Gender and Sexuality Resource Center will be presenting a two-part training on LGBTQIA2S+ Basics (Part 1) and Active Ally Training (Part 1)	Jessi Hitchins		Tuesday, Feb. 16 Monday, April 12 Thursday, March 18		8:30 – 11:30 a.m. 1:30 – 4:30 p.m. 1:30 – 4:30 p.m.
Successful Workplace Communication	The ability to communicate effectively is essential, no matter what industry you work in. This program teaches active listening skills, different styles of communication and how to leverage those styles, along with practical communication strategies that can keep businesses running smoothly, whether your teams are working side by side or remotely.	BestCare FSEAP's Expert	Open	Wednesday, Feb. 24		12 – 1 p.m.
Bridging Worlds With Words	Inclusive language is an essential aspect of 21st century professional education. It is designed to engage broader audiences and create spaces where people can be fully self-expressed, heard, and affirmed. The goal of inclusive language is to mitigate biases, slang, or expressions that marginalize individuals or groups of people. This session will examine inclusive language as a function of cultural awareness and knowing one's audience. Participants will discuss how inclusive and non-inclusive language impacts organizational culture and communication. Participants will learn how to increase cooperation, collaboration, and community through leveraging inclusive language in their respective areas.	Cole Lab	30	Tuesday, March 2		12 – 1:30 p.m.

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Yes You Can Still Laugh	Laughter has been proven to change our brains and bodies in a positive way. And the best part is you don't even need a funny joke to make you laugh. The incredible practice of laughter yoga provides a framework for the art of laughing all by yourself. This method actually stimulates creativity, clear thinking and boosts the "feel-good" chemicals in our bodies. And the best part is that it is easy to learn and practice in only five minutes a day. Come learn about the power of laughter!	LEAP	Open	Wednesday, March 3		1 – 2 p.m.
Excel Essentials	Managing your data can be made so much easier when you know which Microsoft Excel features, functions, and formulas to use. Microsoft Excel is a valuable tool that can be used to increase efficiencies and allow for effective analysis both personally and professionally. This course introduces the fundamental skills necessary to start using Excel. Topics include adding uniformity and readability to a spreadsheet, creating and using formulas, and using conditional formatting, among others.	UNO CBA	40	Wednesday, March 3 Wednesday, March 24 Thursday, April 22		9 – 10:30 a.m.
Psychological Safety in the Workplace	Did you know that only 3 in 10 people believe their opinion is valued at work? This series is designed to explore the fundamentals of psychological safety: speak up, listen up and follow up that cultivate an environment where people can be their fullest contribution. This series will introduce participants to the importance of psychological safety in the workplace and the research that supports the need to cultivate it within your teams and organizations. This program was specially designed to provide research and knowledge paired with implementable techniques and interactive activities to practice the new skills. It's time to support all employees in bringing their fullest self to work.	LEAP	Open	Thursday, March 4	Tuesday, May 18	11 a.m. – 12:30 p.m.
GOSIM	When you are asked to start a new project how do you get the answers needed to make sure you have a successful outcome? Learn an exercise to help you analyze "the ask" and get you through initiatives from start to finish.	Makayla McMorris	Open	Monday, March 8		9:30 – 10:30 a.m.

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The Healing Power of Women	There is power in the spirit of a woman; An innate power to heal and change the world. Through the creative process, women give birth to endless possibilities of being, because women are powerful beyond belief! In this session we will hear about herstory; discuss women's divine purpose on the planet and bear witness to some of the powers women possess.	Felicia Webster	Open	Wednesday March 10		12 – 1 p.m.
Excel Data Analysis	Data analysis is a process of evaluating data and using that data evaluation to make decisions. This course presents Excel features that improves the data analysis process by removing extraneous data and summarizing/identifying information that is key to solving the problem at hand. Topics include lookup and other financial functions, pivot tables and charts, and spreadsheet modeling.	Ranelle Maltas	Open	Tuesday, March 16		1 – 2 p.m.
Bounce Back Better: Building Resiliency	Some of us recover from stressful situations fairly quickly while others have a harder time “rebounding.” Resilience is the ability to “bounce back” and cope with life events, both negative (e.g., health problems, unemployment, and divorce) and positive (e.g., birth of a child, anniversaries, etc.). This program will help you to assess your current level of resiliency, understand the traits resilient people exhibit, and learn ways to become more resilient.	BestCare FSEAP's Expert	Open	Tuesday, March 16		12 – 1 p.m.
Diversity Equity and Inclusion: A Look at Disability	Hear first-hand from Dr. Lawrence Chatters Chief Diversity Officer and Vice President for Student Affairs, Midland University	Lawrence Chatters	Open	Wednesday, March 17		10 – 11:30 a.m.
Your Only Limit Is You: Acknowledging and Dispelling Self-Limiting Beliefs to Make Room for Success	This workshop/peer group coaching session teaches participants to recognize engrained false and self-limiting beliefs (about themselves and the world) that may be holding them back from achieving goals, how to cultivate a more positive mindset	Cole Lab	30	Thursday, March 18	Thursday, April 15	10 – 11:30 a.m.
Leveraging Strategic Questioning	The average response to disagreements and frustrating communication is to get defensive or shut down, but what if you could leverage some really great strategies to produce productive communication and great results? In this session, we will do just that.	Cole Lab	24-40	Thursday, March 25		12 – 1:30 p.m.

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SharePoint	SharePoint is Microsoft's collaboration platform. It's a place where team members can communicate, exchange data, and work together; a shared file repository, blog, web content management system, and an intranet. SharePoint is a highly customizable Cloud-based content collaboration and management platform that can help your team work remotely, work together, and work smarter.	Ranelle Maltas	Open	Tuesday, March 30		1 – 2 p.m.
Valuing People	Discover how people experience differences, explore the impact of unconscious bias, and learn how to develop more positive interactions across differences.	Cecil Hicks, Sarah Weil & Laura Wakefield	Open	Tuesday, March 30		AVOID 1 –2 if on the 30th
Women and Wealth: The Confidence of a Life Well Planned	How do you make sure your money is working for you? There are many things to consider. Join us as we highlight ways to elevate your finances.	Amanda Schroeder, Wells Fargo	25	Wednesday, March 31		12 – 1 p.m.
Excel Essentials	After a brief introduction to spreadsheets, you will create a simple spreadsheet with text, values, and formulas. You learn how to simplify your formulas by using absolute and relative references to make copying formulas quick and easy. We will cover simple functions, basic formatting techniques, and print layout. While taught in a Windows environment, the skills learned are easily transferred to a Macintosh environment.	Ranelle Maltas	Open	Thursday, April 1		10 – 11 a.m.
Race Based Trauma	The effects of race-based trauma affects dominant and non-dominant cultures in a variety of different ways. Trauma increases stress hormones and causes reactions in the body that are similar to the reactions in Post-Traumatic Stress Disorder. Brief strategies in managing this type of trauma is explored.	Dr. Sheritta Strong	Open	Wednesday, April 7		10 – 11 a.m.
Prioritizing Self-Care Thru Short-Term Planning	Emergenetics provides a clear way to understand this intersection of nature and nurture through the Emergenetics Profile, built on four Thinking Attributes and three Behavioral Attributes that every person exhibits.	Joanne LeFlore	Open	Thursday, April 8	Thursday, April 29	12 – 1 p.m.

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Teams	Work environments have dramatically changed in 2020, shifting most (if not all) face-to-face meetings into the virtual space. Microsoft Teams can be a great tool for you and your team to communicate, conduct meetings, share files, and more. This session will focus building your knowledge and confidence in Teams basics so you can continue to work and collaborate with others at a high level.	Ranelle Maltas	Open	Wednesday, April 14		11 a.m. – 12 p.m.
Professional Communication	Professional communication refers to the oral, written, visual, and digital forms of delivering information in the context of a workplace. Effective professional communication is critical in today's world. When we communicate professional it ensures a smooth flow of ideas, facts, decisions, and advice.	UNO CBA	40	Wednesday, April 14	Wednesday, May 12	1 – 2:30 p.m.
How to Make Conflict Productive	Learn reasons why conflict is seen in such a negative light and what we can do to reframe our way of thinking around conflict. We will focus on the necessary actions to have difficult conversations and be able to disagree respectfully, without drama. Ultimately, resulting in a more harmonious work environment.	BestCare FSEAP's Expert	Open	Tuesday, April 20		12 – 1:30 p.m.
Conflict Management	How do you sense and overcome conflicts with peers, superiors and subordinates? Participants will learn how to maintain professionalism within difficult work environments and leverage conflicts into positive outcomes.	UNO CBA	40	Thursday, April 22 Thursday, May 13		9 – 10:30 a.m.
Sustainable Living	Learn ways to incorporate sustainability into your daily life; whether that be at work, at home, or at play. Additionally, you will get to learn more about what UNO and UNMC are doing and the various resources available to the campus community. Feel free to BYOB for lunch.	Kristina Hughes, Sustainability Coordinator	Open	Thursday, April 22		11:30 a.m. – 1 p.m.
Poll Everywhere	Do you need to gain instant feedback in classes and UNMC meetings? Poll Everywhere is an online tool to add some interactivity from your audience. Gain deeper understanding of how use it as a stand-alone and within Power Point and advanced polling strategies.	Julie Gregg / Mike Kozak / Laura Chytka	Open	Tuesday, April 27		12 – 1 p.m.
Legal Aspects of Management <i>Supervisors only</i>	An opportunity for supervisors and managers to learn about the legal aspects of management from the University's General Counsel's Office.	John Hewitt	Open	Tuesday, April 27		9 a.m.

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Emergenetics Leadership only	Emergenetics is rooted in the concept that who you are today is the emergence of your behavior, genetic makeup and life experiences. When we better understand how we think, we better understand who we are, how we communicate, and how we relate to others.	Giovanni Jones	12	Wednesday, April 28		10 – 11:30 a.m.
OneNote	OneNote is a digital notebook that automatically saves and syncs your notes as you work. OneNote provides a hub for all of your notes, which can be organized into separate notebooks, and individual sections within notebooks. It is compatible with a range of digital formats, meaning it's possible to pin multimedia documents as well as simple text.	Ranelle Maltas	Open	Tuesday, May 4		10 – 11 a.m.
Echo 360	Did you know UNMC has a video capture and hosting platform? It's called ECHO360 Active Learning Platform (ALP). Think of it as a UNMC internal video channel similar to YouTube. This session will familiarize you with ECHO360 and its features available to faculty, students, and staff. Learn how auto-recording supports UNMC courses, how students use built-in learning tools, upload video and presentation files, and how it can be used to record and archive to your personal library.	Julie Gregg / Mike Kozak/Laura Chytka	Open	Wednesday, May 5		12 – 1 p.m.
Collaborating in Microsoft Teams	What is Microsoft Teams? / Chat in Teams / Meetings in Teams / Best Practices of Chat and Conversations / Working with Files in Teams / Notification Settings / Setting up a Team with Owners / Practices on Setting Up a Teams Member Permissions / Best Practices on Adding Members via Team Code or Link / Private Channels VS Building a New Team	UNO CBA	40	Thursday, May 6		1 – 3 p.m.
Be Kind to Your Mind — Mental Health Awareness	Reports tell us that close to 1 in 4 of our workforce is struggling with a mental health issue, and this trend continues to grow each year. This program will help to define why mental health is so important, recognizing mental health issues and practical things that can be done to care for our own mental health and helping to support those around us.	David Dechant, BestCare FSEAP's	Open	Thursday, May 20		12 – 1:30 p.m.

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