



## 2023 Spring Term BUILD Schedule

To register for any of the classes listed below, please send an email to [linda.feiden@drake.edu](mailto:linda.feiden@drake.edu)

### Technical Resources at Drake University

This class will give you a closer look at technology services (Panopto, Blackboard, Zoom, MS Authenticator, etc.) available across campus and how to best use them in your college, department, and program. Presented by Clayton Mitchell, Assistant Director, Learning & Technology, and Becky Klein, Assistant Director, Campus Relations, IT Support Services.

- Date/Time: Thursday, Jan. 19 from 10-11 a.m.
- Location: Olmsted Center CR 310/311

### Emotional Intelligence (EQ) 201

Building upon Emotional Intelligence 101, offered in the fall, this EQ 201 course will explore ways to increase your EQ. We'll dive deeper into the core elements of EQ and do some exercises together. If you missed EQ 101, no worries, a recorded version will be available to watch ahead of the EQ 201 training. Presented by Maureen De Armond, Executive Director, Human Resources.

- Date/Time: Tuesday, Jan. 24 from 2-3:30 p.m.
- Location: Olmsted Center CR 310/311

### A Crash Course on the Drake Brand Landscape

Review of the style guide, licensing/trademarks, and differences in the implementation of the Drake Brand across campus. Presented by Jeremy Sievers, Director of Marketing, and Jimmy Hoover, Graphic Designer, University Communications and Marketing.

- Date/Time: Wednesday, Feb. 1 from 10-11 a.m.
- Location: Olmsted Center CR 310/311

### Sensory Strategies for Alerting and Calming

Do you find it hard to get started in the morning and experience a 3 p.m. slump although your workday doesn't end until 4:30 p.m.? Is winding down at the end of the workday a challenge? Do you have difficulty relaxing or focusing on what you want? Plan to attend this session to explore strategies to foster a sense of alertness or calm without drinking an energy drink or caffeine. Facilitated by students in the Occupational Therapy department.

- Date/Time: Friday, Feb. 10 from 12-1 p.m.
- Location: Zoom Meeting – link will be provided

### **Cultivating a Growth Mindset**

This introductory session will identify the key differences between a growth mindset and fixed mindset and explore the benefits of embracing a growth mindset (at work and away). We'll then focus on how to cultivate a growth mindset at work. This will be an interactive session where we will work through some exercises and techniques to help foster a growth mindset and have some tabletop scenarios/discussions. Presented by Maureen De Armond, Executive Director, Human Resources.

- Date/Time: Tuesday, Feb. 14 from 2-3 p.m.
- Location: Olmsted Center CR 310/311

### **Excel - Intermediate/Advanced Topics**

By popular demand, we're hosting an intermediate/advanced Excel class for those of you wanting to learn more about the 'magic' of Excel. We'll be covering key formulas you need to know (SUMIFS, VLOOKUP, IF) and how to use them in combination (nested formulas), conditional formatting, how to work with tables, and INDEX-MATCH. Please join us for this virtual session! It will be hosted by Nate Reagen, Chief of Staff, Chris Gill, Chief Information Technology Officer, Ryan Zantingh, Director of Financial Aid, and Kevin Moenkhaus, Associate Registrar.

- Date/Time: Thursday, Feb. 23 from 2-3 p.m.
- Location: Microsoft Teams

### **Working with the Drake Brand**

Writing, Designing, and Creating Communications for Drake University. Presented by Jeremy Sievers, Director of Marketing, Jimmy Hoover, Graphic Designer, and Ashton Hockman, Associate Director of Campus Communications, University Communications and Marketing.

- Date/Time: Wednesday, March 1 from 2-3 p.m.
- Location: Olmsted Center CR 310/311

### **Mixed emotions: Expressing Emotions through Mindful Craft Engagement**

Plan to attend this session and leave with a personal craft item that can serve multiple uses (gift container, vase, pen/pencil holder, multiple uses). No previous skill necessary; enjoy some midday fun with others! Maximum class size of ten. Facilitated by students in the Occupational Therapy department.

- Date/Time: Friday, March 3 from 12-1 p.m.
- Location: Lower level of the OT Building (3003 Forest Ave.)

### **Welcoming Diversity**

An experiential workshop to grow equity and inclusion through building relationships. We will celebrate who we are, recognize where we've learned misinformation about ourselves and others, develop hands on tools to interrupt bias and embrace the power of personal stories. This is a [National Coalition Building Institute](#) model in which several Drake staff and faculty were recently certified. This is a two-part workshop. You must attend both sessions to participate. Maximum of 30 participants. Facilitated by Jen Harvey, Associate Provost, Campus Equity & Inclusion, Marli Jefferson, Talent Acquisition & DEI Specialist, Stephanie Sledge, Associate Athletic Director, Student Athlete Academic Success Services, Director of Compliance, and Amari Love, Admission Counselor.

- Date/Time: Monday, March 6 and Tuesday, March 7 from 9 a.m. to 12 p.m.
- Location: Olmsted Center CR 310/311

### **Supervisor Spotlight: Performance Management Tips**

Ahead of this year's round of performance evaluations for staff, we are encouraging managers to attend this session for a refresher on the process used at Drake for performance evaluations, best practices, and to answer any of your questions. We'll also share some of the common pitfalls, dos and don'ts that we see in performance management. Presented by Maureen De Armond, Executive Director, Human Resources.

- Date/Time: Wednesday, March 8 from 2-3 p.m.
- Location: Olmsted Center CR 310/311

### **CPR/AED/First Aid Course**

This free instructor-led course will teach you how to respond to first aid, breathing, and cardiac emergencies. It includes hands-on practice of lifesaving skills and certification for those who successfully complete the course. The four-hour course is taught over two days. You must attend both sessions. Chris Nickell, Director of Environmental Health and Safety, will present. A minimum of four and maximum of ten participants is required to hold a class.

- Dates/Time: Tuesday, March 21 & Wednesday, March 22 from 10 a.m. to 12 p.m.
- Location: Olmsted Center CR 310/311

### **Introduction to Juggling**

Introduction to juggling: Have you ever wanted to learn how to juggle, but couldn't find the time? If you are able to throw and catch a ball from one hand to the other, you are well on your way! We'll follow simple steps on how to juggle during this hour and you'll leave this class knowing exactly what you'll need to do to maintain three balls in the air! Nate Reagen, Chief of Staff, will be our instructor!

- Date/Time: Thursday, March 23 from 2-3 p.m.
- Location: Parents Hall South

### **Get Real: Telling My Story**

This session will offer you the opportunity to create a personalized journal and provide prompts to consider in development of a journaling or collaging practice. Take a break to provide self-care for yourself! Maximum class size of ten. Facilitated by students in the Occupational Therapy department.

- Date/Time: Friday, March 24 from 12-1 p.m.
- Location: Lower level of the OT Building (3003 Forest Ave.)

### **Taking Your Message Online**

The dos and don'ts of social media communications and how to start an effective presence in social media. Presented by Joseph Owens, Social Media Specialist, and Bruce Heintz, Associate Director of Marketing, University Communications and Marketing.

- Date/Time: Wednesday, March 29 from 10-11 a.m.
- Location: Olmsted Center CR 310/311

### **Money at Work: Foundations of Investing**

The formula for successful investing? You plus knowledge. It doesn't matter how old you are, where you are in your career or how much you make. Reaching retirement goals requires the same things: spend less, save more. It's really that simple. Join Paige Philips, Senior Financial Consultant at TIAA, as she shares information to help you figure out which investment vehicles are right for you. Learn the differences between stocks, annuities, mutual funds, and IRAs to help you determine which ones best fit your needs; learn about risk and finding your risk tolerance; and see how the same savings principles work for short- or long-term goals.

- Date/Time: Thursday, March 30 from 2-3 p.m.
- Location: Olmsted Center CR 310/311.

### **New Manager Orientation**

Now that New Employee Orientation is regularly offered, we thought a session for newer managers would be helpful. Managers who have recently joined Drake, or been promoted to a manager position, are encouraged to attend this orientation session. We'll cover some general management topics as well, such as wage and hour basics, ADA, FMLA, and employee engagement/retention/recognition. We will talk about how Drake's Core Values inspire certain leadership traits. We will also ask those registered for the course to provide questions and topics ahead of time and build the programming, in part, around the topics that are top of mind for you. Snacks will be provided for this 2-hour session. Presented by Maureen De Armond, Executive Director, Human Resources.

- Date/Time: Tuesday, April 4 from 2-4 p.m.
- Location: Olmsted Center CR 310/311

### **Active Shooter Training**

Recent national tragedies remind us that the risk of active shooters in the workplace is real. Taking a few minutes now to train yourself can help you react quickly when every second counts. Take advantage of this training to learn or remind yourself of the Run, Hide, Fight response to active shooters. Presented by Scott Law, Executive Director, Public Safety and Operational Services.

- Date/Time: Thursday, April 6 from 2-3 p.m.
- Location: Olmsted Center CR 310/311

### **Addressing the elephant in the Room: Having Difficult Conversations in an Appropriate Way**

Tough work conversations can send folks running for cover, or out the door. According to research, 37% of people consider quitting rather than having "the talk". An equal percentage avoid the conversation by dancing around the topic, and 6% call in sick to delay it! Let's be honest, the idea of having a difficult conversation with a colleague or supervisor is terrifying, however there are positive steps you can take to spot a crucial conversation, manage it well and strengthen and engage your team. This interactive session will focus on 1) recognizing a difficult conversation, 2) common causes and reactions, and 3) proactive and positive strategies for having the conversation. Presented by Chrystal Stanley, Director, Professional and Career Development Services.

- Date/Time: Thursday, April 13 from 2-3 p.m.
- Location: Olmsted Center CR 310/311

### **Review, Appraise, Plan: Past, Present, Future**

For this session, please bring 3-5 photographs (printed out). If you wish to use photos that are fragile or old, please scan and bring a copy. Considering our past and present can help us plan for the future and take steps toward goals we wish to accomplish. Plan to attend this engaging and interactive session as a reward to yourself! Maximum class size of ten. Facilitated by students in the Occupational Therapy department.

- Date/Time: Friday, April 14 from 12-1 p.m.
- Location: Lower level of the OT Building (3003 Forest Ave.)

### **Is There a 'Magic Key' to Unlock the Secret to Employee Engagement?**

First, came “the Great Resignation”, and more recently “Quiet Quitting”. Both trends have had a significant impact on society. In this session we will explore the topic of employee engagement, its role in reversing these trends and what we can do to help everyone feel engaged from Day 1. Linda Feiden, Wellness & Recognition Specialist, will present.

- Date/Time: Tuesday, April 18 from 10-11 a.m.
- Location: Olmsted Center CR 310/311

### **Tour of Drake Campus**

Whether you are new to the University or a seasoned employee, a campus tour is a great way to explore Drake’s beautiful campus, architectural buildings, and rich history. Bill Jensen, Network Engineer 2, Information Technology Services will be your tour guide! Wear comfortable shoes and clothing.

- Date/Time: Wednesday, May 3 from 1:30 -3:30 p.m.
- Location: Meet at the Dial Computer Center (2407 Carpenter Ave.) to start tour

### **Affirmation Treasure Chest**

Affirmations are kind and reassuring statements we can make toward ourselves or others. This session will explore how affirmations can impact our thoughts, feelings, and behaviors. Each participant will receive scrapbook paper via campus mail for this session. Post it notes or index cards are also beneficial for this session. Look forward to seeing you there! Facilitated by students in the Occupational Therapy department.

- Date/Time: Friday, May 5 from 12-1 p.m.
- Location: Zoom Meeting – link will be provided