



2022 Fall Term BUILD Schedule

To register for any of the classes listed below, please send an email to linda.feiden@drake.edu

Emotional Intelligence (EQ) 101

This emotional intelligence beginner course is appropriate for people interested in increasing their own EQ or those wanting to get better at identifying EQs in others. EQ is a journey not a destination and the best thing about emotional intelligence is that we can increase it over time. It will take intentionality and time but is well worth it. Developing a higher EQ helps with communication, work and personal relations, and conflict management. Studies also show that people with high EQ are, among other things, happier and better at managing stress. Presented by Maureen De Armond, Executive Director, Human Resources. Must attend this class as a prerequisite for this spring's Emotional Intelligence (EQ) 201 class.

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

Best Practices in TeamDynamix

This class will show you how to find answers, request help, and know where your requests are in the process. This session will demystify the built-in notification structure of the platform. We'll even help you understand if this tool could make your job easier! Presented by Clayton Mitchell, Assistant Director, Learning & Technology, and Becky Klein, Assistant Director, Campus Relations, both from IT Support Services.

- Date/Time: Sept. 14 from 11 a.m. to 12 p.m.
- Location: Olmsted Center CR 310/311

Impeccable Dependability: Strategies to get and stay organized

We live in a world that is constantly demanding our attention through more channels than ever before. While technology and digital tools can drive connection and productivity, their sheer volume makes it difficult to keep track of what's due, who needs follow up, and when to buy your aunt a birthday card. To combat overwhelm, data suggests that implementing a simple system of routines and habits is crucial to creating an organized life, lowering stress, and staying focused. Join us for this session to learn five strategies to become "impeccably dependable," ensuring your professional tasks and personal responsibilities can be referenced and trusted without fear of missed deadlines or commitments. Looking for a life of less stress and more success? Join us to learn how. Presented by Kristin Economos, Director of Student Leadership Programs.

- Date/Time: Sept. 20 from 10-11 a.m.
- Location: Olmsted Center CR 310/311

QPR Training

QPR stands for Question, Persuade, and Refer — the 3 simple steps anyone can learn to help save a life from suicide. Just as people trained in CPR and the Heimlich Maneuver help save thousands of lives each year, people trained in QPR learn how to recognize the warning signs of a suicide crisis and how to question, persuade, and refer someone to help. Each year thousands of Americans, like you, are saying "Yes" to saving the life of a friend, colleague, sibling, or neighbor. QPR can be learned in our Gatekeeper course in as little as one hour. Participants will learn valuable tools to respond to and support Drake students and anyone that may exhibit the warning signs of suicide. Presented by Kayla Bell-Consolver, Director, Student Counseling Center and Dr. Greg Lengel, Associate Professor of Psychology. Limit of 35 for this class.

- Date/Time: Sept. 21 from 1 – 2 p.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: Sept. 22 from 9:30-11:30 a.m.
- Location: Meet at the Dial Computer Center (2407 Carpenter Ave.) to start tour

Getting a Head Start: A TIAA Workshop

Now, more than ever, it is imperative you have the information necessary to plan effectively for your retirement. Paige Philips, Senior Financial Consultant, will provide a step-by-step overview of Drake's Plans and explain how TIAA can help you create a retirement strategy.

- Date/Time: Sept. 28 from 10 - 11 a.m.
- Location: Olmsted Center CR 310/311

Excel Pivot Tables & Filters

If you work with long spreadsheets with lists of data and don't know how to use pivot tables, this class is for you! Come learn the basics of pivot tables and ideally come prepared with some sample data you can work with. This will be a working session where we can all test things out over Teams. Presented by Nate Reagen, Chief of Staff.

- Date/Time: Sept. 29 from 2 – 3 p.m.
- Location: Microsoft Teams

Intro to Archives and Records Management

This class is an introduction to archives and records management. It provides a better understanding of the responsibilities of archivists and records managers in various fields in our society and explains how the two work perfectly together to preserve archival materials. It also outlines the foundational principles and practices used by archivists and records managers and discusses the relevance and significance of both components here at Drake. In this class you will learn about some of the collections in the archives; ways to incorporate

primary sources into your lessons and how to better organize your files. If you have ever wondered how the archives fits with your job, or simply felt overwhelmed by your constantly increasing digital files, then this class is for you. Presented by Hope Bibens, Director, University Archives and Special Collections, and Doreen Dixon, Electronic Records Archivist.

- Date/Time: Oct. 5 from 2-3:30 p.m.
- Location: Reading Room in Cowles Library

Higher Ed 101: Working on a College Campus

This session targets employees who are new to higher education. We will dive deeper into higher education structures and practices than time allows in new employee orientation and talk through some of the “odd” aspects of higher education. This is a fun and fairly light conversation designed to add context, some history, and conversation to life on a college campus. For newer employees who have not had opportunities to meet many other newbies, we’ll have time for some conversation as well. Presented by Maureen De Armond, Executive Director, Human Resources.

- Date/Time: Oct. 11 from 2-3 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 are 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: Oct. 12 from 10-11 a.m.
- Location: Olmsted Center CR 310/311

Supporting a Healthy Immune System through Diet and Lifestyle

Learn what you can do to strengthen your immune system this winter. While there are many components to immune health - nutrition and lifestyle play a key role. Join Campus Dietitian, Samantha Matt, for a discussion about **which foods and habits** have an **actual** impact on your immune health. This class will help you decipher nutrition facts from fiction and teach you strategies to feel your best and get sick less often.

- Date/Time: Oct. 27 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: Nov. 1 and Nov. 2 from 10 a.m. to 12 p.m. both days
- Location: Olmsted Center CR 310/311

Supervisor Spotlight: Tips for Decoding Employee Conversations

This topic was covered in Supervisor Summer Camp and the feedback we received was that attendees really enjoyed it. It was inspired by one of the tools found in the Crucial Conversation's toolkit designed to help us decode conversations. This session is intended for supervisors, but all are welcome. We will talk about the decoding tool (called CPR) and talk through several scenarios. While focused on work situations, the CPR tool is one that will help you with conversations and relationships outside of work, too. Presented by Maureen De Armond, Executive Director, Human Resources.

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

Microsoft Teams Accessibility Solutions

During this session with Microsoft trainers, discover how you can achieve more with the built-in accessibility tools and features in Microsoft technologies. Understand how to set up and navigate accessibility settings within Windows 10, Microsoft 365, and Teams; learn how to create accessible content within Office and Teams; and gain tips for presenting inclusively for all audiences.

- Date/Time: Nov. 15 from 11 a.m.-12 p.m.
- Location: Teams virtual class

Mental Health First Aid for Higher Education

This course teaches you how to identify, understand, and respond to signs of mental illnesses or substance use disorders. You will learn the skills you need to reach out and provide initial support to someone who may be developing a mental health or substance use problem and help connect them to the appropriate care. Christine Urish, Professor of Occupational Therapy, and Sarah Grady, Professor of Pharmacy Practice will present. Limit of 20 in this class. This is a two-part course (3-1/2 hours per day). You must be able to attend both sessions to participate. **DEADLINE to register is Oct. 17.**

Part One: (must attend both Part 1 and Part 2)

- Date/Time: Nov. 17 from 8:30 a.m. to 12 p.m.
- Location: Olmsted Center CR 310/311

Part Two: (must attend both Part 1 and Part 2)

- Date/Time: Nov. 18 from 8:30 a.m. to 12 p.m.
- Location: Olmsted Center CR 310/311

Implicit Bias

Research shows that everyone has some areas of implicit bias. This two-hour workshop will define implicit bias, identify the implications of implicit bias for you and those you interact with, and identify action steps you can take to mitigate implicit bias in your work and personal life.

- Date/Time: Nov. 30 from 9 - 11 a.m.
- Location: Olmsted Center CR 310/311

Botanical Garden Tour – Date TBD

Avoid thoughts of winter and take a relaxing tour of the Greater Des Moines Botanical Garden. Led by a guide, learn the history of the Botanical Garden, along with a look at notable plants and what's currently in bloom. The tour lasts 75 minutes. Requires a minimum of 5 and a limit of 12 guests. This tour includes the conservatory and outdoor gardens (weather-permitting).