**Friday, April 1**
Hyperion: Access and Permissions. 2 pm in Room LN-G112.
Are you looking to share queries within an office / department? Maybe you’re looking to have a community folder for user to collaborate. Do you need to assign users access to a folder or file? Do you need to limit what type of access users have to a folder or file? This course will help you to understand how permissions and access work within Hyperion.

**Tuesday, April 5**
Grant Writing. 9 am in Room UU-122.
The basics of Grant Writing (requires no previous experience) will look at: the major components of common grant proposals, the general questions you will have to think about/address when developing a grant proposal, the types of ideas/projects that you are working on or thinking about and the location of potential funding sources.

EAP Supervisory Training: Navigating the Tough Issues. 10 am in Room UU-124.
If you are a new (or seasoned) supervisor and want to know how the Employee Assistance program can assist you in your supervisory duties, this session will provide an overview of the Binghamton University EAP program and how best to make an appropriate referral. Did you know that on average, 25%-40% of a manager’s time is spent on workplace conflicts? EAP is an effective resource to help in these situations. Topics of discussion will include identifying your responsibilities as they relate to performance management, work-place documentation and the positive use of EAP as a supervisory tool. All faculty and staff are welcome to attend. Feel free to bring a bagged lunch. The extended time will give you the chance to answer questions you may have related to your specific needs. This workshop is sponsored by the Employee Assistance Program.

**Wednesday, April 6**
Fueling Your Body on a Budget. 12 pm in East Gym – Room 18.
When you’ve got a tight budget, meal planning and grocery shopping has its challenges. And, when you’re dedicated to eating healthy, it’s even trickier. But eating healthy doesn’t always have to be expensive. Join Sodexo dietician Melanie Pernaich who will discuss tips and tricks to making healthy choices while staying within your budget. Bring your University ID card to enter the East Gym.
April 2016 Workshops

**Thursday, April 7**

**Internet Native Banner (INB) Basics. 2:30 pm in Room LN-G112.**

This workshop is for anyone who will go into the back-office forms (screens) in Banner to make changes to student information. This course will help those users get comfortable moving around within forms and from form to form. It is a prerequisite to getting a User ID in Internet Native Banner.

**Monday, April 11**

**Introduction to Slate: Using the Records Feature. 1 pm in Room LN-G112.**

Instructors will introduce graduate level faculty and staff members to the Slate program. Users will learn how to access Slate, as well as how to search for and manage applicant information through the Records feature. The Records feature will be most useful when searching for a prospective or current applicant’s individual record. Faculty and staff will be able to access a high-level summary of the individual’s academic, biographical, and professional experiences by looking through the applicant record, as well as a timeline of all interactions that have occurred. This feature will also prove helpful for faculty and staff who will be answering questions and assisting prospective students on an individual basis.

**Introduction to Slate: How to Build and Run a Query. 2 pm in Room LN-G112.**

In this section of the Slate series, graduate faculty and staff members will learn how to build and run queries in Slate. Users will use the Query Tool to find records that meet specific criteria, such as only students who are applying for the Fall term or only students who achieved a certain GPA during their undergraduate studies. Queries allow users to pull real-time results from any of the data that has been entered into Slate. Because of its highly customizable nature, the Query tool is extremely useful for compiling lists that will enable users to manage both prospective students and current applicant’s information efficiently.

**Introduction to Slate: Navigating within the Slate Reader. 3 pm in Room LN-G112.**

In this section of the Slate series, graduate faculty and staff will learn how to review applications, make notes, and/or render decisions. We will cover navigating through the Slate Reader from the Home page, focusing on understanding how the Browse, Search, and Queue options function. Once a user is viewing an application, they will be able to review any submitted materials including, but not limited to, personal statements, resumes, transcripts, official test scores, and letters of recommendation.
**Tuesday, April 12**

**ISSS for Faculty/Staff J-1 Scholar Process.** 2 pm in Room UUW-324.

This presentation is designed to introduce you to the Office of International Student and Scholar Services, and to provide an overview of the services that the ISSS provides related to the J-1 Scholar process. Participants will learn more about:

- Binghamton's international population
- Understanding the J-1 Scholar Invitation Process
- Health Insurance Requirements for Scholars and Dependents
- Department of State Regulations governing J-1 status

**Wednesday, April 13**

**Speaking for Success.** 9 am in Room UU-122.

"Is Your Message Being Heard?" The well-produced voice is dynamic, smooth, clear and efficient. It commands, persuades, instructs and conveys -- successfully! This course, based on the work of Dr. Morton Cooper and my 25 years of private voice instruction, is for all people who need to use their voice in business, teaching and public speaking. Topics covered include maintaining good vocal health, the tools of voice production, healthy vocal projection, midsection breath support and methods for dealing with nerves. For more personalized attention class size will be limited, so sign up early! For more information, contact Peter Sicilian at sicilian@binghamton.edu.

**Assisting Children with Grief.** 12 pm in Room UUW-325.

Please join Sarah Hopkins, LMSW Lecturer from the School of Social Work Department to discuss children's needs when grieving. Sarah will share with you what she has learned about children's grief from working with this population for ten years in a hospice setting. Grief is not one size fits all, and often children are the best teachers on how to manage this difficult stage. This workshop is sponsored by the Employee Assistance Program.

**Thursday, April 14**

**HR 101.** 9 am in Room LN-G112.

Are you an HR Coordinator or an HR Master in your department? If you help to process any type of employment transaction, this session is for you! Whether you are new to these responsibilities, or have been processing these transactions for a long time, you will come away from this class with more knowledge that you can immediately use for the benefit of your department. First, HR staff will give you a high-level overview of the various types of employment (faculty, professional, student, and more). Then, policies and guidelines that drive employment processes will be explained, from preparing for a search, through onboarding your new employee. You’ll also get answers to those frequently asked questions, and share perspectives with other HR masters and coordinators. This training is highly recommended for those new to HR transactions, and is also a great review for others. Please register early, as additional sessions may need to be offered.
April 2016 Workshops

Thursday, April 14 (continued)

HR Forms. 10:45 am in Room LN-G112.
Human Resources will hold a workshop on HR forms transaction application for department end-users.

Mining for Gold. 11:30 am in Room UUW-324.
Being employed at Binghamton University has many perks that not many of us know about. There are several discounts offered by merchants both on and off campus. Come and join in on the fun to find out what offers are available to faculty and staff.

Back to School: Strategies for Adult College Students. 12:15 pm in Room UU-124.
Have you been thinking of going back to college, but think that you’re too old? You should know that the number of adult college students has risen significantly over the last generation. Navigating college is perplexing for all students, especially mature learners. This workshop, led by Dr. Paul Miller, assistant professor at SUNY Empire State College, is intended for adults in college or thinking about enrolling in higher education. It will provide strategies and profiles of adult college students who completed their educations while working, raising families, and being active in their communities. Prof. Miller has worked with adult students at the basic, secondary, and higher education levels for over twenty-five years. A free box lunch will be provided. This is limited to 12 people so sign up early!

Overview of Google Drive & Docs. 1:30 pm in Room LN-G112.
Take a cruise around Google Drive. Learn how to create, share and organize documents, spreadsheets, and presentations and more. With Google Drive, you can share and collaborate on documents in real-time and access your documents from anywhere. Also learn how to upload and download documents to and from Google Drive. Drive lets you open files in over 30 file types and has a powerful search feature. Come take a ride and see what this Drive is all about.

Monday, April 18

Hyperion: An Introduction to New Users. 10 am in Room LN-G112.
In this newly designed class, users will be given an introduction to Hyperion. We will cover the basics from logging in, up to processing a query. Current users that have a log in and use Hyperion on a little to almost never basis, may find this class helpful as a refresh. Those that use Hyperion quite often, may want to consider enrolling in the intermediate and/or advanced classes coming soon. If you are unsure whether or not this course is for you, contact Brad Gordon at the UCTD.
April 2016 Workshops

**Tuesday, April 19**
*BU BRAIN/Self Service for Faculty. 1 pm in Room LN-G112.*
Designed for faculty and instructors who are teaching courses as this training session will focus on faculty self-service tools, including grade submission, student record lookup, course syllabus posting, office hours posting, early warning notices, DARS, class rosters and attendance rosters. Faculty will use their own login information to review upcoming courses.

**Wednesday, April 20**
*Camtasia Video Recording. 1:30 pm in Room LN-G112.*
Come take the time to learn how to use Camtasia Studio 8 to train your audience in a variety of ways. This session teaches faculty and staff how to create Camtasia screen-recording projects and publish them to the proper file type. Participants will also learn about basic scripting, storyboarding, and video editing.

**Thursday, April 21**
*Travel Expense Reporting. 2:30 pm in Room LN-G112.*
This workshop will cover enhancements in expense reports and an overview of new forms and the basics of travel policies.

**Friday, April 22**
*Building Better Presentations. 1 pm in Room LN-G112.*
Learn how to use general design and speech concepts to create a more powerful presentation. Through active listening, and some creative flair, take your presentation to the next level. Please be prepared to give a 2 minute speech on any topic.

**Monday, April 25**
*Hyperion Tables: Where Do I Find That? 2:30 pm in Room LN-G112.*
In this new class, users will be shown the common tables, as well as department specific tables used for pulling information. The class will also cover how to find specific fields within Banner and their correlation to the fields in Hyperion. This class is recommended for users who have taken some type of introduction course, or have been using Hyperion frequently for 6 months. If you are unsure whether or not this course is for you, please contact Brad Gordon at the UCTD.
Tuesday, April 26
Business Intelligence. 1 pm in Room LN-G112.
An introduction to the Business Intelligence reporting tool including dashboards for finance, expenditure inquiry, etc. This session will also include general accounting related items such as account numbers and sub-accounts.

Wednesday, April 27
Introduction to Slate: Using the Records Feature. 9 am in Room LN-G112.
Instructors will introduce graduate level faculty and staff members to the Slate program. Users will learn how to access Slate, as well as how to search for and manage applicant information through the Records feature. The Records feature will be most useful when searching for a prospective or current applicant’s individual record. Faculty and staff will be able to access a high-level summary of the individual’s academic, biographical, and professional experiences by looking through the applicant record, as well as a timeline of all interactions that have occurred. This feature will also prove helpful for faculty and staff who will be answering questions and assisting prospective students on an individual basis.

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**Wednesday, April 27 (continued)**

Your Child’s Learning Environment. 12 pm in Room UUW-325.

Advocating for your child is a critical and important component of parenting. It can encompass many settings and take on many different challenges. The quality of our relationships that serve in our child’s learning environment are determined by how we interact and address our child’s needs. This presentation will include techniques for establishing and maintaining collaboration between families and schools. In addition to understanding and overcoming barriers that interfere with effective communication, Beth Kurkoski who serves as a Training Specialist with the Parent Technical Assistance Center and who has served as a Parent Mentor Advocate, will highlight effective communication strategies and discuss the services that are available to parents in the community. This workshop is sponsored by the Employee Assistance Program.

**Thursday, April 28**

BU Business System Purchase Requisitions. 1 pm in Room LN-G112.

Using the BU Business System for the creation and approvals of requisitions, purchase orders and invoice approval.

**Services Offered:**

Consulting. Every Tuesday – Thursday, 9 – 11:30 am in Room LN-G112.

The staff of the University Center for Training and Development holds consulting hours every Tuesday—Thursday mornings in LN-G112. Stop by with your questions about Banner, Blackboard, BU Business Systems, Google Apps, Hyperion, MS Office (Publisher, Excel, PowerPoint & Word), and other software applications. One of our staff members will be on-site to assist you or refer you for additional assistance. Bring that spreadsheet you have been struggling with or that PowerPoint that needs attention. We can also help you in other areas such as supervisory skills, communication, meeting management or dealing with generational conflicts in the office. Join us for these one-on-one sessions where you set the topic. No appointment is necessary.

Specialized Training

The UCTD offers a wide range of training choices designed to meet your needs. If you don’t see the workshop you need listed, contact the UCTD.

Departmental Programming

Workshops and seminars are available for departments or groups. The UCTD offers core sessions at times and locations that meet your needs. Contact the UCTD to arrange these sessions.
Services Offered (continued)

Specialized Workshops
The UCTD staff will work with you to develop sessions to meet your specific training needs. These programs can cover a wide range of topics or can be designed for your group based on a needs assessment conducted by our staff.

Individual Training
Make an appointment with a member of the UCTD staff for one-on-one training on computer applications, business systems or various new technologies.

On-Site Training
UCTD staff is available to bring training and professional development offerings to your location. Call us for more information.

Facilitation
A facilitator uses knowledge of group dynamics and group processes to formulate and deliver needed structure for interactions. Meetings, retreats, and workgroups often benefit from facilitation. The UCTD has staff members who can help facilitate your next event. Call or email the UCTD to schedule a meeting to discuss your needs.