STAFF IN-SERVICE DAY!

WED, MARCH 9 • 1–4 • DALTON

SPONSORED BY

LITS

LIBRARY **&** INFORMATION
TECHNOLOGY SERVICES

OVERVIEW

All Courses Take Place in Dalton. See page # for description.

The 60-Second Talk: Communicating What You Care About

HOW TO – PEOPLE SKILLS – PERSONAL DEVELOPMENT

Instructor: Matt Ruben, Bryn Mawr College Public Speaking Initiative Coordinator, Lecturer in English and The Emily Balch Seminars, English

Dalton 119 • 1:55-2:30

In this fun and interactive workshop, each participant will deliver a 60-second talk on a topic of their choosing, and get constructive feedback from Bryn Mawr Public Speaking Initiative Coordinator Matt Ruben and their fellow participants. Because of the nature of this session, participants are expected to come prepared with a topic and a sense of what they want to cover in their 60-second talk. *Enrollment is limited to 10 attendees for this session. Please RSVP by contacting Andrew Mantuano.*

Acing Adobe Acrobat

HOW TO – TECHNOLOGY

Instructor: Jenny Spohrer, Manager of Educational Technology Services, LITS

Dalton 6 • 1:45-2:05, 2:45-3:05, 3:35-3:55

Adobe Acrobat is an incredibly powerful tool, but is often seen as nothing more than a glorified PDF reader; learn how to make Adobe Acrobat swing the trapeze by creating, editing, and combining PDFs. Also, learn how to turn PDFs into editable files to be opened in a Microsoft Office application! Who should attend? Anyone who wants to learn how to create and manipulate PDFs.

Community Service 101 for Families

HOW TO – PEOPLE SKILLS – PERSONAL DEVELOPMENT

Nell Anderson, Director -PRAXIS and Community Partnership Programs, LILAC/Civic Engagement; Kelly Strunk, Associate Director – PRAXIS, LILAC/ Civic Engagement; Vippy Yee, Assistant Director of Volunteer Programs, LILAC/Civic Engagement

Dalton 1 • 1:15-1:50

The staff at Civic Engagement often get calls from faculty and staff who are looking for ways of volunteering with their children or seeking information on finding places for their teenagers to engage in community service activities (which are sometimes required by their high schools). Though our role in the College is to support curricular and co-curricular community engagement for college students, we have created this session to provide: 1) suggestions and tips for finding volunteer opportunities that you can do with your children; 2) tips for helping your teenagers engage in community service. Who should attend? This session is directed to staff who are parents of young children or teens but could also be relevant to aunts, uncles, godparents and mentors.

Dear Self, We Need to Meet: Becoming More Effective in 30 Minutes a Week

HOW TO – PERSONAL DEVELOPMENT

Instructor: Sabree Barnes, Faculty Affairs Associate, Provost's Office

Dalton 25 · 1:55-2:30, 3:25-4:00

Combining the best of the many popular productivity systems, the 30 Minute Sunday Meeting is a concrete way to approach an over-burdened schedule. While originally designed for faculty, we will discuss how this method works for everyone. The Sunday Meeting is a method for prioritizing your life created by the National Center for Faculty Development & Diversity. Who should attend? Anyone who wants to learn to use their time more effectively.

Excel Everyday: Learn Tools and Tricks to Work More Effectively with Microsoft Excel
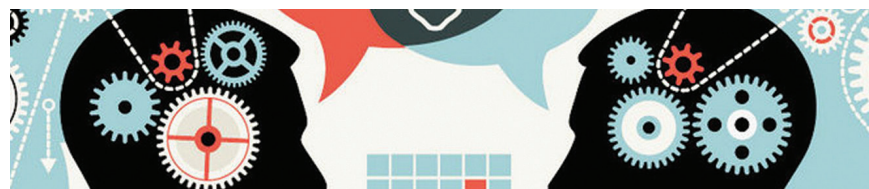
HOW TO – TECHNOLOGY

Instructor: Diane Gentry, Director of Prospect Research, Development

Dalton 20 · 1:55 – 2:30, 2:45 – 3:20

So now you have a spreadsheet of information, what happens next? After pulling a query (or other data) into an excel spreadsheet, what do you do?

· learn how mail merge can simplify lists into just the fields you want to see
· see how data filters, hiding columns, custom sorts, and concatenation can help you organize data into a more usable spreadsheet.

Session Bonus: Take home a practical application for using Excel as a powerful organizing tool: See how simple formulas, linked worksheets, and merged cells are used to create a spreadsheet to track paid leave accrual and attendance. Who should attend? Anyone who wants to be more confident about viewing and sorting information in a spreadsheet. Anyone who wants ideas about how excel can be creatively used to replace calculators and organize worksheets to make information more accessible.

Excel PivotTables

HOW TO – TECHNOLOGY

Instructor: Tijana Stefanovic, Assistant Treasurer for Financial Planning and Budgets, Finance

Dalton 20 (computer lab) · 1:15-1:50, 3:25-4:00

Pivot Tables can help you sort, count, sum, and organize large sets of data with ease. Pivot Tables can be used to analyze any data set, so any Bionic or Financial Edge query output is a candidate! This class will demonstrate basic Pivot Table construction and introduce some advanced features (summarization options, value display options, calculated fields, Pivot Charts). The session will be held in a computer lab so participants may choose to listen to the presentation or to be hands-on and follow along at their stations (data sets will be provided). Who should attend? Anyone with an interest in being introduced or re-acquainted to the wonderful utility of PivotTables.

Five Easy Pieces: Principles for Speaking Effectively and Confidently

HOW TO – PEOPLE SKILLS – PERSONAL DEVELOPMENT

Instructor: Matth Ruben, Bryn Mawr College Public Speaking Initiative Coordinator, Lecturer in English and The Emily Balch Seminars, English

Dalton 119 · 1:15-1:50

In this interactive session, Bryn Mawr Public Speaking Initiative Coordinator Matt Ruben will share five clear, concise principles that can help you communicate more effectively when you speak or present in public - and help you feel more comfortable and confident while you're doing it.

Good for One, Good for All: Making Accessible Materials

HOW TO – TECHNOLOGY

Instructor: Esther Chiang, Educational Technologist, LITS

Dalton 6 · 1:20-1:40, 2:10-2:30, 3:10-3:30

Learn about the basic principles behind Universal Design as a means of proactively designing for maximum inclusion and how to apply it to your daily work. Who should attend? Everyone.

Improving everyday information: Uses and benefits of queries to access data

TECHNOLOGY – PROCESS IMPROVEMENT

Instructors: Diane Gentry, Director of Prospect Research, Development; Mike Johnson, HRIS Manager, Human Resources; Megan Kenny, Assistant Registrar, Registrar's Office; Erin Walsh, Assistant Provost for Administration, Provost's Office

Dalton 25 · 1:15 – 1:50

In this panel featuring the expertise of query writers and users from Development, HR, Provosts, Operations, and Registrar's offices, we will have a conversation about how and why we use data and why it is important to keep that data updated. This is not a session about how to build a query; this is a session about how you can use a customized query (written for you!) to refresh information that you use every day. You will leave understanding:

· how queries improve the accuracy of your everyday information
· where you can access and run queries in Bionic
· how queries create lists from common campus constituent information
· what to do when you find inaccurate information and why ID numbers are important

Who should attend? Anyone on campus making lists with outdated demographic information. Anyone who creates invite lists, phone number lists, or mailing labels by hand and wants to know how information in Bionic can be used to automate the process.

Inline Images: Microsoft Word 2010

HOW TO – PERSONAL DEVELOPMENT – TECHNOLOGY

Instructor: Sarah Theobald, Academic Program Administrator, Provost's Office

Dalton 212E · 1:45-2:05, 3:10-3:30

For the person whose poster needs a pop, learn about basic graphic editing techniques, incorporating text, and accessible images in MS Word. Who should attend? Lost once you've imported a photo into the MS Office suite? This session is for you!
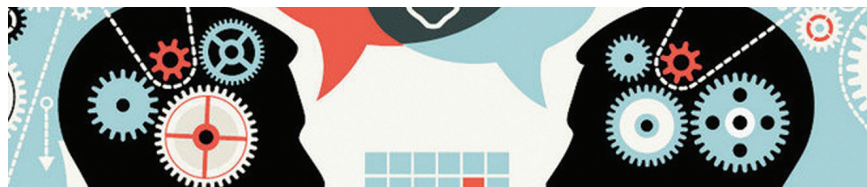
Is Social Media the Right Tool for the Job?

PROCESS IMPROVEMENT – TECHNOLOGY

Instructor: Diana Campeggio, Social Media & Community Manager, College Communications

Dalton 212A · 1:45-2:05, 2:45-3:05, 3:35-3:55

Resources, time, scheduling, and content all play an important role in starting and maintaining a social media account, and this session will discuss what to consider when deciding if social media is the best tool. And if not, how can College Communications assist with getting your message to your constituencies. Who should attend? Anyone considering if they should start a social media account for their office/department or needs to manage one.

Library Life Hacks: 9 Free Things at the Libraries You'll Wish You'd Known About Sooner

HOW TO – PERSONAL DEVELOPMENT – TECHNOLOGY

Instructor: Alex Pfundt, Research and Instruction Librarian/ Coordinator of Information Literacy, LITS

Dalton 2 · 2:10-2:30, 3:35-3:55

A life hack is a tip, trick, shortcut or clever idea that helps you get things done faster, stretch your money farther, and be a more productive, more creative, and happier person. In this session, we'll explore 9 life hacks you can achieve using practical free resources and services available at Bryn Mawr's libraries, from genealogy research with Ancestry.com to digital subscriptions to your favorite magazines. You will leave this session with an appreciation of how the College's libraries can benefit both your personal and professional lives in meaningful ways. Who should attend? All staff.

Lynda.com Scavenger Hunt

HOW TO – PEOPLE SKILLS – PERSONAL DEVELOPMENT – PROCESS IMPROVEMENT – TECHNOLOGY

Instructors: Helen Chang, Educational Technology Specialist and Moodle Administrator, LITS; Jancy Munguia, Research Assistant for Blended Learning, LITS; Susannah Sinclair, Office Administrator, LITS

Lower level of Dalton · 1-4pm

lynda.com is a leading online learning tool that offers thousands of high-quality video courses in software, business, and creative skills for helping Bryn Mawr staff achieve personal and professional goals and meet just-in time training needs. Come explore the lynda.com library and complete the scavenger hunt for a chance to win a prize! Who should attend? Everyone!

MS Word 2010 Power Tips

HOW TO – TECHNOLOGY

Instructor: Maria Wiemken, Associate Treasurer, Finance

Dalton 212E · 2:10-2:30, 3:35-3:55

Are you finding that your Word documents are not quite up to the demands made on them? Are they difficult to edit, pain-staking to reformat, too huge to send as attachments? Lynda.com can help! During this quick session you will become better acquainted with the online learning tool available at Bryn Mawr and pick up some tips and tricks that you can use immediately to make Word documents of any size and complexity easy to create and manipulate. After just 15 minutes, you might not be better with words, but you will be better with Word!

Office 365: Sneak Preview and Q&A

TECHNOLOGY

Instructors: Amy Pearlman, Director of Client Services and IT Procurement, LITS; Andrew Mantuano, Outreach and Education Coordinator, LITS

Dalton 212A · 1:20-1:40, 2:10-2:30, 3:10-3:30

This May, Bryn Mawr College will be moving from Zimbra to Microsoft Office 365 for email and calendar. Join us we provide previews of the Office 365 email and calendar interface, OneDrive cloud-based storage, and Office Online. There will also be time for Q&A. Who should attend? Anyone with burning questions regarding the May transition to Office 365 or those wanting a sneak preview of the service!
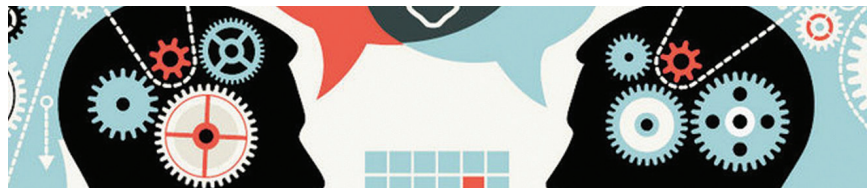
Planning and Communicating about Your Project

HOW TO – PROCESS IMPROVEMENT

Instructors: Melissa Cresswell, Director of Planning and Communication, LITS; Juliana Perry, Web Services Project Manager, LITS

Dalton 2 · 1:45-2:05, 3:10-3:30

Learn communication best practices, scheduling tips & tricks, and how to plan for risk. Practice what you've learned with hands-on exercises and immediate feedback Who should attend? Anyone who has to manage a project, whether it's planning an event, building a building, or developing new software.

Project Management: How to Start and End Your Project

HOW TO – PROCESS IMPROVEMENT

Instructors: Juliana Perry, Web Services Project Manager, LITS; Melissa Cresswell, Director of Planning and Communication, LITS

Dalton 2 · 1:20-1:40, 2:45-3:05

Learn about some of the key elements for successfully beginning and ending any kind of project. We'll especially focus on the often-overlooked elements that can delay or even doom your project. Who should attend? Anyone who has to manage a project, whether it's planning an event, building a building, or developing new software.

Qualtrics can do THAT?! (An Introduction)

HOW TO – TECHNOLOGY

Instructor: Lindsey Dever, Assistant Director of Institutional Research, Institutional Research

Dalton 10 · 1:20-1:40, 2:10-2:30, 3:10-3:30

Come hear a brief overview about the many powerful features of Qualtrics – a secure, online survey platform. This workshop will touch on some of the ways that survey creation, survey distribution, and data collection can be made easy by using Qualtrics. Participants will walk away knowing what Qualtrics is, the fundamental uses of Qualtrics, and a few "Qual-tricks" (efficient and time-saving tips for conducting a survey through Qualtrics). Who should attend? Qualtrics beginners and/or those interested in learning about a secure survey platform

Resolving Conflict—Within and Between

HOW TO – PEOPLE SKILLS – PERSONAL DEVELOPMENT

Instructor: Vanessa Christman, Assistant Dean and Director of Leadership and Community Development, The Pensby Center

Dalton 119 · 2:45-4:00 (This will be a double-session)

Ever feel torn, wondering what to do about something? Or wishing you could work out a problem that has come up between you and another person? We'll look at various kinds of conflict, reflect on different cultural approaches to resolving it, and leave with strategies to use in the future.Who should attend?Anyone who wants to gain insights and skills in conflict resolution in a safe and supportive environment. The session will feature both individual and group time.

Securing the Human Viewing Session

HOW TO – PERSONAL DEVELOPMENT – TECHNOLOGY

Instructor: Andrew Mantuano, Outreach and Education Coordinator, LITS

Dalton 25 · 2:45-3:20

Haven't completed the Securing the Human Information Security Awareness educational program? No problem! While you're at the In-Service Day, come view the required seven short videos based on relevant InfoSec topics that will give you practical tips and strategies to help keep you, your family, and Bryn Mawr College safe from cyber-attackers. Who should attend? Anyone who hasn't viewed the required Securing the Human videos!

Sleuthing the Ribbon: Microsoft Word 2010

HOW TO – TECHNOLOGY

Instructor: Sarah Theobald, Academic Program Administrator, Provost's Office

Dalton 212E · 1:20-1:40 · 4:45-3:05

Trying to leverage MS Word beyond inserting page numbers and watermarks? Come explore the lesser lauded tools available right in the Ribbon. Come with an example of your current labor-intensive Word-based projects, and we'll work on ways to cut down the manual labor. Who should attend? For those looking to pick up time saving tricks beyond their current basic MS Word usage.

Social Security: If Not Now, When?

PERSONAL DEVELOPMENT

Instructor: Richard Gaudiosi, Public Affairs Associate, Social Security Administration

Dalton 1 · 2:45-3:20

Planning to receive Social Security retirement benefits? Have questions about when to collect? Come and find out how your benefit is figured, the rules for collecting while working, enrolling in Medicare, and family benefits. Who should attend? It's never too early to learn about Social Security, but people age 55 and older definitely need to know their options.

Turn Your PowerPoint into Interactive Tutorials

HOW TO – TECHNOLOGY

Instructor: Elizabeth Reilly, Educational Technologist, LITS

Dalton 10 · 1:45-2:05, 2:45-3:05, 3:35-3:55

Do you offer in-person informational or instructional sessions for students, staff, faculty, or alums and wish you could make them available online as interactive tutorials? Come to this session for an overview of what a narrated PowerPoint is and how to make yours into a "clickable", interactive video.Who should attend?Staff who want to learn how to create digital, stand-alone versions of their how-to and informational sessions.

"What time is the 3 o'clock parade?": Tips for Improving Customer Service

HOW TO – PEOPLE SKILLS

Instructor: Katie Feno, Manager of Public Service Desks, LITS

Dalton 1 · 1:55-2:30, 3:25-4:00

The Walt Disney Company is widely known for providing top-notch customer service, their Cast Members trained to treat even to most ridiculous sounding questions (like the one in the title) as serious, earnest queries. But, you don't have to work at a multi-billion dollar corporation to know the value of providing good customer service. Anyone in a public facing position knows how important it is to develop good (or, at least not hostile!) relationships with the people you're helping to support. In this session, we will focus on some tactics for providing a positive experience for everyone involved – including you! Who should attend? Since this session will be very general, everyone should feel welcome to attend.

Thank You!
Staff In-Service Day Steering Committee

Sabree Barnes

Helen Chang

Diane Gentry

Jessica Hollinger

Maria Wiemken

Program and Poster Design: Robin Parks