



Staff Development Day
Tuesday, May 19, 2020
9am-3pm



Staff Development Day May 19, 2020 Professional Development Sessions At-A-Glance

Sessions are 45-minute workshops designed to give staff opportunities to invest in their personal and professional well-being. Register through [PageUp's Learning Library](#). See below for detailed session descriptions. Zoom links will be emailed after registration via PageUp.

Session 1: 9 – 9:45am

- Google Drive for Collaboration
- Multimodal Writing: An Equitable Approach in Cross-Cultural Composition
- Building a LinkedIn Profile and Network

Session 2: 10 – 10:45am

- Raising a Financially Literate Child
- University Data Resources Available from the Office of Institutional Research and Strategic Analytics
- How Do We Actualize the Principles of Our Equitable Community? (Telework Edition)

Session 3: 11 – 11:45am

- Learning and Using Lehigh History
- Office of International Affairs at a Glance
- Solving the Mysteries of Research Administration at Lehigh

Session 4: 12 – 12:45pm

- Dealing with Stress and Change During Uncertain Times
- Writing Good Survey Questions: Basics and Best Practice of Survey Design
- Goal Setting and Overcoming Obstacles to Achievement

Session 5: 1 – 1:45pm

- Protecting your Treasure (Work @ Home Edition)
- Are we Playing the Same Game? Working with Intercultural Teams
- The Art of Observation

Session 6: 2 – 2:45pm

- Reach Your Audience Through Storytelling
- Career Enrichment @ Lehigh – Building Your future with Our Tools
- Effective Reporting and Visualization of Data: Tips and Tricks for Communicating Data from the Office of Institutional Research and Strategic Analytics

Session 1: 9 – 9:45am

Google Drive for Collaboration

Presented by Stacey Kimmel-Smith, Assistant Director, Client Services, Library and Technology Services

Never email Word files again! See how Google Drive facilitates real-time collaboration/editing and its integration with other GSuite Tools.

Multimodal Writing: An Equitable Approach in Cross-Cultural Composition

Presented by Teresa Cusumano and Mary Newbegin, Language Specialists, International Center for Academic and Professional English

Multimodal writing in cross-cultural classrooms promotes equitable learning for non-native and native English speaking students. Presenters will demonstrate how students in multilingual classrooms collaboratively research global issues and compose digital arguments. Students become increasingly aware of the complexity of intercultural communication while simultaneously working on research and writing skills through engagement with multimodal writing assignments.

Building a LinkedIn Profile and Network

Presented by Andrea Reger, Career Coach, Center for Career and Professional Development

Do you know how to maximize the tools and network on LinkedIn? Come learn tips and tricks to make the most of this professional network which includes over 58,000 Lehigh alumni and 600+ million users worldwide. This session will include demos of the site, instructions on how to customize your profile and communication best practices.

Session 2: 10 – 10:45am

Raising a Financially Literate Child

Presented by Candice Richards, Financial Education Community Manager, PSECU

Children need to learn responsible money management skills at an early age! Every parent can help! Learn valuable tips to empower your child or grandchild to become financially savvy!

University Data Resources Available from the Office of Institutional Research and Strategic Analytics

Presented by Wyntre Stout, Research Analyst, Zane L. Kratzer, Data Research Scientist and Casey Petroski, Data Governance Manager, Office of Institutional Research and Strategic Analytics

The Office of Institutional Research and Strategic Analytics (OIRSA) is the source of comprehensive information regarding Lehigh University. Part of the Provost's stem, our mission is to collect and disseminate reliable and valid institutional data in a responsive, timely and ethical manner. In this session, we will provide an overview of some of the university data resources that OIRSA provides, including: (1) a wide variety of data products aimed at supporting the needs of faculty and staff for reporting and planning purposes, (2) the Data Cookbook, Lehigh's collaborative data dictionary that provides data definitions to strengthen our data governance process and our understanding of terminology, (3) surveys that provide insight into students' experience (e.g., First Year Survey, Senior Survey, National Survey of Student Engagement) as well as the experience of the broader Lehigh Community (e.g., Climate Survey) that OIRSA oversees. We will focus on resources currently on the OIRSA website as well as discuss the process for submitting requests for customized data tools and reports.

How Do We Actualize the Principles of Our Equitable Community? (Telework Edition)

Presented by Rita Jones, Director and Leslie Pearson, Associate Director, Center for Gender Equity

During this session, we will moderate a discussion about the Principles of Our Equitable Community. Moving from theory to practice, how do we embody these principles? Are there examples of them in action? In addition to sharing successful strategies, we will also touch on gaps; are there places where our ideal principles are not being enacted? And if so, how might we go about building a more equitable community? While the session will touch on an intersection of issues and identities, gender equity will function as a through-line for discussion. Before the session, it might be helpful to review [The Principles of Our Equitable Community](#).

Session 3: 11 – 11:45am

Learning and Using Lehigh History

Presented by Alex Japha, Digital Archivist and Ilhan Citak, Archives and Special Collections Librarian, Library and Technology Services

Have you ever felt lost in Lehigh's 150+ year history? Learn about the University by exploring a treasure trove of historical images and resources. Lehigh's Special Collections and Archives, which collect and preserve the University's unique history, has made tens of thousands of photographs, publications, and rare books available for free online. Learn how to discover relevant material and how to integrate it into your daily work. Get to know your workplace from new perspectives.

Office of International Affairs at a Glance

Presented by Tammy Friday Nolan, Administrative Director and Chris Harvey, Systems Manager, Office of International Affairs

The Office of International Affairs---Who we are? What we do? How you can interact with us? Where we are? What is next?

Solving the Mysteries of Research Administration at Lehigh

Presented by the Office of Research and Sponsored Programs

Come meet our team and find out what we do in the Office of Research and Sponsored Programs (ORSP). It is a common reaction when we mention our jobs to receive the question "What do you do in research administration"? This session will give a high level overview of our office's responsibilities in supporting research at Lehigh and offer guidance on what to send our way if staff ever encounter something "research related".

Session 4: 12 – 12:45pm

Dealing with Stress and Change During Uncertain Times

Presented by Integrated Behavioral Health (IBH)

People are experiencing uncertainty, confusion, stress and anxiety while trying to cope with changes occurring at speeds not seen before. As humans, we prefer certainty and are not getting a lot of that right now. This presentation will discuss ways to help yourself and others around you. How to become more resilient to deal with the change around us.

Writing Good Survey Questions: Basics and Best Practices of Survey Design

Presented by Wyntre Stout, Research Analyst, Office of Institutional Research and Strategic Analytics

Surveys are an important tool used to collect information. This session will address the basics of survey design and best practices for constructing a quality survey tool. Tips for carrying out a survey project will be addressed but the emphasis will be on constructing good survey questions, relevant for any survey/poll. The objectives for this session include (1) outlining the steps necessary to design a survey that will provide useful data, (2) reviewing the best practices and common mistakes in writing survey questions, and (3) providing an overview of strategies to promote survey response rates.

Goal Setting and Overcoming Obstacles to Achievement

Presented by Katy Kresge, Associate Director of Housing Services, Housing Services

Goals... As you know each year at performance evaluation time we are asked to write down goals for the coming year. You may have asked why this is such a common practice and why it is important? Research has shown an undeniable link between goal setting theory and success (Kleingeld, et al, 2011). It has also shown that setting well-structured goals is linked to higher levels of self-confidence, motivation and autonomy (Locke & Lathan, 2006). This session will outline how to effectively structure goals using the SMART method. These goals can be structured around work, personal growth, health and wellness or anything else that is important to you. It will also take an in-depth look at the obstacles that can get in the way of accomplishing those goals and how we can overcome them through planning, preparation and perseverance.

Session 5: 1 – 1:45pm

Protecting your Treasure (Work @ Home Edition)

Presented by Eric Zematis, Chief Information Security Officer, Information Security

Lehigh University is continuously under attack. Especially in a COVID-19 era, our adversaries are looking all over for weaknesses to exploit. How can we respond? We need every member of the Lehigh community to help us defend our students and other valuable information. Learn about the threats we face as we work remotely and the (non-technical) keys to countering these threats.

Are we Playing the Same Game? Working with Intercultural Teams

Presented by Elena Reiss and Kayla Landers, Language Specialists, International Center for Academic and Professional English

This workshop will invite participants to discover reasons behind possible challenges of working in multicultural groups and discuss best practices for overcoming communication challenges while encouraging successful interactions. Participants will analyze practice scenarios and investigate best strategies that encourage positive intercultural representation and effective communication across cultures.

The Art of Observation

Presented by Stacie Brennan, Curator of Education, Lehigh University Art Galleries

How can experiences with great works of art help us become better observers, listeners, and more creative and effective problem-solvers? Join the Lehigh University Art Galleries as we explore works of art in the University Art Collection, as well as preview the upcoming exhibitions and events. Participants will hone their skills in observation and creative problem solving while enjoying masterpieces from Lehigh's extensive collection of paintings, sculpture, and photography.

Session 6: 2 – 2:45pm

Reach Your Audience Through Storytelling

Presented by Hillary Kwiatek, Employee Communications Specialist, Human Resources

Social media and email marketing are great tools for promoting your department's activities, programs and reputation. But now that everyone is using them, how can your communications stand out from the crowd?

You can cut through the noise if you harness the power of stories. Even a topic you think is complicated or boring can be brought to life when a reader or viewer has a hero to root for.

This session is directed at anyone working at Lehigh for whom communications is part of their job.

Topics in this session will include:

- Elements of a good story
- How to draw in a reader quickly
- Visual storytelling including photography and video
- How to find good stories (and what to do when you can't)

Hillary Kwiatek is the Employee Communications Specialist at Lehigh. In addition to writing and editing the monthly newsletter *The Spot*, she also created and manages the Work/Life Lehigh employee social media channels on Instagram, Facebook and Twitter. In 2020, she launched *The Spotcast*, Lehigh's first podcast devoted to conversations with staff about their careers and their work at the University.

Career Enrichment @ Lehigh - Building Your Future with Our Tools

Presented by Tara Cicero, Learning and Development Specialist

Are you ready to expand your skills and take your career to the next level? This session provides an overview of Lehigh University's Career Enrichment (CE@L) programs. Learn about Human Resources' training and development offerings, certificate programs, and more!

Effective Reporting and Visualization of Data: Tips and Tricks for Communicating Data from the Office of Institutional Research and Strategic Analytics

Presented by Sumera Ayaz and Caroline Seguin, Business Intelligence Analysts, Office of Institutional Research and Strategic Analytics

The mission of the Office of Institutional Research and Strategic Analytics (OIRSA) is to collect and disseminate reliable and valid institutional data in a responsive, timely and ethical manner. As more data is collected and made available across the university, communication of data is increasingly important in every office. In this session, we will discuss some best practices used by our office for effective reporting of data, with a focus on visual representation of data. We will give examples using reports created by OIRSA.



Virtual Resource Tables

We invite you to explore our Virtual Resource Tables by [clicking here](#).
Additional resources available to staff can be found at the websites below.

Bethlehem 1st Federal Credit Union: www.beth1st.org

Career Enrichment @ Lehigh (CE@L): <https://hr.lehigh.edu/enrichment>

Center for Gender Equity: <https://diversityandinclusion.lehigh.edu/center-gender-equity>

Community Service Office: <https://studentaffairs.lehigh.edu/content/community-service-office>

Council for Equity and Community: <https://www1.lehigh.edu/diversity/cec>

Equal Opportunity Compliance Coordinator: <https://eocc.lehigh.edu/equal-opportunity-compliance-coordinator>

Lehigh University Police Department: <https://police.lehigh.edu/>

Office of First-Year Experience: <https://studentaffairs.lehigh.edu/content/first-year-experience>

Office of International Affairs: <https://global.lehigh.edu/>

Pride Center for Sexual Orientation and Gender Diversity:

<https://diversityandinclusion.lehigh.edu/pride-center>

Virtual LUally LGBTQ+ 101 Session: <https://www.youtube.com/watch?v=q4gdO6GUtlc>

PSECU: <https://www.psecu.com/>

Real Estate Services: <https://go.lehigh.edu/realestateservices>

Sustainable Office Program: <https://sustainability.lehigh.edu/sustainable-office-program>

University Communications:

Assets: <https://www1.lehigh.edu/communications/assets-resources>

Events Calendar: <https://eventscalendar.lehigh.edu/>

Research Publication: <https://www2.lehigh.edu/news/publications/research-review/vol-4-2019>

Social Media: <https://www1.lehigh.edu/communications/resources/socialmediadirectory>

ERAC thanks you for attending Staff Development Day!



ERAC would like to thank the following for their help and support of Staff Development Day:

Bethlehem 1st Federal Credit Union
Career Enrichment @ Lehigh
Center for Career and Professional Development
Center for Gender Equity
Community Service Office (CSO)
Council for Equity and Community (CEC)
Equal Opportunity Compliance Coordinator (EOCC)
Finance and Administration
Housing Services
Integrated Behavioral Health (IBH)
International Center for Academic and Professional English (ICAPE)
Lehigh University Art Galleries
Lehigh University Police Department (LUPD)
Library and Technology Services (LTS)
Office of First-Year Experience
Office of Human Resources
Office of International Affairs
Office of Institutional Research and Strategic Analytics (OIRSA)
Office of Research and Sponsored Programs
PSECU
Pride Center for Sexual Orientation and Gender Diversity
Provost Office
Real Estate Services
Student Auxiliary Services
Sustainable Office Program
University Communications