

# 2022-2023 PROFESSIONAL DEVELOPMENT CALENDAR

# At a glance

DEPARTMENT OF HUMAN RESOURCES



University  
of Windsor

The 2022-2023 Calendar At A Glance outlines a range of professional and personal development opportunities geared towards enhancing abilities, skills and knowledge for which there is immediate and practical on-the-job application. Sessions are listed in alphabetical order.

Learn more about these professional development opportunities by visiting [cleo.uwindsor.ca/hr/workshops](https://cleo.uwindsor.ca/hr/workshops)

Title	October	November	December	January	February	March	April	May
Chair Stretches			Dec 13 9 - 10 AM				Apr 13 1 - 2 PM	
Creating Accessible Documents					Feb 16 9 - 11 AM		Apr 20 1 - 3 PM	
Disconnect and Unplug - Strategies to Achieve Better Work-Life Balance			Dec 15 9 - 10:30 AM			Mar 30 1 - 2:30 PM		
Engaging in Meaningful Conversations About Race, Gender and Ethnicity							Apr 18 1 - 3 PM	
Enhancing the Student Experience UWindsor	Oct 26 9 - 11 AM			Jan 12 1 - 3 PM				
How to Manage Stress: Bringing More Balance into Your Life		Nov 15 9 - 10:30 AM				Mar 23 1 - 2:30 PM		
How to Run Hybrid Meetings with Mobile Carts	Oct 18 9 - 10 AM				Feb 1 9 - 10 AM			
Inclusive Language			Dec 8 9 - 11 AM			Mar 28 1 - 3 PM		
Introduction to Microsoft Forms and Microsoft Bookings		Nov 8 9 - 11 AM					Apr 11 1 - 3 PM	
Meetings that Matter – Strategies For Virtual, In-Person and Hybrid Meetings					Feb 8 9 - 11 AM			May 17 9 - 11 AM
Microsoft 365 – Collaborating with Documents in SharePoint & OneDrive and Microsoft Lists					Feb 7 9 - 11 AM			May 9 1 - 3 PM
Microsoft Excel: Creating Pivot Tables to Analyze Data		Nov 9 2 - 4 PM			Feb 15 9 - 11 AM			
Microsoft Excel: LOOKUP Beyond Vertical				Jan 11 9 - 11 AM			Apr 4 1 - 3 PM	
Microsoft Teams - Key Features	Oct 20 9 - 11 AM					Mar 21 1 - 3 PM		
Organize Your Tasks and Collaborate with Microsoft 365			Dec 6 9 - 11 AM				Apr 25 1 - 3 PM	
Recovery Ally Training		Nov 3 9 - 11 AM					Apr 5 1 - 3 PM	
Revitalizing In-Person Interactions	Oct 4 9 - 10:30 AM			Jan 10 1 - 2:30 PM				
Running on Empty – Strategies for Preventing Burnout					Feb 9 9 - 10:30 AM			May 4 1 - 2:30 PM
Strategies for Creating Accessible Online Content						Mar 9 9 - 11 AM		May 11 1 - 3 PM
Supporting 2SLGBTQIA+ Students And Their Student Experience	Oct 25 9 - 11 AM			Jan 19 1 - 3 PM				
Tips for Writing a Meaningful Land Acknowledgment	Oct 27 9 - 11 AM				Feb 2 1 - 3 PM			
UWindsor Black Student Support Services on Campus	Oct 19 9 - 11 AM			Jan 17 1 - 3 PM				

For detailed description, location, facilitator & to register, visit Human Resources website: [cleo.uwindsor.ca/hr/workshops](https://cleo.uwindsor.ca/hr/workshops)  
Please direct your inquiries to [employeeexperience@uwindsor.ca](mailto:employeeexperience@uwindsor.ca)