

DECEMBER 2023 OFFERINGS

Professional Development & Wellness Wednesdays



HUMAN RESOURCES

December 5, 9:00 - 11:00 AM Building Your Communication Toolbox



Communication can help create and maintain a respectful work environment, where employees feel valued, included, and supported. This session will help participants learn communication behaviour and enhance essential communication skills in the workplace, as well as offer useful tips for online communication and meetings.

(Virtual)

December 7, 9:00 – 11:00 AM Taking Minutes at UWindsor



Minutes are the legal and historical record of the proceedings, discussions, and decisions of a meeting. Taking minutes can be an intimidating task. This session will provide an overview of the key principles for minute taking and templates/samples for use and reference. It will also outline what information to record during the meetings, how to successfully write concise summaries and take good notes.

(Virtual)

December 13, 9:00 - 10:30 AM WELLNESS WEDNESDAY - Self-care Strategies



In this workshop, you will learn how to develop a self-care plan that suits your needs and preferences, and how to incorporate it into your daily routine. You will also learn how to identify and overcome the barriers and challenges that prevent you from practicing self-care. You will also learn how to recognize and respond to the signs of stress, fatigue and burnout, and how to seek help when needed.

(Virtual)

December 14, 9:00 AM – 11:00 AM Creating Accessible Documents



Ensuring documents are accessible reduces barriers in the learning and working environment. Accessible documents not only benefit persons with disabilities, but your entire communication is improved by becoming easier to navigate and read for everyone. Participants will leave the session with knowledge and practical experience to put into practice immediately. Topics covered: Word, Excel, PowerPoint, printed materials, and screen readers.

(In-person)



Register at: met.uwindsor.ca/hr/workshops



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