

MARCH 2024 OFFERINGS

Professional Development & Wellness Wednesdays

HUMAN RESOURCES



March 5, 2024, 1:00 – 3:00 PM 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)

March 19, 2024, 1:00 – 3:00 PM Fostering Respectful Workplaces



This learning session examines key practices for promoting respectful interactions that value the dignity, self-respect, and esteem of all persons. Emphasis is placed on modeling positive interactions with others and practical guides for increasing respectful and cooperative communication and behaviour.

(Virtual)

March 21, 2024, 1:00 – 3:00 PM 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.

(Virtual)

March 26, 2024, 9:00 – 10:30 AM Rock Your Work with Microsoft 365



Microsoft 365 applications can help you boost your productivity and collaboration. In this workshop, you will discover use cases for Word, Excel, PowerPoint, Outlook, Teams, OneDrive, Lists, OneNote, Power Automate, SharePoint, Bookings Forms, Stream, ToDo, Whiteboard, Power BI, Planner, Viva Insights, and more. You will also learn tips and tricks on how to integrate these applications with other services and devices to get the most out of Microsoft 365.

(Virtual)

March 27, 2024, 1:00 – 2:30 PM WELLNESS WEDNESDAY - Stress Relief: Tools and Techniques for Everyone



This workshop explores the psychological realities associated with both stress and relaxation. It helps participants identify destructive cycles that create stress, discontent, and fatigue. This popular seminar promotes an understanding of what stress is, including how and why we experience it. This session encourages resiliency and provides tools to successfully manage stress and build resiliency.

(Virtual)



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



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