



# FALL 2025

## CALENDAR AT A GLANCE

### DIGITAL WORKPLACE ESSENTIALS

**OCTOBER 8, 2025**      **09:00 AM – 11:00 AM**

Mastering Office 365: A 3-Part Workshop Series: **Part 1 - OneDrive & File Sharing**

**OCTOBER 15, 2025**      **09:00 AM – 11:00 AM**

Mastering Office 365: A 3-Part Workshop Series: **Part 2 - Outlook Essentials**

**OCTOBER 22, 2025**      **09:00 AM – 11:00 AM**

Mastering Office 365: A 3-Part Workshop Series: **Part 3 - Teams for Collaboration & Communication**

### UWINDSOR COMPASS

**OCTOBER 7, 2025**      **10:00 AM – 11:00 AM**

Research Assistant and Mitacs Scholarship Payments Made Simple

**OCTOBER 27, 2025**      **09:00 AM – 11:00 AM**

Taking Minutes at UWindsor

**OCTOBER 29, 2025**      **09:00 AM – 11:00 AM**

Senate Bylaws and Rules of Order and Procedures for Senate Committees

**NOVEMBER 20, 2025**      **10:00 AM – 11:00 AM**

The Researcher's Guide to Grant Spending

**NOVEMBER 12, 2025**      **09:00 AM – 11:00 AM**

FIPPA – Access and Privacy Requirements

### UWINSITE PEOPLE ESSENTIALS

**SEPTEMBER 23, 2025**      **10:00 AM – 12:00 PM**

Sessional Hiring in UWinsite People

**SEPTEMBER 25, 2025**      **10:00 AM – 12:00 PM**

Student Recruitment Processes in UWinsite People

**OCTOBER 14, 2025**      **09:00 AM – 11:00 AM**

Navigating UWinsite People 101 - Refresher

**OCTOBER 21, 2025**      **10:00 AM – 12:00 PM**

Timecard Entry & Approval in UWinsite People

**NOVEMBER 3, 2025**      **09:00 AM – 11:00 AM**

Empowering Your Benefits Journey in UWinsite People

**NOVEMBER 4, 2025**      **10:00 AM – 11:00 AM**

Managing Absences & Time Off in UWinsie People

The **Fall 2025 Calendar at a Glance** offers practical, high-impact learning opportunities designed to make your work easier, more efficient, and more rewarding. From strengthening everyday skills to building confidence with essential tools and processes, each session gives you knowledge you can put into action right away.

The sessions are organized into the following series and listed in order by date within each series for easy reference. In addition to the series listing, the calendar offers a convenient monthly view to help you plan ahead (p. 2-5):

- Digital Workplace Essentials
- Pensions & Benefits
- UWindsor Compass
- UWinsite People Essentials
- Work Fundamentals

See full training schedule and register on: [met.uwindsor.ca/hr/workshops](https://met.uwindsor.ca/hr/workshops)

### PENSIONS & BENEFITS

**OCTOBER 6, 2025**      **09:00 AM – 11:00 AM**

Getting to Know Your Employee Benefits

**OCTOBER 24, 2025**      **09:00 AM – 11:00 AM**

Understanding Your Pension Plan - The Basics

**For members of the Employees' Retirement Plan (ERP)**

**OCTOBER 31, 2025**      **09:00 AM – 11:00 AM**

Understanding Your Pension Plan - The Basics

**For members of the Faculty and Certain Employees Retirement Plan (FCO)**

**NOVEMBER 21, 2025**      **09:00 AM – 11:00 AM**

Understanding Your Annual Pension Statement

**For members of the Faculty and Certain Employees Retirement Plan (FCO)**

**NOVEMBER 28, 2025**      **09:00 AM – 11:00 AM**

Understanding Your Annual Pension Statement

**For members of the Employees' Retirement Plan**

**DECEMBER 5, 2025**      **09:00 AM – 11:00 AM**

Planning the Path to Your Future - Using the Pension Estimator

**For members of the Faculty and Certain Employees Retirement Plan (FCO)**

**DECEMBER 8, 2025**      **09:00 AM – 11:00 AM**

Planning the Path to Your Future - Using the Pension Estimator

**For members of the Employees' Retirement Plan (ERP)**

### WORK FUNDAMENTALS

**OCTOBER 30 2025**      **09:00 AM – 11:00 AM**

Navigating Challenging Times Together

**NOVEMBER 7, 2025**      **09:00 AM – 11:00 AM**

Advancing Inclusion: Understanding the AODA's Role in Shaping an Accessible Campus.

**NOVEMBER 18, 2025**      **09:00 AM – 11:00 AM**

Subtle Acts of Inclusion in the Workplace

**DECEMBER 1, 2025**      **09:00 AM – 11:00 AM**

Removing Barriers with Accessible Documents

**DECEMBER 2, 2025**      **09:00 AM – 11:00 AM**

Enhancing Communication for a Respectful and Welcoming Campus



for session description, location and to register, visit:  
[met.uwindsor.ca/hr/workshops](https://met.uwindsor.ca/hr/workshops)



# MONTHLY CALENDAR VIEW



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2025

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23 Sessional Hiring in UWinsite People	24	25 Student Recruitment Processes in UWinsite People	26	27
28	29	30				

Questions? Connect with us at:  
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University  
of Windsor

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2025

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Getting to Know Your Employee Benefits	7 Research Assistant and Mitacs Scholarship Payments Made Simple	8 Mastering Office 365: Part 1 - OneDrive & File Sharing	9	10	11
12	13	14 Navigating UWinsite People 101 - Refresher	15 Mastering Office 365: Part 2 - Outlook Essentials	16	17	18
19	20	21 Timecard Entry & Approval in UWinsite People	22 Mastering Office 365: Part 3 - Teams for Collaboration & Communication	23	24 Understanding Your Pension Plan - The Basics - ERP	25
26	27 Taking Minutes at UWindsor	28	29 Senate Bylaws and Rules of Order and Procedures for Senate Committees	30 Navigating Challenging Times Together	31 Understanding Your Pension Plan - The Basics - FCO	

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2025

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Empowering Your Benefits Journey in UWinsite People	4 Managing Absences & Time Off in UWinsite People	5	6	7 Advancing Inclusion: Understanding the AODA's Role in Shaping an Accessible Campus	8
9	10	11	12 FIPPA – Access & Privacy Requirements	13	14	15
16	17	18 Subtle Acts of Inclusion in the Workplace	19	20 The Researcher's Guide to Grant Spending	21 Understanding Your Annual Pension Statement - FCO	22
23	24	25	26	27	28 Understanding Your Annual Pension Statement - ERP	29
30						

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2025

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Removing Barriers with Accessible Documents	2 Enhancing Communication for a Respectful & Welcoming Campus	3	4	5 Planning the Path to Your Future (Pension Estimator) - FCO	6
7	8 Planning the Path to Your Future (Pension Estimator) - ERP	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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