

Bulldogs United in Learning Drake



Bulldogs are leaders, passionate about learning and proud of our Drake pack. We're constantly looking for ways to strengthen and build our future—whether by learning a new skill or getting to know a colleague from across campus.

In keeping with this spirit, Human Resources is proud to announce the Fall 2018 Bulldogs United in Learning Drake—BUILD. Whether you want to BUILD your retirement portfolio, your health, or your professional knowledge, this program is for you!

Through BUILD, you can:

- Pursue lifelong learning with professional development workshops and skill-building opportunities
- Understand your benefits and learn how to make the most of them
- Improve your health and overall wellness
- Strengthen your management and leadership abilities
- Connect with colleagues from across campus

Please take a few moments and peruse the Fall Semester's BUILD program. Individuals who participate in these sessions, ITS's Tech Tuesdays, and additional sessions announced throughout the year will be entered into drawings to receive prizes.

Links for online registration is available after the course descriptions.
Please note, registration is requested, not required.

Let's BUILD Drake!

Did U Know – University Archives

In University Archives you can find everything from the Ding Darling Collection and Tom Harkin Papers to unique items such as “half” a gold medal mounted on a plaque to commemorate the first gold medal won by a Drake athlete in an individual event at the Drake Relays. Presenters Claudia Frazer, Director, University Archives & Special Collections; Hope Bibens, Political Papers Archivist and Assistant Professor of Librarianship; and Katherine Lincoln, University Archives Associate will cover what they do, what they have, and what they collect during this one-hour presentation. In addition, they will share some of their most interesting artifacts!

Date: September 12, 2018

Time: 10:00 a.m. – 11:00 a.m.

Location: Cowles Library, Room 201

Credit: 1

“Ouch That Hurts”

Have you strained your back or “tweaked” a knee while working in the yard or playing golf? This presentation will provide some basic knowledge and evidence about common treatments, remedies, and guidance that may assist with the common aches and pains you and your family suffer from daily activities or athletics. Join Nate Newman, Associate Professor of Athletic Training/Chair, as he shares valuable information and answers questions that will help you and your family stay healthy. *Register online at <https://www.eventbrite.com/e/build-ouch-that-hurts-tickets-49997988329?aff=ebapi>*

Date: September 26, 2018

Time: 10:00 a.m. – 11:00 a.m.

Location: Olmsted 310-311

Credit: 1

Project Management I

Have a project idea? Come learn when and how to submit your idea for review. Kris Brewster, ITS Project Manager, will share the technology project request review process, timing for reviews, and how to create both the Business Case and Return on Investment (ROI) documentation. The session will end by sharing basic project management processes with you which will serve as the foundation for the Project Management 2 session coming in the spring. *Register online at www.drake.edu/its/techtuesdays/*

Date: October 9, 2018

Time: 1:00 p.m. – 2:00 p.m.

Location: Olmsted TMR 132

Credit: 1

Hot Topics in Higher Ed

Historically, higher education has been a gateway to individual growth and opportunity, as well as an accelerator for social and economic progress. The current social, political and economic landscape presents new challenges to how universities define themselves and continue to meet the needs of individuals and society. Attend this session, presented by Dr. Rachel Dykstra Boon, Chief Academic Officer at the Board of Regents, to increase your awareness of some of the Hot Topics that institutions, such as Drake University, are addressing.

Register online at <https://www.eventbrite.com/e/build-hot-topics-in-higher-ed-tickets-49998078599>

Date: October 10, 2018

Time: 1:00 p.m. – 2:30 p.m.

Location: Olmsted 310-311

Credit: 1.5

BUILD for Managers: Raising the Bar – Improve Performance Through Feedback and Coaching

One of the most important responsibilities of managers is to provide employees frequent, straightforward, and timely feedback and coaching for a clear understanding of how performance is viewed. In this ATW session, participants will learn how both feedback and coaching are used to reinforce good performance and redirect poor performance. An easy to apply model is presented and participants will learn how to apply the approach to a real work situation. Register online at: <https://www.eventbrite.com/e/build-program-managers-tickets-50272039022>

Date: October 16, 2018

Time: 1:00 p.m. – 2:30 p.m.

Location: Olmsted 310-311

Credit: 1.5

Koru Mindfulness Series

This four-part series will meet Wednesdays from 2:00 to 3:15 p.m. on Oct. 17, Oct. 24, Nov. 7 and Nov. 14 in the Occupational Therapy building Room 002. Koru is an introduction to mindfulness and meditation. It teaches you skills you can use to manage your stress, focus your mind, and gain perspective on challenges you may be facing. Christine Urish, Professor, Occupational Therapy, will utilize traditional tools from breathing techniques to guided imagery, you will learn how to let go of the thoughts and worries that can overcome your ability to be present. Class size limited to 12 people. You must attend all four sessions. Contact Linda Feiden directly for special registration instructions for this course.

How Do I Keep My Information Safe?

Have you been impacted by a breach or identity theft, or just want to know how to keep your own and your family's information safe? Peter Lundstedt, ITS Director of Information Security and Compliance, will facilitate the discussion of the latest trends in cybercrime and some easy ways to protect your identity and information at home and at Drake.

Register online at www.drake.edu/its/techtuesdays/

Date: October 23, 2018

Time: 10:00 a.m. – 11:00 a.m.

Location: Olmsted TMR 132

Credit: 1

Opioid Crisis

More than 115 people die a day in the U.S. from opioid-related overdoses, including prescription pain killers. If you think it can't happen to someone you love, you are wrong. Join us as we learn more about the class of drugs known as "opioids". Discover the different types of opioids and how they work in the body. Reasons for the opioid epidemic, state and national

trends, and strategies to address the opioid epidemic will also be discussed. Presenters: Craig Wrenn, Department Chair of Pharmaceutical and Administrative Science, Professor of Pharmacology, and Sally Haack, Associate Professor of Clinical Sciences. *Register online at <https://www.eventbrite.com/e/build-program-tickets-49998155830>*

Date: October 23, 2018

Time: 2:00 p.m. – 3:00 p.m.

Location: Olmsted 310-311

Credit: 1

BUILD About Benefits

Wellmark Blue Cross and Blue Shield of Iowa Representatives, Drake Benefit Consultants and Human Resources staff will be present to answer your questions regarding Drake benefits – including changes for the 2019 Plan Year. Three additional times are scheduled during the Benefits Open Enrollment Period to provide opportunities for you to attend and have your questions answered! *Please join us! Registration is not required.*

Date: October 25, 2018

Time: 3:00 p.m. – 4:00 p.m.

Location: Olmsted 310

Credit: 1

Heart Attack & Stroke Awareness Presentation

Heart attack and stroke remain two of the leading causes of death in the United States. Ignoring your risks and failure to recognize the signs and symptoms can be fatal. Join Chris Nickell, Director, Environmental Health & Safety, to learn what you need to know to recognize a heart attack or stroke and steps you can take to reduce your risk. *Register online at <https://www.eventbrite.com/e/build-awareness-presentation-tickets-50004246046>*

Date: October 30, 2018

Time: 2:00 p.m. – 3:00 p.m.

Location: Olmsted 310

Credit: 1

BUILD About Benefits

Wellmark Blue Cross and Blue Shield of Iowa Representatives, Drake Benefit Consultants and Human Resources staff will be present to answer your questions regarding Drake benefits – including changes for the 2019 Plan Year. Two additional times are scheduled during the Benefits Open Enrollment Period to provide you the opportunity to have your questions answered! *Please join us! Registration is not required.*

Date: October 31, 2018

Time: 12:00 p.m. – 1:00 p.m.

Location: Olmsted 310

Credit: 1

BUILD for Managers: Bringing Core Values to Life

Join this interactive session with Scott Raecker, Executive Director of the Robert D. and Billie Ray Center, and learn how to integrate Drake's core values into your team's work experiences. Scott will share tips on how to have intentional conversations about values and bring them to life in day-to-day interactions across campus.

Register online at <https://www.eventbrite.com/e/build-managers-values-tickets-50004552964>

Date: November 1, 2018

Time: 9:00 a.m. – 10:30 a.m.

Location: Olmsted 310

Credits: 1.5

BUILD About Benefits

Wellmark Blue Cross and Blue Shield of Iowa Representatives, Drake Benefit Consultants and Human Resources staff will be present to answer your questions regarding Drake benefits – including changes for the 2019 Plan Year. One additional meeting is scheduled during the Benefits Open Enrollment Period to provide you the opportunity to have your questions answered! *Please join us! Registration is not required.*

Date: November 6, 2018

Time: 2:00 p.m. – 3:00 p.m.

Location: Olmsted 310

Credit: 1

Personal Branding for Personal Success

Have you ever thought of yourself as your own brand? It may seem like terminology that is only specific to product marketing, but today personal branding can be your path to success in professional development, whether you are wanting to expand your career, achieve personal recognition or just work better with your colleagues. Carlyn Crowe, Visiting Assistant Professor and Internship Coordinator for the School of Journalism and Mass Communication will provide several tools for developing or enhancing your personal brand by identifying and learning to express your unique set of values. You'll leave this session with tools you can use immediately for understanding and communicating your brand that will give you more confidence and empowerment for professional and personal success.

Register online at <https://www.eventbrite.com/e/build-tickets-49998276190>

Date: November 7, 2018

Time: 1:00 p.m. – 3:00 p.m.

Location: Olmsted 310

Credits: 2

BUILD About Benefits: Annual Benefits/Wellness Fair

This "come-and-go" event will provide an opportunity to learn about the wide range of benefits and wellness opportunities available at Drake University. Ask questions; submit election forms for the Benefits Open Enrollment; enter drawings; check your blood pressure; and visit with colleagues. *Please join us. Registration is not required.*

Date: November 9, 2018

Time: 8:30 a.m. – 11:30 a.m.

Location: Olmsted Parents Hall North

Credit: 1

Internet Search Best Practices

Have you ever spent hours researching online, only to find one or two valuable pieces of information? Dan Chibnall, STEM Librarian, will help you hone your abilities to navigate massive amounts of information online, be a better searcher, find quality sources, and be more confident with online technology. *Register online at www.drake.edu/its/techtuesdays/*

Date: November 13, 2018

Time: 1:00 p.m. – 2:00 p.m.

Location: Olmsted TMR 132

Credit: 1

BUILD About Benefits

Wellmark Blue Cross and Blue Shield of Iowa Representatives, Drake Benefit Consultants and Human Resources staff will be present to answer your questions regarding Drake benefits – including changes for the 2019 Plan Year. This is the last scheduled meeting during the Benefits Open Enrollment Period to discuss the 2019 Plan Year benefits. *Please join us! Registration is not required.*

Date: November 19, 2018

Time: 9:00 a.m. – 10:00 a.m.

Location: Olmsted 310

Credit: 1

Managing Conflict in the Workplace

Conflict is a normal part of life, and is neither good nor bad in and of itself. But destructive workplace conflict can impact individual productivity, team performance, and the entire organization. During this session you will learn effective conflict management approaches to ensure healthy engagement, respectful dialogue, and an opportunity for growth. Guided by an Employee and Family Resources (EFR) Consultant, you will explore the dynamics of conflict and the causes of uncivil workplace behavior, observe the application of strategies and methods for managing workplace conflict, and learn skills that can be applied to create constructive dialogue and improve team relationships. *Register online at <https://www.eventbrite.com/e/build-managing-conflict-tickets-50271750158>*

Date: November 27, 2018

Time: 9:00 a.m. – 10:30 a.m.

Location: Olmsted 310

Credit: 1.5

Making Qualtrics Work for You

Christine Marchand, Institutional Research & Academic Compliance Coordinator, will briefly introduce how to use Qualtrics and move on to investigate how you can use it in your work. By the end of this session, you'll know the key question types most often used, get some ideas on how to incorporate Qualtrics tools into your position, and where to go for assistance.

Register online at www.drake.edu/its/techtuesdays/

Date: November 27, 2018

Time: 1:00 p.m. – 2:00 p.m.

Olmsted TMR 132

Credit: 1

The Exceptional Professional: A Reading Group

Join author Callista Gould as she facilitates this entertaining read, that looks at the little actions that move your career forward, in the areas of Networking, Social Media, Interviewing, Travel, Dining, Entertaining, Meetings, Speaking, Attire, Workplace Relations and more! It's full of true stories of triumphs and disasters in the world of business and non-profits. *The Exceptional Professional* is essential reading for new professionals and entrepreneurs and a great refresher for seasoned professionals. *This is limited to the 15 employees. Email Debra Wiley to participate in the Reading Group and obtain your copy!*

Date: December 5, 2018

Time: 9:00 a.m. – 11:00 a.m.

Location: Olmsted Drake Room

Credit: 2