



Welcome to the first edition of the Learning & Development Newsletter!

Each month we will be sharing information to support both your personal and professional growth. We will include recommended LinkedIn courses, learning modules in the Manager's Toolkit, webinars, as well as topical articles.

As we continue to move forward so does today's shifting workplace; you may have heard of upskilling which is the process of learning new skills or of teaching workers new skills. It's our goal to highlight the resources you have available to meet those changing needs and focus on a variety of resources in each edition of this newsletter.

Our mission is to support yours

Meet the L & D Team:

Liliana Rojas
Director of Employee Relations
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Liliana has been with USF for four years and prior to joining USF, she worked in the transportation, financial, and retail industries. In each of those industries, she held various roles within Human Resources including organizational development and training. "I came to USF after spending a career in the corporate world. What I love about USF is the compassion that permeates the USF culture and being a part of that."

Mara Krasts
HR Project Manager
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Mara has been with USF for four years and was a communications project manager and training partner for six years prior to coming to USF. "What I love about USF is our incredible sense of community. I feel lucky to work with so many talented and authentic individuals."



LINKEDIN LEARNING RECOMMENDED COURSES

This month's recommended courses focus on interpersonal communication. Whether you are working remotely, are on campus, or are in a hybrid work arrangement, communication is key to ensuring that you and your USF colleagues have a strong and productive partnership.

Communicating With Tact and Diplomacy »

Video, 65 minutes, by Tatiana Kolovou, faculty member at Kelley School of Business. *Communications professor Tatiana Kolovou helps you realize the benefits of communicating with tact and diplomacy in workplace situations. She emphasizes core skills, such as authenticity, empathy, and listening, and shows examples, stories, and facts that bring their importance to life.*

The Skill of Communicating Across Cultures »

Video, 32 minutes, by Tatiana Kolovou, faculty member at Kelley School of Business. *Learn simple techniques to build your cross-cultural communication skills: as a manager, peer, or coworker. Learn how to adapt your communication style, overcome hidden bias, and build rapport with colleagues around the world.*

Speaking Up at Work »

Video, 22 minutes, by Jessica Chen, founder of Soulcast Media. *Want to ensure that your best ideas are heard by the right people in your organization? Improve your ability to speak up at work.*

RESOURCES



Manager's Toolkit

Our new manager's toolkit is in progress and we have released **Interview How To's** and the **Manager's Certification** course list as the first two modules.

Interview How To's: Explore ways to get the most out of your interviews with tips on behavioral interview questions, effective non-verbal communication, making hiring decisions faster, and legal considerations.

Manager LinkedIn Courses

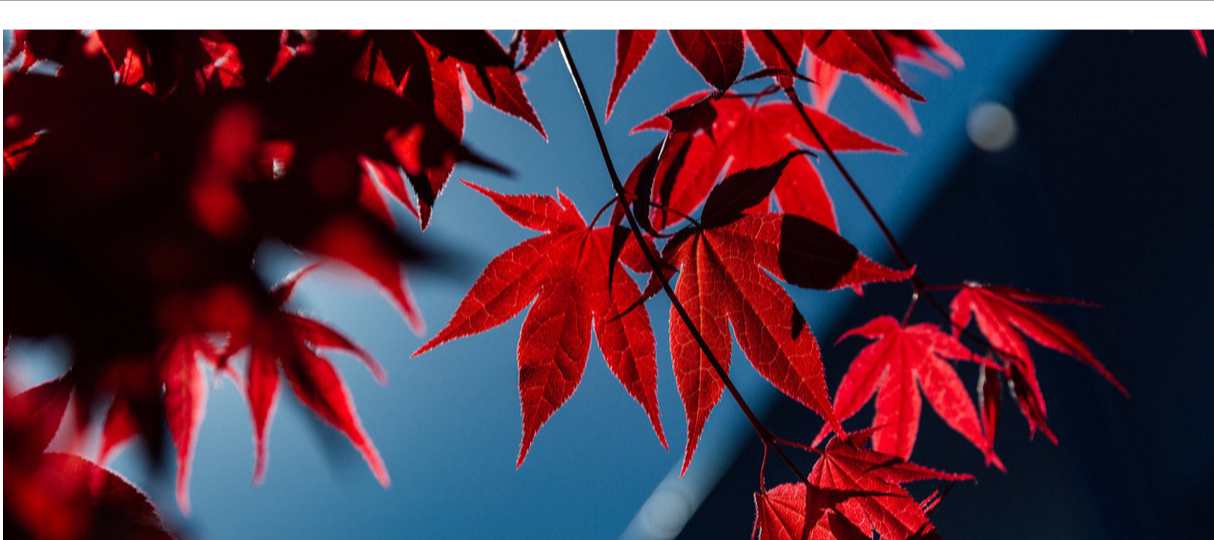
These classes are for managers at all levels; some of them are focused for those new to the manager role or for those managers wanting to take a deeper dive into LinkedIn Learning's manager courses.

New Hire Welcome Center

The HR New Hire Welcome Center provides all the resources needed for a new member of the USF community. From completing onboarding in USFWorks to learning about the history of USF, we've got you covered. We have also included a section for managers of new hires.



GRATITUDE



"Cultivate the habit of being grateful for every good thing that comes to you, and to give thanks continuously. And because all things have contributed to your advancement, you should include all things in your gratitude."

—Ralph Waldo Emerson

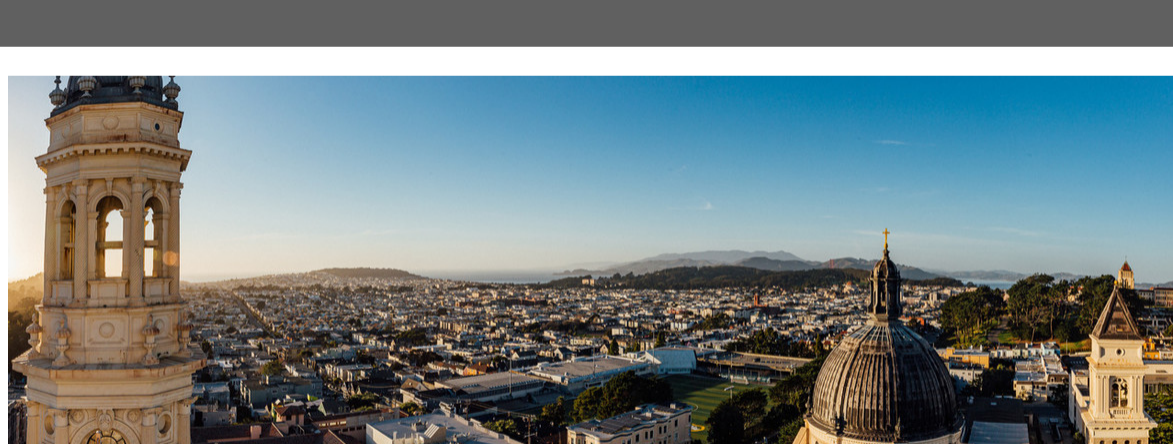
November is a month of gratitude. Gratitude allows us to experience greater happiness, better health, and stronger relationships. Being grateful allows us to connect with something larger than ourselves, whether it is with those around us, nature, or a higher power. We are sharing with you a few ways to explore gratitude and incorporate it into your daily life.

"Arianna Huffington's Thrive 04: Facing Challenges with Gratitude and Forgiveness", video, 34 minutes

"Building a Better Workplace Starts with Saying 'Thanks'" article by Lauren R. Locklear, Shannon G. Taylor, and Maureen L. Ambrose for the Harvard Business Review

Good Days Start With Gratitude: A 52 Week Guide To Cultivate An Attitude Of Gratitude: Gratitude Journal, available for purchase from Amazon and other booksellers.

UPCOMING EVENTS



Be sure to check the **USF calendar** for more university wide events.

- **GoUSF: Go Appreciate - Gratitude Wellness »**
Nov. 1–30
- **Faculty and Staff of Color Community Gathering »**
Nov. 16 | 4–5:30 p.m. | Tarantino Plaza
- **University Ministry Self-Care Mini-Retreat »**
Nov. 17 | 12:15–1 p.m. | Zoom
- **GoUSF: Go Relax - Spritual Wellness »**
Dec.1– 31
- **Grad School Info Day »**
Dec. 2 | 11:30 a.m. – 1:00 p.m. | Privett Plaza
- **MBA Program and Admissions Chat »**
Dec. 3 | 12–1 p.m. | Zoom
- **Overcoming Overwhelm »**
Wednesday, Dec. 8 | 11:30 a.m. | Presented by **Concern**

Join the conversation **#USFCA**



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