ORGANIZATIONAL & PROFESSIONAL DEVELOPMENT

Special “Keep Learning” Edition • Vol. 2

KEEP LEARNING RESOURCES:

NEW ONLINE LEARNING: We will continue to offer key courses online and provide other remotely accessed learning opportunities to accommodate the needs of our university employees during the COVID-19 closure.

PLEASE NOTE: Full courses automatically remove from the training calendar, so you may not see them on the calendar. LEAD courses are limited to supervisors only to meet Policy HR 1.51 requirements.

NEW REMOTE WORKING STRATEGIES SERIES

Offered as live webinars, then conveniently on-demand as sessions become full due to their popularity.

Join us each Monday as we partner with DoIT and other expert users on campus to offer weekly tips and tools. These will be conversational and offer real examples and tips for effective remote work.

Overview and Resources....April 6, 1:00 – 1:30 pm
Leveraging Technology....April 13, 10:00 – 10:30 am
Organization Skills........April 20, 10:00 – 10:30 am
Tips for Support Staff..........April 22, 9:00 – 9:30 am
(part of the Administrative Professional's Day Series)
Supervising Remotely.......April 27, 10:00 – 10:30 am
Staying Engaged...............May 4, 10:00 – 10:30 am

VIRTUAL WATER COOLER IDEA

Keep your employees connected during the closure. Relieve stress and mimic typical office banter.

Schedule a virtual meeting or chat session in MSTeams or other technology and queue up a fun question each week:

- What is your COVID-19 hashtag this week?
- What big win do you want to share?
- Describe your children/SO/pet like they are your co-worker.
- Which song title best reflects your current remote working situation?
- Who has gone above-and-beyond this week?
- What 3 things are necessities in quarantine?
- What do you miss from the office?

VIRTUAL COACHING SESSIONS AVAILABLE

Schedule a virtual meeting with a member of OPD by emailing HRTrain@mailbox.sc.edu or our individual email addresses to discuss your remote working challenges.

Are you communicating your expectations? Are you able to guide your team to work effectively?

REMOTE WORK STRATEGIES

Adapt to new ways to interact with others and maintain your productivity.

Keep Learning Resources
Keep Working Resources
Keep Teaching Resources

MyGroup EAP

Employees have access to counselors 24 hours a day, 365 days a year by calling 800-633-3353 or 704-529-1428. To access work-life services, log into mygroup.com using the username “USC” and password “guest”, or download the MyGroup app.

The EAP can help with all kinds of life situations such as marital difficulties, parenting, stress, depression, work-related concerns, alcohol and drug use/abuse or grief and loss.

MyGroup also offers a library of on-demand personal and professional development webinars.