# Upcoming Professional & Personal Development Classes

<table>
<thead>
<tr>
<th>University Orientation</th>
<th>How to Invest Early in Your Career</th>
<th>AR (Data Warehouse) Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 a.m. – 2:00 p.m. on January 3 &amp; 15</td>
<td>1:30 – 2:30 p.m. on January 16</td>
<td>9:00 – 10:30 a.m. on January 24</td>
</tr>
<tr>
<td>Instructor: Nicole Vaughn, Organizational &amp; Professional Development</td>
<td>Instructor: Chip Stanley, Great Southern Advisory Group</td>
<td>Instructor: Phillip Chester, Bursar’s Office</td>
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<tbody>
<tr>
<td>9:00 – 10:30 a.m. on January 10</td>
<td>9:00 – 10:00 a.m. on January 17</td>
<td>10:00 a.m. – 12:00 p.m. on January 29</td>
</tr>
<tr>
<td>Instructor: Karen Thomas, Bursar’s Office</td>
<td>Instructor: Charity Nix, Division of IT</td>
<td>Instructor: Diane Conte, PEBA</td>
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<tr>
<th>Managing Student Employees</th>
<th>Beginner Word</th>
<th>Team Management Part I</th>
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<tbody>
<tr>
<td>9:00 a.m. – 12:00 p.m. on January 10</td>
<td>2:00 – 4:00 p.m. on January 17</td>
<td>1:00 p.m. – 4:30 p.m. on January 29</td>
</tr>
<tr>
<td>Instructor: Nicole Vaughn, Organizational &amp; Professional Development</td>
<td>Instructor: Charity Nix, Division of IT</td>
<td>Instructor: Nathan Strong, Organizational &amp; Professional Development</td>
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<tr>
<th>Introduction to Office 365 (*new)</th>
<th>Time Management</th>
<th>Beginner OneNote (*new)</th>
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<tbody>
<tr>
<td>3:00 – 4:00 p.m. on January 14</td>
<td>3:00 – 4:00 p.m. on January 17</td>
<td>9:00 – 11:00 a.m. on January 30</td>
</tr>
<tr>
<td>Instructor: Charity Nix, Division of IT</td>
<td>Instructor: Niyah Calderon, MyGroup</td>
<td>Instructor: Charity Nix, Division of IT</td>
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<tr>
<th>Reading a Banner Account</th>
<th>Tax Strategies</th>
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<tbody>
<tr>
<td>9:00 – 10:30 a.m. on January 15</td>
<td>11:00 a.m. – 12:00 p.m. on January 18</td>
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<tr>
<td>Instructor: Karen Thomas, Bursar’s Office</td>
<td>Instructor: MetLife</td>
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You asked, we listened!

OPD is partnering with the Division of Information Technology to offer technical training to faculty and staff in 2019.

If you are curious about OneNote, Office 365, or other new features of the latest Office update, please sign up to attend one of these *NEW* classes:

- Beginner Word
- Beginner Excel
- Beginner OneNote
- Beginner Outlook
- Office 365
- Microsoft Teams
- Authentic Assessment with Forms
- Digital Storytelling

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Thank you to all our instructors for their contributions toward employee development in 2018!
Spring 2019 class schedule is now posted. Click here to register for classes through July, including new Microsoft Office classes!

Congratulations to all LEAD graduates!
We appreciate your dedication to your professional development and your contributions to improving the USC working environment for all employees.

The Office of Organizational & Professional Development would like to acknowledge the following USC employees who have completed the LEAD (Learn, Educate and Develop) Supervisory Essentials program:

- Margaret Crewell (College of Social Work)
- Edward Blessing (South Caroliniana Library)
- Miranda Bennett & Jessica Crouch (Thomas Cooper Library)
- Erin Culp (University Police Department)
- Patricia Davis (Languages, Literature & Cultures)
- Pinkney Epps (Trio Programs)
- Holly Gilliam & Sheena McDaniel (Financial Aid & Scholarships)
- Octavia Glenn (Facility Services)
- Holly Johnson & Christine Mosich (Career Center)
- Shaniqua Livingston (Division of Human Resources)
- Karen McMullen (School of Medicine)
- Samuel Noblet (Strom Thurmond Wellness & Fitness Center)
- Jean Saunders-Blanks (Office for International Scholars)
- Jennifer Tilford (University Advising Center)
- Sam Todd (College of Hospitality, Retail, & Sport Management)
- Candle Wester (Law Library)
- Eric Williams (U101 & National Resource Center)

We would also like to recognize this month’s LEAD 2 graduates:

- Scherilyn Lewis (Division of Human Resources)
- Kara Grant (Renovations)
- Lauren Douglas & Ella Wider (University Technology Services)
- Aisha Haynes & Gloria Washington (Center for Teaching Excellence)
- Sandra Varney & Nicole Montgomery (University Advising Center)
- Ashley Byrd-White (Career Center)
- Joshua Finch (Housing & Residential Services)
- Kimberly Henderson (Thomas Cooper Library)
- Ashley Dantzler & Wendy McKenzie (College of Education)
- Jennifer Brown, Emma Seibles & Charmika McDaniels (Custodial Services)

Happy new year,
Happy new you!

As you reflect upon 2018, what could you have done a little differently for a better outcome? Communication, time management, regulating emotions, difficult conversations, computer skills or managing finances and planning for the future?

Our holiday wish is for you to make your personal and professional development a priority in 2019. How would you like to improve this year? Visit our training calendar to learn how we can support your efforts.

Ditch the resolutions and create a plan. Old habits take time to break. Follow these steps for greater success:

1. Take a larger goal and break it into smaller, more manageable chunks.
2. Set milestone dates to monitor your progress.
3. Celebrate small wins to stay motivated and on track.
4. Select a positive accountability partner to offer support and encouragement.

To monitor your own progress toward your LEAD certificate, log in and view your training records and use the Certificate of Completion Checklist to help keep track. For information on the LEAD Policy, please click here.