COLLEGE OF THE
Holy Cross | Office of Human Resources

Holy Cross & You
Opportunities to Help You Develop & Grow

We want to help you find satisfaction, reward, and purpose in your role at Holy Cross and in your life beyond campus. We offer an array of programs and resources to support all aspects of your wellbeing.. Whether your priority is feeling healthy, finding financial security, or gaining more of a sense of belonging, you'll find opportunities online and across our campus. This brochure highlights what Holy Cross is offering at no cost to our faculty and staff this Spring.

Accessibility & Accommodations

To request a reasonable accommodation or ASL interpretation, please contact HR at HR@holycross.edu or call us at 508-793-3391 to be directed appropriately. Several of these trainings are held virtually, reach out if you would like access to a computer and/or space to attend any of these sessions.

BE INCLUSIVE - Reflecting the College's commitment to Building Community

Training & Development for You	How to Participate
Inclusive Hiring - Training for Managers A Collaboration between the JEBI and HR Offices Workplace diversity and inclusion is a key priority for Holy Cross. Hiring managers need to be able to locate, hire, and onboard diverse candidates in order to succeed. This course is a guide to promote diversity and inclusion throughout all the stages of the hiring process, from sourcing to interviewing to selection. This workshop will focus on reducing bias in the recruitment process, creating diverse search committees, and adopting best practices when it comes to candidate screening, interviews, and evaluations.	**Two Options to attend:** **March 21** **12pm-1pm** Register via Zoom **OR** **April 9** **2-3pm** Register via google
Skills for Having More Inclusive Conversations Kim McCullen, Workforce Development Specialist This workshop will strengthen inclusion and collaboration competencies and help you be better equipped to engage in conversations that foster equity, empathy, and belonging in the workplace. We will focus on recognizing the importance of sharing space and power in conversations, acknowledging different lived experiences and building trust among colleagues and/or teams.	**April 23** **4pm-5pm** Virtual - Register via Zoom
Workplace Allyship and Agility Sarah Staley, Director of Workforce Development & Talent Are you actively promoting a culture of allyship? This session will explore how leaders can promote allyship and agility to create a more equitable and inclusive experience for members of teams and those hoping to join them. Using LinkedIn content to learn the fundamentals of group dynamics and how they function in the workplace; explore practical strategies to change your behaviors, with tips on building self-awareness, developing empathy, listening for impact, and staying attuned.	**May 1** **10am- 11am** Virtual - Register via Zoom

COLLEGE OF THE
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Human Resources

BE ENGAGED - Reflecting the College's commitment to your Personal Growth

Training & Development for You	How to Participate
Project Management Essentials Sarah Staley, Director of Workforce Development and Talent Project management is a set of techniques that anyone can apply to achieve goals and make projects more successful. Project management can be used to guide small, simple projects as well as complex initiatives. This course will focus on the fundamentals of project management, from establishing project goals and objectives and building a project plan to managing resources and work, meeting deadlines, and closing the project.	**February 28** **10am-12pm** HR Conference Room Register via google
Process Improvement in Action Sarah Staley, Director of Workforce Development and Talent Most of us, no matter our role at the College, rely on a set of processes and procedures to get our work done. When problems arise, we may make periodic adjustments to solve specific problems. We don't always step back and look at the process as a whole to identify root causes and long-term solutions to improve the process. In this session, we will explore the Process Improvement mindset and tools.	**February 29** **9:30am-11am** Register via google
Understanding the Neuroscience of Stress to Enhance Productivity Sabrina Woods When our nervous system goes into that fight, flight or freeze state from stress, our brains are foggy and our work pace slows down. Shifting focus to your well-being can put you in a more calm, clear-headed place and increase your perseverance and productivity.During this workshop you'll learn a bit about the neuroscience of stress. We'll also take you through some mindfulness-based practices to help you shift your mind and body into that calmer and more productive state.	**March 12** **4pm-5pm** Virtual - Register via Zoom
Finding MAGIC at Work: Creating Meaningful Employee Engagement Kim McCullen, Workforce Development Specialist Meaning, Autonomy, Growth, Impact, Connection - These five critical aspects of our work drive our level of engagement and fulfillment with our jobs. This training will dive into what true engagement looks like and the positive impact it has on teams when employees are choosing to be highly engaged in their jobs. We will also examine tangible ways that you can support your colleagues or your team in becoming more engaged and finding MAGIC in their day-to-day.	**March 14** **2pm-3pm** Virtual - Register via Zoom
SCRUM in Action Sarah Staley, Director of Workforce Development and Talent Get a simple answer to a common project management question: What is scrum? Using LinkedIn learning content, this course provides a short, fast-paced introduction to one of the most popular agile frameworks. Explore the roles of the scrum team, from product owner to scrum master; the five core scrum events; the three scrum artifacts that build into project developments; and the reasons behind the widespread adoption of scrum.	**April 3** **10:30 to noon** Register via google
Mentoring Program Sarah Staley, Director of Workforce Development and Talent	**Kick Off: April 4** **Mid-point: May 16** **Celebration: June 20**

The Mentorship Program will run from April to June and include three HR-run sessions. Mentors/mentees will also meet on a biweekly basis during this period. The program is designed to connect employees in a mentoring relationship to help each other develop as leaders and managers, discuss career paths at Holy Cross, and develop important skills for career success.	**All sessions are 9-10:30** Register via google
### Design Thinking in Action Sarah Staley, Director of Workforce Development and Talent Design thinking is a deeply human process that taps into abilities we all have but get overlooked by more conventional problem-solving practices. It relies on our ability to be intuitive, to recognize patterns, to construct ideas that are emotionally meaningful as well as functional, and to express ourselves through means beyond words or symbols. This will familiarize you with Design Thinking in action.	**May 7** **1:30 pm – 3:00 pm** Register via google

BE WELL - Reflecting the College's commitment to your Wellness

Training & Development for You	How to Participate
### KGA Program Overview for Employees KGA KGA, your Employee Assistance Program, is a free and confidential benefit that provides support for employees and their family members. Additionally, we can be a valuable resource to you as a manager or supervisor. Learn how at our upcoming Program Overview for Employees.	**February 27** **2pm-2:30pm** Virtual - Register via Zoom
### Socialize Your Way to Health Sofiya Stasiv, KGA Over the last few years, studies have shown that social interactions and connections have significantly decreased, directly impacting our mental and physical health. This workshop will discuss the three vital components of social connection, why it matters, and how to boost our social well-being in a meaningful way.	**March 19** **1pm-2pm** Virtual - Register via Zoom
### The Sandwich Generation and Beyond: How to Be a Caregiver While Taking Care of Yourself Katherine McHugh, KGA Are you taking care of any or all of the following: children, parents, grandparents, other family members, friends, pets? Are you doing this while simultaneously working and trying to care for yourself? This hour is for you.	**April 17** **1pm-2pm** Virtual - Register via Zoom
### Unlocking the Power Within: Nurturing Your Mental Wellbeing Marissa Alert, KGA In this session, you will gain a deeper understanding of what mental health is (and what it isn't) and learn practical self-care practices and techniques that are designed to enhance emotional and mental equilibrium.	**May 9** **1pm-2pm** Virtual - Register via Zoom

Imposter Syndrome Dr. Tyler Argiv, R3 Continuum Imposter Syndrome is something that most people have likely encountered in their career at some point. Learn about Imposter Syndrome, strategies to help cope with it, how you can increase your confidence within your professional life, and thrive as an employee.	**May 29** **1pm-2pm** Virtual - Register via [Zoom](#)
Just Breathe Trish Hart, KGA In this powerful experiential workshop, you will learn the foundations of breathwork, including the neuroscience, latest research, and correct techniques for harnessing the power of your breath.	**June 26** **12pm-1pm** Virtual - Register via [Zoom](#)

Performance Management Training:

Training & Development for You	How to Participate
Performance Management Training Kim McCullen, Workforce Development Specialist **Attend any one** of these sessions to learn more about the 2024 performance management process which is being offered multiple times. You will learn more about the HC specific process and discuss best practices for effectively communicating feedback and setting goals. The performance management process is a critical employee development tool that promotes individual and team growth and success.	**March 5, 3pm-4pm** Virtual - Register via [Zoom](#) **March 12, 11am-12pm** Virtual - Register via [Zoom](#) **March 27, 2pm-3pm** In-person - [Register via google](#)
Giving & Receiving Feedback Kim McCullen, Workforce Development Specialist This workshop will provide employees and managers with skills for engaging in healthy conversations related to feedback and performance management. It can be natural to feel defensive at times when receiving feedback and we will explore practices that help both parties engage in these conversations in an open and supportive manner.	**April 4** **2pm-3pm** In-person [Register via google](#)

Management Development Training:

Training & Development for You	How to Participate
Management Development Series To enable the development of managers at Holy Cross in our supervisory competencies, Employee Development and Team Management, we are offering a three session management development series.	**March 13, 20, & 27** **9am-12pm** In-person [Register via google](#)

The Management Development Training Series consists of three one half day in-person sessions. There will be presenters from Human Resources, ODEI, Title IX, and our Employee Assistance Program.	**April 25, May 2 & 9** **9am-12pm** [Register via google](#)
Stay Interviews (for Managers) Sarah Staley, Director of Workforce Development and Talent Over the last couple of years, the way of working has drastically shifted. As we all continue to build on our organizational strengths, including our mission-focused organization and staff, our employee motivation to address challenges, our leadership listening to employees' priorities, and our establishing mechanisms for collaboration, stay interviews are a great tool to ensure managers stay connected and employees stay engaged in this collective work.	**March 21** **3pm-4pm** Virtual - Register via [Zoom](#)

Reminder: LinkedIn Learning is Here!

On-Demand Training & Development for You	How to Participate
Linked in Learning LinkedIn Learning is a free resource provided by the College that is an award-winning industry leader in online training, with a digital library of over 16,000 courses covering a wide range of technical, business, software and creative topics. Earn certificates for completing entire courses or browse shorter content and individual videos. While you do not need a personal LinkedIn Account to access this resource, you can link your personal account to have certificates and course completions saved to your page!	**Activate your license [here](#)!** Once you are logged in, familiarize yourself by watching the [How To Use LinkedIn Learning Video](#) to get started. Easily access LinkedIn Learning anytime by bookmarking the page or going to the Chrome Apps waffle
Out of the Box LinkedIn Courses While LinkedIn Learning offers many technical, business and job-skills focused courses, there are offerings to help you tap into your creative side as well! Check out the Out of the Box Collection here for videos including Music, Art, Photography, Mindfulness and more!	**Check it out [here](#)**