Fall 2021 Course Descriptions for Affiliates

We are happy to announce our fall virtual course lineup is now available! The fall offerings are designed to help promote individual development and skill building for Columbia University affiliates, including: Barnard College, Jewish Theological Seminary, Manhattan School of Music, Teachers College and other members of the University community.

Please note, a virtual workshop link and workshop resources will be provided once your registration and payment are confirmed.

Affiliate Course Offerings Snapshot – Fall 2021*

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<td>Wednesday, October 27 9:30am – 12:30pm $115</td>
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*Upon registering for a course, please have your departmental chartstring available to confirm your seat*

*Please note courses are subject to change. For the most up-to-date listing, please visit the Learning & Development website at https://humanresources.columbia.edu/learning-development.
October 2021

**Speaking with Presence**
Learn strategies to elevate your presentation skills and leave audiences with a lasting impression.

Category: Formal Presentations & Public Speaking  
Location: Web-based  
Workshop Type: Virtual Workshop  
Date: Wednesday, October 13  
Time: 9:30am – 12:30pm  
Price: $95  
Participant Max: 30

Target Audience: Faculty, Managers and Staff seeking strategies to improve their speaking skills when delivering formal or informal presentations.

By the end of this workshop, participants will:
- Read and analyze an audience  
- Prepare and organize a presentation for maximum effectiveness  
- Improve use of body language and vocals while speaking  
- Turn nervousness into positive energy  
- Gain strategies to deliver memorable presentations

**Fundamentals of Time Management**
Learn to prioritize tasks, overcome procrastination and navigate frequent distractions.

Category: Productivity & Software  
Location: Web-based  
Workshop Type: Virtual Workshop  
Date: Thursday, October 14  
Time: 9:30am – 12:30pm  
Price: $95  
Participant Max: 30

Target Audience: Faculty, Managers and Staff who want to use time and energy more effectively.

By the end of this workshop, participants will:
- Understand the primary demands of your time  
- Identify your priorities  
- Organize work for maximum efficiency  
- Develop strategies to deal with interruptions and distractions  
- Learn how to avoid procrastination
NEW* Leading Teams Successfully in a Hybrid Environment
Learn the fundamentals of successfully leading teams when some members work remotely while others are in the office.

Category: Management & Leadership
Location: Web-based
Workshop Type: Virtual Workshop
Date: Tuesday, October 19
Time: 9:30am – 12:30pm
Price: $95
Participant Max: 30

Target Audience: Managers who work virtually (either full-time or partially) and/or who manage staff working in a virtual environment.

By the end of this workshop, participants will:
● Learn how to craft a Virtual Team Charter
● Explore the opportunities and challenges of managing in a virtual environment
● Discover key tenets of virtual collaboration and communication
● Explore how to adapt the critical team functions of assigning work, making decisions and solving problems to the virtual environment
● Discuss how to establish accountability and make adjustments when virtual teams get off track

NEW* Making the Most of your Virtual Meetings
Learn the fundamentals of successful meetings that function within a virtual environment

Category: Productivity & Software and Management & Leadership
Location: Web-based
Workshop Type: Virtual Workshop
Date: Tuesday, October 19
Time: 1:30pm – 4:30pm
Price: $95
Participant Max: 30

Target Audience: Anyone (Staff, Managers or Faculty) who attends meetings in a virtual environment. It is relevant for both meeting participants and facilitators.

By the end of this workshop, participants will:
● Learn how to review meeting goals and how they translate into meeting media and format
● Discuss meeting logistics such as technology and timing and see what matters most in the virtual environment
● Experience the importance of meeting agendas
● Review successful practices for communication and interaction in a virtual setting
● Brainstorm challenging situations in virtual meetings and how to handle them

**Appreciating Style Differences: Powered by the Myers-Briggs Type Indicator®**

Identify your MBTI® style and learn how different styles can work together in complementary ways.

**Category: Interpersonal Skills & Communications**
**Location: Web-based**
**Workshop Type: Virtual Workshop**
**Date: Wednesday, October 27**
**Time: 9:30am – 12:30pm**
**Price: $115**
**Participant Max: 30**

**Target Audience:** Faculty, Managers and Staff who are looking to utilize their unique MBTI® style to understand themselves, work effectively with others and successfully reduce conflict.

**By the end of this workshop, participants will:**
● Understand your own personality type preferences and the uses of the MBTI®
● Learn to appreciate, value and work with all of the sixteen personality types
● Gain a better understanding as to why others communicate as they do and learn how to adapt your own preferences
● Obtain skills on how to work through conflict that arises from type differences
● Learn how to maximize your impact through your unique type and style
November 2021

Project Management Essentials for the Unofficial Project Manager
Develop the mindset, skillset, and toolset to consistently deliver successful projects to completion.

Category: Productivity & Software
Location: Web-based
Workshop Type: Virtual Workshop
Date: Wednesday, November 3
Time: 9:30am – 4:30pm
Price: $190
Participant Max: 30

Target Audience: Faculty, Managers and Staff who manage or lead projects, contribute to projects or manage people that lead projects.

By the end of this workshop, participants will:
- Establish clear and measurable project outcomes
- Create a well-defined project scope statement
- Identify, assess, and manage project risks
- Create a realistic and well-defined project schedule
- Create a clear communication plan around their project that includes regular project status reports and project changes

*NEW* Using Mindfulness to Reduce Stress
Demystify mindfulness and learn how to use it to reduce stress by increasing awareness and improving emotional well-being

Category: Interpersonal Skills & Communication
Location: Web-based
Workshop Type: Virtual Workshop
Date: Tuesday, November 9
Time: 9:30am – 12:30pm
Price: $95
Participant Max: 30

Target Audience: Staff, Managers and Faculty who are interested in reducing stress in their lives.

By the end of this workshop, participants will:
- Understand mindfulness and why it works
- Discover the effect of stress on our well-being and the impact of mindfulness
- Clarify the relationship between mindfulness and meditation
• Learn and practice techniques to build mindfulness practices
• Build a realistic plan for being more mindful

*NEW* Practicing Self-Leadership
Strengthen your impact as an individual contributor and prepare for future leadership roles.

Category: Interpersonal Skills & Communications
Location: Web-based
Workshop Type: Virtual Workshop
Date: Wednesday, November 10
Time: 9:00am – 5:00pm
Price: $290
Participant Max: 30

Target Audience: Faculty, Managers and Staff who are interested in maximizing their performance potential and learning fundamental techniques for managing other people.

By the end of this workshop, participants will:
• Gain a leader’s mindset and challenge assumed constraints to getting results
• Learn to take initiative and proactively seek direction, feedback and support
• Use a model for establishing, clarifying, prioritizing and achieving goals
• Improve the ability to self-diagnose skill level and commitment for assigned work
• Explore the Situational Leadership® model to manage performance for self and others
• Tap into personal strengths, networks and inner resources for greater impact
• Understand key elements for building trust and fostering positive work relationships
• Review the four skills for effective listening, communicating and influencing others

Microsoft Office – Excel 2016 Level 2
Learn advanced formulas and work with various tools to analyze data in spreadsheets. Organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.

Category: Productivity & Software
Location: Web-based
Workshop Type: Virtual Workshop
Date: Thursday, November 11
Time: 9:30am – 4:30pm
Price: $230
Participant Max: 15

Target Audience: Faculty, Managers and Staff who are interested in learning skills to create and modify Excel workbooks.
By the end of this workshop, participants will:

- Use advanced formulas
- Organize worksheet and table data using various techniques
- Create and modify charts
- Analyze data using PivotTables, Slicers, and Pivot Charts
- Insert and modify graphic objects in a worksheet
- Customize and enhance workbooks and the Microsoft Office Excel environment

*NEW* Improving Productivity and Focus in the Hybrid World
Learn to set up a work environment to maximize connection when not working in-person.

Category: Interpersonal Skills & Communication  
Location: Web-based  
Workshop Type: Virtual Workshop  
Date: Wednesday, November 17  
Time: 9:30am – 12:30pm  
Price: $95  
Participant Max: 30

Target Audience: Staff who work virtually (either full-time or partially) and/or who work with others in a virtual environment.

By the end of this workshop, participants will:

- Identify and understand their values and motivators  
- Examine the effects of schedule and environment on motivation and engagement  
- Find ways to stay better connected with virtual colleagues  
- Be better able to handle ambiguity, distractions and changes in the virtual work environment

*NEW* Improving Staff Motivation and Connection in a Hybrid World
Learn to foster team relationships within a virtual environment.

Category: Interpersonal Skills & Communication  
Location: Web-based  
Workshop Type: Virtual Workshop  
Date: Wednesday, November 17  
Time: 1:30pm – 4:30pm  
Price: $95  
Participant Max: 30

Target Audience: Managers who work virtually (either full-time or partially) and/or who manage staff working in a virtual environment.
By the end of this workshop, participants will:

- Identify and understand their own values and motivators and how to figure out those of their team
- Examine the effects of schedule and environment on team motivation and engagement
- Find ways to better connect their virtual team and colleagues
- Be better able to manage their teams through ambiguity, distractions and changes in the work environment
December 2021

Microsoft Office – Excel 2016 The Fundamentals of Macros
Learn advanced formulas and work with various tools to analyze data in spreadsheets specifically using Macros.

Category: Productivity & Software
Location: Web-based
Workshop Type: Virtual Workshop
Date: Wednesday, December 1
Time: 9:30am -12:30pm
Price: $130
Participant Max: 15

Target Audience: Faculty and Managers who are interested in learning skills to create and modify Excel workbooks at an advanced level.

By the end of this workshop, participants will:

Working with Macros
- The Record Macro window
- Rules for Macro names
- Recording a Macro
- Saving a Macro-enabled workbook
- Executing a Macro
- Creating a Macro button
- Working with Macro buttons

Configuring Excel for Macros
- The Developer Tab
- Macro security
- Trust center
- Saving files

Running Macros
- Running a Macro from the Developer tab
- Running a Macro using a shortcut key
- Running a Macro from a button

Creating Dynamic Macros
- Absolute versus Relative references
Microsoft Office – Excel 2016 Advanced Pivot Tables

Upon successful completion of this course, you will be able to use Excel 2016 advanced PivotTable functionality to analyze your raw data.

Category: Productivity & Software
Location: Web-based
Workshop Type: Virtual Workshop
Date: Wednesday, December 1
Time: 1:30pm – 4:30pm
Price: $130
Participant Max: 15

Target Audience: Faculty and Managers who are interested in learning skills to create and modify Excel workbooks at an advanced level.

By the end of this workshop, participants will:
- Prepare data for PivotTable reporting
- Create PivotTables from various data sources.
- Analyze Data Using PivotTables.
- Work with PivotCharts.