JOIN US AS RICE CELEBRATES EMPLOYEE LEARNING WEEK – DECEMBER 7-11, 2015

RSVP FOR MONDAY ROUNDTABLE (LUNCH PROVIDED TO FIRST 40 RSVPS); BRING LUNCH TUE – FRI, DESSERT AND WATER PROVIDED

Monday, December 7, 11:30 am – 1 pm, Miner Lounge in the RMC/Ley Student Center

Supervisor Roundtable – Holding Really Hard Conversations

As a supervisor, you have no shortage of opportunities to hold really hard conversations – about expectations, performance, pay, team effectiveness, etc. Yet, either the lump in your throat blocks the right words from coming out, or the words that do come out do more harm than good. Join Marie Wehrung, HR’s Director of Organizational and Professional Development and your colleagues from around campus and learn some basic skills to prepare for and hold these types of conversations (and others!) in a safe, effective manner.

Tuesday, December 8, 12 noon – 1 pm, Meyer Conference Room in the RMC/Ley Student Center

How to Backup, Store and Share Files

Have you ever used (or heard about) Box, Crashplan, or Google Apps? Several solutions for collaboration, storage and backup services are available to Rice faculty, staff, and students. Mike Dewey, Office of Information Technology Director for Campus Services, leads this lunch workshop exploring use cases for Box, Google Apps, and Crashplan. Whether you want to easily access your data anywhere from any Internet-connected device or protect your files against catastrophic loss like a hard drive crash or theft, this workshop will help you learn more about the services that can meet your specific needs.

Wednesday, December 9, 11:30 am – 1 pm, Farnsworth Pavilion in the RMC/Ley Student Center

Employee Learning Week Learning Fair

Meet with representatives from the Jones Graduate School of Business, Office of the Registrar, HR Benefits, Fondren Library, Office of Organizational and Professional Development, and more to discover the many learning opportunities available to employees at Rice.

Thursday, December 10, 12 noon – 1 pm, Meyer Conference Room in the RMC/Ley Student Center

Decision Bias Lunch and Learn

Do you think you make effective decisions? Research would say that our decision making skills are lacking...we are less rational than we would like to believe. By identifying some of our natural bias, we can make more optimal decisions in our professional and personal lives. Amber Ivins Schultz, Jones Graduate School of Business Executive Education Director of Marketing and Business Development will lead participants through some activities and discussion to help you accurately answer the question, “Do you think you make effective decisions?”

Friday, December 11, 11 am – 12 noon, Meyer Conference Room in the RMC/Ley Student Center

Monkeying Around With MailChimp

Do you have the need to distribute email communications to lots of folks around campus, but find your default (and perhaps only) option is to use ALLDEPTS? MailChimp is an email service provider which helps campus communicators send bulk emails to faculty, staff, students or members of the Rice community. Arie Wilson Passwaters, Public Affairs News and Media Web Editor, will lead this discussion on the basics of managing subscriber lists, building email campaigns and reviewing campaign reports.