

THE OMBUDS OFFICE

We're here to listen with an open mind. We're here to help resolve problems fairly.

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Confidential Impartial Informal Independent

2022 FALL ONLINE WORKSHOPS <u>Click On Workshop Title To Register</u>

COMMUNICATION TOOL KIT - I HEAR YOU! - 1 hour

Communication is the key to establishing and maintaining effective and meaningful relationships. If you wish to be understood, you must also seek to understand. Through discussion, breakout sessions and videos participants will learn and practice communication techniques. (Listening and communication questionnaires to be completed prior to workshop). *November 2, 2022, Wednesday, 12:00 pm to 1:00 pm December 5, 2022, Monday, 12:00 to 1:00 pm*

HAVING RESPECTFUL & PRODUCTIVE CONVERSATIONS (NEW) - 1.5 hours

Our world has become more polarized than ever. And, Stony Brook is a microcosm of the global community. Whether the subject matter is about *politics and upcoming elections, climate change, race, gun violence, viruses and vaccines,* etc. - it's important that *we listen empathetically, respect diverse points of view and see what we can learn from each other.* Our impulse might be to shut down the other person by becoming defensive and judgmental thus losing our ability to "really" listen. Let's look at ways in which we can choose to stay in the conversation and mutually respect each other's opinions. We will examine useful strategies to learn and grow through difficult conversations, view helpful videos and participate in discussion.

October 7, 2022, Friday, 12:00 pm to 1:30 pm October 26, 2022, Wednesday, 12:00 pm to 1:30 pm

TEAM BUILDING - WORKING EFFECTIVELY TOGETHER - 1 hour

Working with others toward a common goal can be both rewarding and at times frustrating. This workshop will cover the following topics: team development, team roles and behavior, characteristics of effective teams, and dysfunctional team behavior. It will also address the vital importance that relationships play in team communication.

(Team assessment questionnaire to be completed prior to workshop).

October 12, 2022, Wednesday, 12:00 pm to 1:00 pm December 9, 2022, Friday, 12:00 pm to 1:00 pm





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MANAGEMENT/SUPERVISORY TRAINING

LEADERSHIP (NEW) - 2 hours

This workshop is for anyone who supervises others, particularly FTMs (first-time managers) or anyone who feels that they could use support for developing high performance teams while creating an inclusive culture. Prior to the workshop you'll complete a survey to determine your leadership style. We will review some helpful leadership techniques. And, finally we will discuss a variety of leadership challenges and how to overcome them. And, there will be videos and opportunities for breakout sessions to share and receive feedback. *October 20, 2022, Thursday, 3:30 pm to 5:30 pm November 17, 2022, Thursday, 3:30 pm to 5:30 pm*

MANAGING HIGH CONFLICT BEHAVIOR - 2 hours

High conflict behavior in the workplace creates unnecessary stress, affects team members in terms of decreased motivation, poor morale and employee retention. Additionally, it negatively impacts both individual and organizational performance. This workshop will describe high conflict thinking and high conflict behavior. Participants will learn and practice the BIFF response to high conflict

behavior.

October 28, 2022, Friday, 12:00 pm to 2:00 pm November 29, 2022, Tuesday, 3:00 pm to 5:00 pm

