HELLO, LIFEWORKS SUPERVISORS! We hope your semester has started off great! We're excited to share some new

opportunities with you, and we have more news coming in the next few months. In this newsletter, we'll cover: LifeWorks Super 100 Initiative Reminders

- Upcoming Training Opportunities for Supervisors and Student Supervisors Best Practices for Supervisors from OIT



Thank you to everyone who completed round one of the Super 100 initiative! If you haven't completed your evaluations yet, here's a quick reminder to complete those

your students to complete their self-assessment as well.

evaluations using the link that you received via email from "Berry College via SkillSurvey." It shouldn't take longer than 10 minutes! Career Readiness Reports will only be sent to supervisors once both the supervisor and student employee have completed the evaluations, so remind

Once you've received the Career Readiness Report for your student employee, please meet individually with them to debrief the report as soon as you're able because round two of this initiative will begin next month.

Contact Mike Burnes (mburnes@berry.edu) if you're having technical difficulties completing your evaluations.

Visit the LifeWorks Super 100 webpage for more!

A CULTURE OF ACCOUNTABILITY

UPCOMING TRAINING OPPORTUNITIES FOR

SUPERVISORS AND STUDENT SUPERVISORS

This workshop, led by a student supervisor, will provide LifeWorks supervisors and student supervisors with an opportunity to learn more about disciplinary processes and

Question. Persuade. Refer.

Date: Wednesday, February 1

Location: ICC

Time: 12-1 pm

obstacle course.

Date: Tuesday, January 17 Time: 11:30-12:30 pm

Location: Library 104

how to develop accountability within the workplace with your student employees. No need to sign up, just show up!

> Location: Krannert 320 (LifeWorks Meeting Room) Date: Thursday, January 26

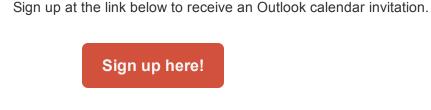
> **QPR SUICIDE PREVENTION TRAINING**

This training will provide LifeWorks supervisors with an

opportunity to build skills for recognizing and responding effectively to suicide warning signs. All participants will receive a QPR Suicide Prevention Training certificate.

Time: 2-3 pm

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BIAS CHALLENGE TRAINING

Berry College and GHD present

FINDING YOUR ____

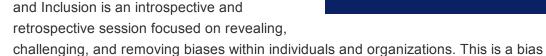
Please share these opportunities with your student employees and encourage them to participate.

Tuesday, February 7 - Finding Your Professional Purpose

Thursday, February 2 - Finding Your Time

Tuesday, February 21 - Finding Your Mentor





Students, staff, and faculty are welcome and can reserve a seat at the link below. Seats are limited. The Office of Diversity and Inclusion would also like to thank corporate sponsor, GHD, for making this opportunity possible.

Reserve your spot here!

WORKSHOP SERIES Finding your This three-part workshop series for student employees is brought to you by the CPPD and Academic Success Center.

Let Alicia Gauker (agauker@berry.edu) or Kinsey Farmer (kgfarmer@berry.edu) know if you'd like to be a panelist for the mentorship workshop in February.

Bring your lunch and join us to learn more! We will have light refreshments available.

Sign up here!

How to Support Students' Mental Health and



supervisor.

You'll learn about on-campus and off-campus

resources to support students' mental health and walk away with ideas to improve student well-being as a

BEST PRACTICES FOR SUPERVISORS FROM



Wellbeing

OIT Do your student employees need or currently use Adobe products as part of their job requirements in your office? Berry's Creative Cloud license is available upon request for Berry students, faculty, and staff.

install the necessary apps to their computer.

of how long they will need access. Students will routinely receive emails letting them know their access will be removed and if they need access, their supervisors will need to make another request for access. Those emails are typically sent after a semester ends and are necessary to ensure

Berry remains within the allotted licenses. Once access to Creative Cloud has been given to a student, they can go to myapps.berry.edu to log in to Creative Cloud and

To receive access to Creative Cloud products through Berry, you can email computing@berry.edu with your student employee's name, email address, and an explanation for why they need access. Supervisors can also email a roster of student employees (with names and email addresses) who need access due to their LifeWorks responsibilities to computing@berry.edu at the start of each academic year with a note

Supervisors may also request to have Adobe products installed on student work computers used by multiple student employees. In that case, supervisors can email computing@berry.edu and request the installation of Adobe products. OIT will need the C&T number of the computer that needs software installed and which Adobe Creative Suite products should be installed.

Visit the LifeWorks Supervisor Resource Center

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Manage your preferences | Opt out using TrueRemove®

2277 Martha Berry Hwy NW Mount Berry, GA | 30149 US

This email was sent to

If you have any questions, you can contact computing@berry.edu. As always, you can find previous newsletters and training videos in the Supervisor Resource Center by clicking the video below. If you have questions, please reach out to the LifeWorks staff at lifeworks@berry.edu or call extension 2244.

Subscribe to our email list.