



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](#)



LIFEWORKS SUPER 100 REMINDERS

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 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 your students to complete their self-assessment as well.

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!](#)

UPCOMING TRAINING OPPORTUNITIES FOR SUPERVISORS AND STUDENT SUPERVISORS

A CULTURE OF ACCOUNTABILITY

Location: Library 104
Date: Tuesday, January 17
Time: 11:30-12:30 pm



This workshop, led by a student supervisor, will provide LifeWorks supervisors and student supervisors with an opportunity to learn more about disciplinary processes and how to develop accountability within the workplace with your student employees.

No need to sign up, just show up!



QPR SUICIDE PREVENTION TRAINING

Location: Krannert 320 (LifeWorks Meeting Room)
Date: Thursday, January 26
Time: 2-3 pm

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.

Sign up at the link below to receive an Outlook calendar invitation.

[Sign up here!](#)

BIAS CHALLENGE TRAINING

Location: ICC
Date: Wednesday, February 1
Time: 12-1 pm



This workshop hosted by the Office of Diversity and Inclusion is an introspective and retrospective session focused on revealing, challenging, and removing biases within individuals and organizations. This is a bias obstacle course.

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!](#)



FINDING YOUR _____ WORKSHOP SERIES

This three-part workshop series for student employees is brought to you by the CPPD and Academic Success Center. Please share these opportunities with your student employees and encourage them to participate.

Thursday, February 2 - Finding Your Time
Tuesday, February 7 - Finding Your Professional Purpose
Tuesday, February 21 - Finding Your Mentor

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.

HOW TO SUPPORT STUDENTS' MENTAL HEALTH AND WELLBEING

Location: Krannert 250
Date: Tuesday, February 14
Time: 11-12 pm



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 supervisor.

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

[Sign up here!](#)

BEST PRACTICES FOR SUPERVISORS FROM 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.

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 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 install the necessary apps to their computer.

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.

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.

[Visit the LifeWorks Supervisor Resource Center](#)

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