

This email is being sent to Official Faculty & Official Staff

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Technology Training and Tidbits

Technology training information, updates, and tips for
Goucher faculty and staff.

Volume 2
Issue 5

Are You Prepared for Turnover?

If you're thinking of a delicious pastry treat, the apple turnover is a favorite. However, in the realm of workforce management, turnover refers to the departure of an employee from an organization. Whether it's a voluntary resignation or an involuntary termination, turnover impacts the entire organization. The effects can be significant, from the loss of resources for daily operations to the loss of expertise required for system functionality and processes. Furthermore, the often-unexpected burden and lack of preparation can lead to confusion, frustration, and inefficiency in the workplace.

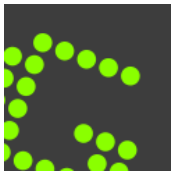
Understanding that turnover is inevitable in any organization no matter how great the organization and being prepared for it is crucial to keeping your business operations and processes moving as smoothly as possible. Consider these three valuable recommendations to help you prepare for turnover, if it happens in your department:

- **Develop Cross-Training Initiatives:** Relying on a single employee with extensive knowledge and expertise can lead to disaster if that employee leaves. Cross-training promotes flexibility among employees and ensures that collective knowledge is retained within the organization.
- **Prepare Training Materials:** Invest in creating training guides, manuals, videos, or online courses to help employees acquire necessary skills and familiarize themselves with company systems and processes.
- **Create Process Documentation:** Document specific workflows, procedures, and protocols essential to your department or role. This ensures consistency in task performance, helps maintain operational efficiency, and facilitates employee cross-training.

By proactively preparing for turnover, organizations can minimize stress, streamline onboarding, and empower new employees to make meaningful contributions to business operations from day one.

Quick Tip!

Capture and Customize Your Screenshots with Greenshot or Shottr!*



Greenshot (for Windows) and Shottr (for Mac) are free screen capture applications with many unique features you didn't realize you needed. Besides a full or partial screen capture, you can edit, highlight, annotate, draw, and add text to your screenshot. Two cool and handy tools are obfuscating (the fancy way of saying to conceal or blur 😊) and numbering.

For example, a screenshot with visible personal information might take five steps to fix with a regular screen capture application. However, with Greenshot or Shottr, you can blur the information with two clicks. Use the numbering tool to add numbers to your screenshot to show callouts or indicate steps taken in a process.

To give Greenshot a try, go to [GetGreenShot.org/downloads/](https://getgreenshot.org/downloads/), click the Downloads tab, then select the download for Windows. Greenshot is available to Mac users from the App Store for just \$1.99.

Shottr is the most similar free alternative we found for Mac users. It has all the features we like with a cloud upload feature that must be activated to use. For privacy reasons, we recommend leaving this off. To try Shottr, go to <https://shottr.cc/purchase.html> and hit the Download button under "Free". This will save the install file to your browser's download file. Find and open that file to complete the normal installation process on your Mac.

We think you'll love these free tools to easily capture and customize your screenshots in a flash!

* Always be sure any data you save or share meets the guidelines for the *Protection of College Data* as outlined by Goucher's [Computer Use Policy](#). Greenshot's privacy policy is [here](#) and Shottr's privacy policy is [here](#).

IT Training Events

IT training workshops have been paused during the preparation and celebration of Commencement 2024. We're excited to offer new and returning workshops starting in June.

[Click here to view course descriptions and register for IT workshops.](#)

Basics for Beginners – Workshops for getting started.

Excel Calculations for Beginners

June 11, 2024 / 10:00 – 11:00 p.m. / Online

Working with numbers in Excel doesn't have to be daunting. Whether you are new to Excel or looking to level up your skills, learn how to use functions and formulas with confidence.

Beyond the Basics - Workshops that build on foundational training.

Excel Calculations: Pivot Tables

June 18, 2024 / 1:30 – 2:30 p.m. / Online

You are familiar with the basics of Excel, and you have a large amount of data to make sense of. PivotTables are the solution to help you understand it all. Discover how to efficiently calculate, summarize, and analyze your data, revealing meaningful comparisons, patterns, and trends.

Teams for Online Meetings: Interactive Features

July 16, 2024 / 11:00 - 12:00 p.m. / Online

You've mastered the fundamental aspects of joining, scheduling, and hosting Teams meetings. Now, let's explore advanced features. Discover tools to elevate your screen-sharing experience, including a laser pointer, whiteboard and annotation, and enhanced content viewing features like panning and zooming. Learn how to set up breakout rooms for focused participant interactions and activate live captions and transcriptions for accessibility.

Productivity Pros – Workshops geared toward adding new skills for productivity.

NEW! Process Mapping: Flowcharts

June 25, 2024 / 2:00 – 3:00 p.m. / Online

Join us for an engaging and interactive workshop on mastering process mapping using flowcharts. Whether you're a seasoned professional or new to process mapping, this workshop offers valuable insights and practical techniques to enhance your skills. In this hands-on session, you'll learn the basics of process mapping and how to create effective flowcharts to visualize workflows, identify inefficiencies, and streamline processes.

Introduction to OneNote

July 2, 2024 / 10:30 – 11:30 a.m. / Online

Discover the ins and outs of OneNote, from efficient notetaking and organization to collaborative features that enhance teamwork. Whether you're a student, professional, or avid note-taker, this class equips you with the skills to unleash the full potential of Microsoft OneNote.

NEW! Working with Microsoft Forms

July 23, 2024 / 1:00 – 2:00 p.m. / Online

Explore the awesomeness of Microsoft Forms in our upcoming workshop! Whether you're a new or experienced user, this session will have something for everyone. Join us as we dive into the ins and outs of Microsoft Forms, learning how to create surveys, quizzes, and polls that pack a punch. We'll show you how to customize your forms, collect responses, and view forms reports.

Design and Deliver – Workshops designed to help you create engaging visual presentations.

Creating Instructional Videos: Short and Sweet

July 9, 2024 / 2:30 – 3:30 p.m. / Online

To view previous editions of the Technology Training & Tidbits newsletters [click here](#).

To make a training request for yourself or your department, please contact the Help Desk at helpdesk@goucher.edu.

For information on other IT technologies visit the [Goucher College Technology Knowledgebase](#).