

# Academic Support "Collective Engagement" Lunch Series (2024)

## Monthly Training Topics

- **KICK OFF:** Making Sense of your Budget and Using Financial Reports  
DATE: Tuesday, January 23, 2024  
Facilitator: John Gerry
- Communication Skills for Impact  
DATE: Friday, February 23, 2024  
Facilitator: Kristen McCormack
- Grants and Special Funding  
DATE: Friday, March 15, 2024  
Facilitator: Brenda Thomas
- Onboarding and Preparing New Staff Members (The essentials to get started!)  
DATE: Tuesday, April 23, 2024  
Facilitator: Kristen McCormack and Megan Konieczny
- Academic Units and Records Management: digital file organizing!  
DATE: Friday, May 17, 2024  
Facilitator: Jessika Drmacich
- Supporting Visiting Professors  
DATE: Tuesday, August 20, 2024 - (location TBD)  
Facilitator: Megan Konieczny
- Navigating Interfolio  
DATE: Tuesday, September 24, 2024  
Facilitator: Gerrit Blauvelt, Laurie Booth