# Favorite websites & Resources

**WEBSITES**

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| name | **WEBSITE** | USE |
| **ADMINISTRATIVE / RESEARCH** |
| NCURA/SRA | <http://www.ncura.edu/AboutUs.aspx> | Sponsor websites |
| RCA & SPARC | <http://research.rice.edu/> <http://sparc.rice.edu/>  | Rice research & support |
| Thesaurus.com | <http://www.thesaurus.com/>  | Writing |
| OIR (Rice) | <http://oir.rice.edu/>  | Office of Institutional Research |
| VPAA | <https://vpaa.rice.edu/>  | Faculty-related items |
| OISS | <http://oiss.rice.edu/>  | International visitors/scholars |
| Resources & Toolkits | <http://training.rice.edu/resources-toolkits/>  | Resources for Administrative & Research Staff |
| A to Z Answer Book  | <http://training.rice.edu/resources-toolkits/answerbook/>  | Answers/resources for common inquiries |
| Google Slides & Docs(Google apps in general) | <https://www.google.com/slides/about/> <https://www.google.com/docs/about/>  | Templates |
| WordPress | <https://wordpress.com> | Website development |
| **LEARNING / LEADERSHIP / PRESENTATIONS** |
| name | **WEBSITE** | USE |
| Developing World Class Staff | http://training.rice.edu/training-professional-development/developing-world-class-staff/ | Training & Workshops |
| Organizational Development Services | http://training.rice.edu/organizational-development/ | Team Assessment & Development, Leadership Assessment & Development, Consulting & Coaching, Facilitation, Process Improvement, Talent Resource Development & Customized Strategies & Solutions |
| Supervisor Development | <http://training.rice.edu/training-professional-development/supervisor-development/>  | Resources & Training |
| Self-Directed Learning | <http://training.rice.edu/training-professional-development/self-directed-learning/>  | Video Library, Career Planning & Development & Competency-Focused Development |
| Careers At Rice | <http://people.rice.edu/careersrice/>  | Develop Your Career (resources) & Career Spotlights |
| Edtech.rice.edu | <http://edtech.rice.edu/> | Canvas tutorials |
| Academic Impressions | <https://www.academicimpressions.com/>  | Training & Resources for Higher Education Professionals |
| Pixabay | [www.pixabay.com](http://www.pixabay.com) | Photos, Videos, & Graphics |
| Harvard Business Review | [www.hbr.org](http://www.hbr.org) | Professional development materials (templates, articles, blogs, videos, etc.) |
| YouTube | [www.youtube.com](http://www.youtube.com) | Videos |
| Trainer’s Warehouse | [www.trainerswarehouse.com](http://www.trainerswarehouse.com) | Great tools for facilitating and leading training; now also has Office Oxygen for more recognition and fun resources |
| Slide Team | [www.slideteam.net](http://www.slideteam.net)  | Between their templates, charts, blog, etc. it has been a huge time-saver |
| Pixabay | [www.pixabay.com](http://www.pixabay.com) | Free, high quality images & videos |
| VisMe | [www.visme.co](http://www.visme.co) | Free Infographic; easy to use |
| Free Management resources | [www.managementhelp.org](http://www.managementhelp.org) and[www.free-management-ebooks.com](http://www.free-management-ebooks.com)  | Online resources for Personal, Professional & Organization DevelopmentFree online library for Managers (eBooks, checklists & templates) |
| Learn Free | [www.gcflearnfree.org](http://www.gcflearnfree.org)  | Offers more than 180 topics, including more than 2,000 lessons, 800+ videos, and 55+ interactives and games, completely free. |
| Mind Tools | [www.mindtools.com](http://www.mindtools.com) | Career & Professional Development (free)  |
| Capture Your Flag  | <https://youtu.be/m9VzDU4sBaA>  | Short 1-4 minute videos on leadership |
| **OTHER** |
| Grainger | <https://www.grainger.com> | For parts |

**RESOURCES & TOOLS TO GET YOUR JOB DONE**

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| **RESOURCES YOU WOULD RECOMMEND** |
| Controller’s Office | <http://www.professor.rice.edu/professor/Welcome4.asp>  | Accounting, payables, etc. |
| Professional Associations | Varies |  |
| Other Universities | Varies |  |
| Help Desk | <http://it.rice.edu/help/>  | Software, hardware, telephone, email, network, printing, etc. |
| Basecamp | <https://basecamp.com/>  | Project management & collaboration |
| Rice Creative Services | <http://staff.rice.edu/staff/Home3.asp> | Graphic design, photography, editorial, etc. |
| Book: Patrick Lencioni’s *The Advantage* | [The Advantage](https://www.amazon.com/Advantage-Organizational-Health-Everything-Business/dp/0470941529/ref%3Dsr_1_4?ie=UTF8&qid=1482250758&sr=8-4&keywords=patrick+lencioni) | Comprehensive exploration of the unique advantage organizational health provides |
| Google Hangouts | <https://hangouts.google.com/>  | Face to face meetings |
| Call Offices | Varies |  |
| HR Forms | <http://people.rice.edu/hr-forms/>  | New hire, Time & attendance, Leave, etc. |
| RiceBox | <https://rice.account.box.com/login> <https://www.box.com/>  | Storage/sharing |
| Connect with peers | <http://adminforum.rice.edu/> <http://training.rice.edu/training-professional-development/supervisor-development/>  | Administrator’s Forum, Supervisor Roundtable, etc. |
| Cayuse | <http://cayuse.rice.edu/> | Training & Support |
| Zoom | <http://edtech.rice.edu/zoom/>  | Web Conferencing |
| Planner, Google calendar,  | Personal preference | Organization |
| Microsoft | <https://www.microsoft.com> | Resources & tutorials |
| Tableau | <https://www.tableau.com> | Data insight/analytics |
| Trello | <https://www.trello.com> | Task Management (individual & team) |
| Yammer | <https://products.office.com/en-US/yammer>  | Share updates, ideas and crowdsource answers from others. Connect & collaborate for free. |

**ISSUES / CHALLENGES / TOPICS TO CONNECT WITH OTHERS**

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| **TOPIC** | RESOURCE |
| How to deal with difficult employees & co-workers | Supervisor Roundtables; Crucial Conversations training; Influencer |
| Data Management |  |
| Rice leadership development | RiceLeaders program |
| Coaching employees (several suggested) |  |
| What can Banner/Edgar really do? |  |
| Motivating others |  |
| Working with people that have a hard time with change | Influencer & Change Anything training courses |
| Developing women leaders |  |
| Calendaring |  |
| Supervising older employees |  |
| How to find campus resources | A to Z Answer book |
| Performance Reviews | HR website |
| How to coach on accountability | Crucial Conversations Suite (includes Accountability) |
| Departmental procedures |  |

**WHERE ARE YOU FOCUSING YOUR CURRENT PROFESSIONAL DEVELOPMENT (OR NEED TO FOCUS)?**

|  |  |
| --- | --- |
| **TOPIC** | WHERE TO START |
| Developing leadership & people skills | Training (Crucial Conversations, Influencer) & leadership workshops |
| Content Strategy |  |
| Creating documented processing cheat sheets for administrative staff |  |
| Effective team-building & motivation | Work with Office of Organizational & Professional Development  |
| Work/Life Balance | Online resources; courses on Udemy.com, Coursera & Lynda.com |
| Mastering Canvas | <http://edtech.rice.edu/> |
| Being an effective leader/mentor | Training (Crucial Conversations, Influencer) & leadership workshops |
| How to be a better communicator | Training offered via Rice  |
| Building cross-campus connections | Supervisor Roundtables, Administrator Forums, etc. |
| Budgeting | <http://www.professor.rice.edu/professor/Budget3.asp>  |
| Taking Management Skills to next level | Training (Crucial Conversations, Influencer) & leadership workshops |
| Cross-training |  |
| International students paperwork | <http://oiss.rice.edu/>  |
| Gala management within Rice |  |
| Supervisory Skills | Supervisor Roundtables; Training (Crucial Conversations, Influencer) & leadership workshops |
| Keeping computer skills current on changing platforms | Computrain.com (Houston office); free on Udemy.com; low fee on Lynda. com |

**AREA OD EXPERTISE & CONTACT & PASSION**

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| --- | --- | --- |
| **TOPIC** | ConTact |  |
| Expertise-General college admissions, marketing events to diverse communities, community engagement & event planningPassion-working with young people who are planning for the future | Jan West | jan.f.west@rice.edu  |
| Expertise-New employee on-boardingPassion-Concur | Tammi Bodenhamer | tammi.l.bodenhamer@rice.edu |
| Expertise- AC/Heating Passion- making sure research is not interrupted by climate change | John Gomez | johnnyg@rice.edu  |
| Expertise-Evaluation & selection (students) & collaborationPassion-positively impacting others; learning | Jesse Tomczak | jmt12@rice.edu  |
| Expertise-Events & organizingPassion- getting organized, animals, rock climbing | Lisa Geda | lisag@rice.edu |
| Vising scholars; working with OISS; translation of Spanish | Maria Corcuera | mariacorcuera@rice.edu |
| Concur & Rice Marketplace | Connie Myrick | connie.myrick@rice.edu  |
| Expertise- Record-keepingPassion- positive attitudes | Thea Heaviland | thea.m.heaviland@rice.edu |
| Email, workflow & SPAM | Helpdesk | helpdesk@rice.edu |
| Building websites with WordPress (using Rice templates) | Gigi Semine | gns1@rice.edu |
| Expertise- Cayuse, Research Administration, pre-award/postPassion- proposal development | Sherrie Kingston | skingsto@rice.edu |
| Expertise-Problem-solving, strategic planning & researchPassion-leaving the world improved; faith & respect | Zahra Jamal | zahra@rice.edu  |
| Project management & Rice history | Mary Lowery | Mary.lowery@rice.edu |
| Expertise-Canvas, event planning, promotion, using a calendar for planning & organizationPassion-professional development, mentoring students & serving as a resource to them,  | Kerri Barber | kbarber@rice.edu |
| Student activities, clubs & student center facilities | Philippa Angelides | pangel@rice.edu  |
| Expertise-Science research & communicationPassion- public science communication & working with students | Lauren Kapcha | lauren.h.kapcha@rice.edu  |
| Expertise- Building teamsPassion- getting rid of silos by employing business processes | Shiva Jaganathan | shiva.jaganathan@rice.edu  |
| Expertise-Information research, customer service, HRPassion- staff development | Sue Garrison | susan.garrison@rice.edu  |
| Macintosh | Rick (Helpdesk) | rroberts@rice.edu  |
| Business ethics & integrity | Claudia Murray | claudia.murray@rice.edu  |
| Process Improvement | CJM |  |