# Favorite websites & Resources

**WEBSITES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 Development  Free 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=sr_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**

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