Welcome Back!

Human Resources & Payroll Services is proud to offer professional development training classes for Fall 2021. These classes are aimed at providing opportunities for employees to gain, develop and/or enhance professional skills to assist in their everyday work environment. All classes are free-of-charge and available through the CSU Learn portal or direct links. All staff members are encouraged to participate with your MPP manager's approval. Please discuss with your manager and get approval prior to registration.

To register, click the hyperlink in the class description and you will be directed to the registration page (after authentication process). Fall 2021 classes are specific to staff or MPPs only. Please make sure to read the class description prior to registering. Classes fill up quickly, so register today!

If you have any questions, please contact the Professional Development Office.

Victoria Morris, Ph.D.
Director, Professional Development
Human Resources & Payroll Services
victoria.morris@csueastbay.edu
(510) 885-7564
There are many important financial milestones for consumers throughout their lives. To help prepare for a positive financial future—without sacrificing fun—we take a realistic approach to managing financial goals. After this training, participants will be able to identify the 5 key components that make a goal S.M.A.R.T and transition their financial goals into S.M.A.R.T. financial goals.

**FINANCIAL GOALS - COURTESY OF Patelco CREDIT UNION**

**Friday, August 20, 2021**
12:00 - 1:00 p.m.
Register Here: FINANCIAL GOALS
Reentry for Leadership (MPPs Only)

Leaders are being asked to lead in ways they never have before. Learn how to embody empathy for the concerns and fears of returning employees while also embracing opportunity. Participants will learn:

- Adjusting your position, perspective, and purpose to grow and lead
- Preparing to encounter the many mindframes of returning employees
- Developing a change action plan
- Leading yourself well: physically, mentally, emotionally and spiritually

Monday, August 23, 2021
1:00 - 2:00 p.m.
Register Here: REENTRY FOR LEADERSHIP

Paying Off Debt - Courtesy of Patelco Credit Union

Paying off your debt is a stepping-stone on the journey towards greater financial wellness. This workshop will provide practical tactics that you can start using right away, whether you're working hard to make ends meet or looking to take advantage of low interest rates to refinance your car or your home.

Thursday, August 26, 2021
12:00 - 1:00 p.m.
Register Here: PAYING OFF DEBT

CSU Learn

Experience technical, business and creative courses on-demand. Participants will learn:

- How to access various online training topics
- How to sign-up for classes
- Learn how to access books and webinars

Tuesday, August 31, 2021
2:00 - 3:00 p.m.
Register Here: CSU LEARN
**Reentry for Staff**

Designed to assist staff to reenter the work environment, take on a new mindset, reawaken inner resources, and discover practical assessment tools. Content includes:

- Stage of change. Where are you in the process?
- Character traits of adaptable people
- How being present is your superpower
- How to position yourself for growth and change by managing energy

**Wednesday, September 1, 2021**
10:00 - 11:00 a.m.
Register Here: [Reentry for Staff](#)

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**Google Calendar (For Beginners)**

Keep track of important events, schedules, and invites with Google Calendar. Participants will learn how to:

- Schedule events
- Create reminders
- Share and view calendars
- Customize your calendar
- Access your notes and tasks

**Wednesday, September 8, 2021**
1:00 - 2:00 p.m.
Register Here: [Google Calendar 9/8](#)

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**Create with Canva**

Enhance your presentations and flyers with Canva! Canva makes design amazingly simple with the use of free templates and creative elements. Create stunning designs with your photos and videos—even if you’re not a design expert!

**Friday, September 10, 2021**
10:00 - 11:00 a.m.
Register Here: [Canva 9/10](#)

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**Building Evacuations**

This training will cover the CSUEB procedures for:

- Exiting a building and relocation to an assembly area until the building is cleared by UPD.
- The roles and responsibilities of UPD and respective VTL coordinators.
- Assisting those with access and functional needs and the use of stairways and the Stryker Chairs.
- Using social distancing and face coverings during the COVID pandemic.
- How to assist those who are injured with evacuation.
- Reporting incidents.

**Thursday, September 16, 2021**
10:00 a.m. - 12:00 p.m.
Register Here: [Evacuations](#)
**RESPECT IN THE WORKPLACE**

Designed to create a healthy work environment which promotes mutual respect and positive co-worker relationships. Learn to:

- Recognize characteristics of a respectful workplace
- Promoting a respectful workplace
- Responding appropriately to disrespectful behavior

**Tuesday, September 21, 2021**  
10:00 - 11:30 a.m.  
Register Here: [RESPECT 9/21](#)

**CSU Compliance Training: When Are They Due?**

The CSU requires that employees take certain courses to comply with state and university requirements that are driven by federal law or CSU policy. The session will discuss course, audience, and frequency for compliance training.

**Thursday, September 23, 2021**  
11:00 a.m. - 12:00 p.m.  
Register Here: [CSU COMPLIANCE](#)

**Dealing with Difficult People**

This session offers an alternative view of difficult people and insightful strategies to better cope with their behavior. Participants will learn:

- Strategies for preventing and responding to difficult behavior
- The procedures for reporting disruptive/difficult behavior
- Campus resources
- Case study scenario exercises

**Tuesday, September 28, 2021**  
2:00 - 3:00 p.m.  
Register Here: [DWDP 9/28](#)

**CSU’S Got Talent: Cultural Intelligence: As the Foundation to Diversity, Equity and Inclusion (Webinar)**

Dr. Sandra Upton, VP, Global Diversity Practice at Cultural Intelligence Center will present.

**Wednesday, September 29, 2021**  
10:00 - 11:00 a.m.  
[https://calstate.adobeconnect.com/CGT](https://calstate.adobeconnect.com/CGT)
**ASSERTIVE COMMUNICATION**

There is a fine line between communicating assertively and aggressively. Learn how to appropriately assert yourself when communicating with co-workers and others. Content includes:

- Four styles of interpersonal behavior
- Boosting self-esteem
- Addressing conflict
- Communicating with "I" statements
- Setting boundaries

**Monday, October 4, 2021**
10:00 - 11:00 a.m.
Register Here: [ASSERTIVE COMMUNICATION](#)

**CREATE WITH CANVA**

Enhance your presentations and flyers with Canva! Canva makes design amazingly simple with the use of free templates and creative elements. Create stunning designs with your photos and videos—even if you're not a design expert!

**Wednesday, October 6, 2021**
2:00 - 3:00 p.m.
Register Here: [CANVA 10/6](#)

**GET LINKEDIN LEARNING!**

Experience technical, business and creative courses on-demand. Participants will learn:

- How to access various online training topics
- How to access certificate programs

**Tuesday, October 12, 2021**
2:00 - 3:00 p.m.
Register Here: [LINKEDIN 10/12](#)

**BEING CHAMPIONS - STRATEGIES FOR GETTING AHEAD**

Career advancement begins long before the opportunity for promotion comes along. If you desire to get ahead in any work environment, focus on becoming an invaluable contributor to the organization. Contents include:

- Qualities of a workplace champion
- Building trust and relationships
- Managing emotions
- Demonstrating professionalism

**Thursday, October 14, 2021**
1:00 - 2:00 p.m.
Register Here: [CHAMPIONS](#)
**MS Excel Online**

Basic tips about Excel and how to access online training. Participants will learn:

- How to access MS Excel Online for self-paced learning
- Quick tips in navigating the system

**How to access various online training topics**

**How to access certificate programs**

**Wednesday, November 3, 2021**
**11:00 a.m. - 12:00 p.m.**
Register Here: **LINKEDIN 11/3**

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**Respect in the Workplace**

Designed to create a healthy work environment which promotes mutual respect and positive co-worker relationships. Learn to:

- Recognize characteristics of a respectful workplace
- Promoting a respectful workplace
- Responding appropriately to disrespectful behavior

**Wednesday, October 20, 2021**
**10:00 - 11:30 a.m.**
Register Here: **RESPECT 10/20**

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**The Great ShakeOut 2021**

As a registered participant of the 2021 Great ShakeOut Earthquake Drill, the CSUEB campus community will have an opportunity to learn and practice what to do during earthquakes. This will include "Drop, Cover and Hold," and overall earthquake preparedness. The use of social media, email, and the campus alert/warning system SnapComms will be used to notify faculty, students, and staff. At 10:21 am on 10/21, the community will "Drop and Cover" under a table or desk, and will "Hold" on for at least 60 seconds to simulate a major earthquake. After the drill is complete, the CSUEB Emergency Manager will have a discussion about key learnings and create an After Action Report.

**Thursday, October 21, 2021**
**10:00 - 11:00 a.m.**
Register Here: **SHAKEOUT**

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Nancy Flynn, M.A., Writing Skills Trainer, Business Writer & Author

**Wednesday, October 27, 2021**
**10:00 - 11:00 a.m.**
[https://calstate.adobeconnect.com/CGT](https://calstate.adobeconnect.com/CGT)

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**Get LinkedIn Learning!**

Experience technical, business and creative courses on-demand. Participants will learn:

- How to access various online training topics
- How to access certificate programs

**Wednesday, November 3, 2021**
**11:00 a.m. - 12:00 p.m.**
Register Here: **LINKEDIN 11/3**

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**Generational Diversity**
Learn how to value the new ideas and embrace the change that 4 generations brings to the workplace. Participants will learn:

- How to understand generational diversity
- How to break down generational stereotypes
- How to strengthen work relationships

**Thursday, November 4, 2021**
10:00 - 11:00 a.m.
Register Here: GENERATIONAL

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**MS Excel**
Basic tips about Excel and how to access online training. Participants will learn:

- How to access MS Excel Online for self-paced learning
- Quick tips in navigating the system

**Monday, November 8, 2021**
10:00 - 11:00 a.m.
Register Here: EXCEL 11/8

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**Dealing with Difficult People**
This session offers an alternative view of difficult people and insightful strategies to better cope with their behavior. Participants will learn:

- Strategies for preventing and responding to difficult behavior
- The procedures for reporting disruptive/difficult behavior
- Campus resources
- Case study scenario exercises

**Wednesday, November 10, 2021**
2:00 - 3:00 p.m.
Register Here: DWDP 11/10
**CSU's Got Talent: Digital Nutrition - Deguilt Your Tech-Use and Optimize Your Digital Wellbeing (Webinar)**

Registered Psychologist and Cyberpsychology researcher Jocelyn Brewer will present.

**Tuesday, November 16, 2021**  
**10:00 - 11:00 a.m.**  
[https://calstate.adobeconnect.com/CGT](https://calstate.adobeconnect.com/CGT)

**Respect in the Workplace**

Designed to create a healthy work environment which promotes mutual respect and positive co-worker relationships. Learn to:

- Recognize characteristics of a respectful workplace  
- Promoting a respectful workplace  
- Responding appropriately to disrespectful behavior

**Thursday, November 18, 2021**  
**10:00 - 11:30 a.m.**  
Register Here: RESPECT 11/18

-DECEMBER-

**Create With Canva**

Enhance your presentations and flyers with Canva! Canva makes design amazingly simple with the use of free templates and creative elements. Create stunning designs with your photos and videos—even if you’re not a design expert!

**Thursday, December 2, 2021**  
**11:00 a.m. - 12:00 p.m.**  
Register Here: CANVA 12/2

**Google Calendar (For Beginners)**

Prepare for 2022 by keeping track of important events, schedules, and invites with Google Calendar. Participants will learn how to:

- Schedule events  
- Create reminders  
- Share and view calendars  
- Customize your calendar  
- Access your notes and tasks

**Wednesday, December 8, 2021**  
**11:00 a.m. - 12:00 p.m.**  
Register Here: GOOGLE CALENDAR 12/8
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If you have any questions, please contact the Professional Development Office.

Thank you.

HR Important Dates

2021 Open Enrollment . . . . . . September 20 - October 15, 2021
2021 Benefits Fair (Virtual) . . October 6, 2021 (10:00 a.m. - 12:00 p.m.)
                                            October 7, 2021 (1:00 p.m. - 3:00 p.m.)
                                            October 8, 2021 (10:00 a.m. - 12:00 p.m.)

If you have any questions, please contact the Professional Development Office.

Thank you.
CSU'S GOT TALENT

2021 WEBCAST PRODUCTIONS

Presented by Learning & Development

10am-11am PT
JUNE 30
JEFF HARRY
International Positive Psychology Play Speaker

10am-11am PT
JULY 28
JEREMY POLLACK, M.A.
Mediator, Coach, Trainer, Organizational Interventionist, & Founder, Pollack

10am-11am PT
SEPT. 29
DR. SANDRA UPTON
VP, Global Diversity Practice at Cultural Intelligence Center

10am-11am PT
OCT. 27
NANCY FLYNN, M.A.
Writing Skills Trainer, Business Writer & Author

2pm-3pm PT
NOV. 16
JOCELYN BREWER
Registered Psychologist and Cyberpsychology researcher

Playing with Your Inner Critic

CONFLICT RESOLUTION VS CONFLICT TRANSFORMATION
WHEN IS EACH APPROPRIATE

Cultural Intelligence
As the Foundation to Diversity, Equity and Inclusion

Better Business Writing
LESSONS IN POWER AND PERSUASION

Digital Nutrition
DEGUILT YOUR TECH-USE AND OPTIMIZE YOUR DIGITAL WELLBEING

Attend these free webcasts via this link:
https://calstate.adobeconnect.com/CGT