Happy Fall Semester!

Human Resources & Payroll Services is proud to offer professional development training classes for Fall 2022. 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.

Registration for classes will open at the beginning of the month in which the class is to be held. A notice will be forwarded to the campus community at the beginning of each month with the open class offerings. Information and a link will be provided to register via email and on our website. Fall 2022 classes are specific to staff or MPPs only. Please make sure to read the class description prior to registering.

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

Thank you and I look forward to seeing you this fall!

Victoria Morris, Ph.D.
Director, Professional Development
Human Resources & Payroll Services
victoria.morris@csueastbay.edu
(510) 885-7564
CSU Learn

All professional development classes will be administered through the CSU Learn portal. CSU Learn allows users to view training classes offered as well as register and monitor their training history. CSU Learn offers all CSUEB employees the ability to increase their knowledge through training and development. Content includes Online training, seminars and eBooks. Please use the following link to learn how to navigate through the CSU Learn portal: www.csueastbay.edu/hr/files/docs/csulearner_quickstart.pdf

Registration for classes will open on the first of the month in which the class is to be held. A notice will be forwarded to the campus community at the beginning of each month with the monthly class offerings. Information and a link will be provided to register via email and on the HR website. A registration link is included in each class description for your convenience. Simply click the hyperlink under each course description and you will be redirected to registration. If the class is in CSU Learn, you will be directed to the registration page after you have successfully completed authentication.

Please refrain from using Internet Explorer to take training within CSU Learn or CSU Bridge. Please continue to use supported browsers like Chrome and Firefox for the best training experience.

Webinars

Participate in self-paced webinars each Monday for Managing Mondays and each Wednesday for Work life Balance Wednesdays. Managing Mondays will cover various management topics geared towards developing skill sets needed in an ever changing workplace environment. Work Life Balance Wednesdays will cover healthy lifestyle concepts to keep employees in tune with both their personal and professional lives. These webinars are free and can be accessed 24 hours a day through Empathia. To access Empathia, go to mylifematters.com and sign in with our CSUEB password (pioneers). Go to “Quick Links” and activate the "Worklife Webinar Archive" link. Under the "Webinars" tab, you will see the topic areas. Select topic and learn. Certificates will be given by Empathia upon completion of webinars.

In addition, live webinars are available through the CSU's Got Talent webcast sponsored by Learning & Development and the Financial Wellness Resources offered through Patelco Credit Union. These webinars are also free. Direct links to the CSU's Got Talent webinars are provided. Registration links for the Financial Wellness Resources offered through Patelco Credit Union are also provided. Please register through Patelco to participate in these informative webinars.
**LIFE MATTERS SERVICES OVERVIEW**

**WEBINAR - WORK LIFE BALANCE WEDNESDAY**

An overview of the services provided through LifeMatters® by Empathia (EAP).

Wednesday, September 7, 2022  
Duration: 11:MIN  30:SEC

[Login Here]

**LIFE MATTERS SERVICES OVERVIEW**

**WEBINAR - MANAGING MONDAY**

An overview of the services provided through LifeMatters® by Empathia (EAP).

Monday, September 12, 2022  
Duration: 11:MIN  30:SEC

[Login Here]

**ESTATE PLANNING - FINANCIAL WELLNESS RESOURCES**

**COURTESY OF Patelco CREDIT UNION**

Please join us as we discuss Estate Planning Basics with Edward R. Cainglit, Attorney at Law at Oak Crest Law Group. Key topics include: Living Trusts, Wills, Advanced Healthcare Directives, Power of Attorney, Grant Deeds. Take control of what happens to your property, preserve assets for loved ones, avoid disputes, and enjoy peace of mind knowing that you've made your wishes clear.

Wednesday, September 14, 2022  
Time: 5:30 PM

[https://patelco.zoom.us/webinar/register/5816585074090/WN_QaMIFU7lRsi5afryROUmGg](https://patelco.zoom.us/webinar/register/5816585074090/WN_QaMIFU7lRsi5afryROUmGg)

**RAISING SOCIALLY RESPONSIBLE CHILDREN**

**WEBINAR - WORK LIFE BALANCE WEDNESDAY**

Review suggestions on raising a socially responsible child, how we teach social responsibility, review developmental stages, and ideas for involvement.

Wednesday, September 14, 2022  
Duration: 21:MIN  42:SEC

[Login Here]

**ASSESSING WORKPLACE CULTURE**

**WEBINAR - MANAGING MONDAY**

Understand how workplace culture directly impacts our business success. Learn how to identify the critical behaviors that shape workplace culture, validated instruments for measuring workplace culture on seven behavioral dimensions, and review various approaches for optimizing workplace culture.

Monday, September 19, 2022  
Duration: 24:MIN  21:SEC

[Login Here]
PRINCIPLES OF SUPERVISION (MPP)
MANAGING SELF

The purpose of this program is to provide MPP participants the opportunity to expand their supervisory skill sets within an interactive setting. The goal of the Principles of Supervision workshop is to equip management employees with the knowledge, tools, and resources essential to enhancing their management skill sets and core competencies.

Tuesday, September 20, 2022     Time: 2:00 - 3:30 PM

HEALTHY LIFESTYLE: KEEPING IT SIMPLE
WEBINAR - WORK LIFE BALANCE WEDNESDAY

To be happy and healthy takes a little bit of motivation, healthy habits, and a number of ideas for simplifying life. If you are ready to make some changes or you’ve already started, this session is for you!

Wednesday, September 21, 2022     Duration: 29:MIN 10:SEC
Login Here

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

Thursday, September 22, 2022     Time: 11:00 AM - 12:00 PM
Register Here

BE A BETTER LISTENER
WEBINAR - MANAGING MONDAY

We can all benefit by brushing up on our listening skills since good communication skills is essential in the workplace as well as in our personal relationships. This session will review the barriers to active listening and how to listen more effectively.

Monday, September 26, 2022     Duration: 17:MIN 09:SEC
Login Here

YOU GOT THIS. MASTERING THE SKILL OF SELF-CONFIDENCE
CSU GOT TALENT - LIVE WEBINAR

Dr. Ivan Joseph, World-renowned Leadership Expert, Best-selling Author, Key-note Speaker will present.

Tuesday, September 27, 2022     Time: 10:00 - 11:00 AM
https://calstate.adobeconnect.com/CGT

PRINCIPLES OF SUPERVISION (MPP)
MANAGING PERFORMANCE

The purpose of this program is to provide MPP participants the opportunity to expand their supervisory skill sets within an interactive setting. The goal of the Principles of Supervision workshop is to equip management employees with the knowledge, tools, and resources essential to enhancing their management skill sets and core competencies.

Tuesday, September 27, 2022     Time: 2:00 - 3:30 PM
STRATEGIES TO MANAGE FRUSTRATION & ANGER
WEBINAR - WORK LIFE BALANCE WEDNESDAY

Develop an understanding of anger origins, continuum and triggers. Explain why unmanaged anger produces physical, emotional and relational consequences. Lastly, review 10 tips for managing anger.

Wednesday, September 28, 2022     Duration: 57:MIN 49:SEC
Login Here

PERSONAL BRANDING: BUILDING YOUR PROFESSIONAL PRESENCE

What does your personal branding say about you? Join us as we discuss the importance of personal branding in attaining your professional presence and aspired goals.

Wednesday, September 28, 2022     Time: 2:00 - 3:00 PM
Register Here

PROTECTING YOUR LOVED ONES - FINANCIAL WELLNESS RESOURCES
COURTESY OF PATELCO CREDIT UNION

Join us, alongside Frank Pollaro, Senior Regional Vice President at Equitable, as we take a deep dive into “Share Your Love: A Family Discussion Guide” where we’ll cover important estate planning topics such as: Communicating your wishes to family, Identifying caretakers for loved ones, Creating and storing important documents, Selecting decision makers, Setting up account access, Efficiently transferring assets.

Wednesday, September 28, 2022     Time: 5:30 PM
https://patelco.zoom.us/webinar/register/6216585076923/WN_RMuWw_HoTLuOrtn1KIfmhw
Meeting People Where They Are: Unleashing the Power of Emotional Intelligence (Pomona)
Jesus Avalos
September 9, 2022   Time: 10:00 AM - 12:00 PM

Entrenched Conflict to Calm Collaboration-Using "De-escalation Listening" (Channel Islands)
Mark Patterson J.D., LL.M. & Patricia Ponce
September 14, 2022   Time: 10:00 AM - 11:30 AM

Decisions, Decisions! Creative Problem-Solving and Decision-Making Techniques (Long Beach)
Stacy Schack
September 15, 2022   Time: 2:00 PM - 4:00 PM

Religious Accommodations in the Classroom (Fullerton)
Blair Miles
September 16, 2022   Time: 11:00 AM - 12:00 PM

Onboarding and Offboarding Employees - Keys to Continuity (Humboldt)
Torie Mather
September 20, 2022   Time: 10:00 AM - 11:30 AM

Productivity Tools (Fresno)
Iuliana Papuc & William Hardaway
September 21, 2022   Time: 10:30 AM - 12:30 PM

Excel Tips and Tricks (Long Beach)
Kerri Sorenson
September 22, 2022   Time: 10:00 - 11:00 AM

Facilitation for Faculty Developers (San Diego)
Jennifer Imazeki
September 23, 2022   Time: 1:00 PM - 2:00 PM

The Five Elements of Wellbeing (Sacramento)
Christine Hall
September 23, 2022   Time: 2:30 PM - 4:00 PM

Nurturing Emotional Well-Being (San Francisco)
Jeanette Peralta
September 27, 2022   Time: 2:00 PM - 3:15 PM

Personal Branding - Building your Professional Presence (East Bay)
Victoria Morris, Ph.D.
September 28, 2022   Time: 2:00 PM - 3:00 PM

Exposing Hidden Bias (San Luis Obispo)
Lanaya Gaberel & Erica Stewart
September 29, 2022   Time: 10:30 AM - 12:00 PM

If a reasonable accommodation is needed, please contact L&D@calstate.edu in advance (minimum of 72 hours is requested) and we will connect you with the workshop facilitator.