CAL STATE EAST BAY

SPRING 2020| Vol. 2

PROFESSIONAL DEVELOPMENT

ON-SITE / ONLINE / WEBINARS

Upcoming Classes

- LinkedIn Learning
- Impact of Communication
- Seizing Wisdom of All Ages
- Performance Evaluations
- Respect in the Workplace
- MS Excel
- Lunch & Learn

Spring 2020 Schedule

Human Resources & Payroll Services is proud to offer professional development training classes for Spring 2020. 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. 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). Some 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 or concerns, please contact the Professional Development Office.

PROFESSIONAL DEVELOPMENT
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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 On-site and 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

A registration link is included in each class description for your convenience. Simply click the hyperlink below under each course description and you will be redirected to CSU Learn. After you have successfully completed authentication, you will be directed to the registration page.

February 2020

Be Prepared: Resources and Skills for Conflict Resolution

Presenter: Silvina Ituarte, University Ombuds, Co-Sponsored with Faculty Development Center

Ever wonder how to use conflict resolution skills to deescalate interactions or to better cope with difficult situations? Stop by to learn about CSUEB's Ombuds Services, learn basic conflict resolution skills, and review a variety of resources about coping with various types of conflicts. Join us for an open discussion about problem-solving techniques applicable across various situations.

Wednesday, February 19, 2020
12:00 - 1:30 p.m.
TBD
To register: Please contact the Faculty Development Center at fac_dev@csueastbay.edu

Financial Literacy

Lunch & Learn Courtesy of Patelco Credit Union

Need to know how to manage your hard earned money? Learn from the experts at Patelco Credit Union. Get tips on how to save, borrow and spend responsibly. Participants will learn how to:

- Save and manage income
- Learn how to invest savings
- Learn how to plan for major expenditures
- Plan for retirement and educational expenses

Thursday, February 20, 2020
12:00 - 1:00 p.m.
Location: UU-102
To register: Financial Literacy

Respect in the Workplace (Staff)

Designed to create a healthy work environment which promotes mutual respect and positive co-worker relationships. Participants will learn how to:

- Recognize characteristics of a respectful workplace
- Promote a respectful workplace
- Respond appropriately to disrespectful behavior

Monday, February 24, 2020
10:00 - 11:30 a.m.
Location: New UU - 2015 (Bayview Room)
To register: Respect in the Workplace

Conflict Psychology: Five Fundamental Cognitive Biases That Create Everyday Conflict and How to Mitigate Them

Presenter: Jeremy Pollack, M.A., Mediator, Coach, Trainer, Organizational Interventionist, and Founder, Pollack Peacebuilding Systems

CSU's Got Talent (Webcast) - All CSU staff and faculty are invited to attend this free webcast training! No registration necessary, limited to the first 1,000 logins. Join from your computer or mobile device (by downloading the Adobe Connect app), or in a group where multiple viewers can sit in the same room and use one link.

Tuesday, February 25, 2020
10:00 - 11:00 a.m.
WEBCAST LINK: https://calstate.adobeconnect.com/CGT

Management 101 (New Managers)

An overview of management development to include strategies, networking, delegation and self-assessment. Participants will learn:

- Settings goals and objectives
- The importance of building relationships
- Delegation
- Self-inventory of management skills

Thursday, February 27, 2020
10:00 - 11:30 a.m.
Location: LI-2126 (Biella Room)
To register: Management 101

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
- Learn the difference and advantages between LinkedIn Learning and Lynda.com

Friday, February 28, 2020
10:00 - 11:30 a.m.
Location: VBT-221
To register: LinkedIn Learning_Feb

March 2020

Performance Evaluations (MPP only)

Designed to provide managers with knowledge and tools necessary to administer performance evaluations. Participants will learn:

- The value and role of performance
- The performance evaluation process
- Performance evaluation timelines

Tuesday, March 3, 2020
3:00 - 4:30 p.m.
Location: SF-329
To register: Performance Evaluations_March

Seizing Wisdom From All Ages

Identify and leverage the skills and knowledge of workers from all generations. Participants will learn:

- Various generational characteristics
- To identify strategies for working with various generational identities

Monday, March 9, 2020
10:00 - 11:30 a.m.
Location: UU-102
To register: Seizing Wisdom

Dealing with Difficult Personalities (Staff)

Examine 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, March 11, 2020
10:00 a.m. - 12:00 p.m.
Location: UU-311
To register: Dealing with Difficult Personalities

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
- Learn the difference and advantages between LinkedIn Learning and Lynda.com

Friday, March 13, 2020
10:00 - 11:30 a.m.
Location: VBT-221
To register: LinkedIn Learning_March

MS Excel Online Certification (Self-Paced)

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

- How to access MS Excel Online Certification for self-paced learning
- Review certification criteria
- Quick tips to make navigating system easier

Friday, March 20, 2020
10:00 a.m. - 12:00 p.m.
Location: VBT-221
To register: MS Excel Online

Impact of Communication

Learn the basics of effective organizational communication amongst fellow constituents and stakeholders. Participants will learn:

- The impact of effective/ineffective communication
- How to build a work relationship and trust
- Review verbal/nonverbal cues
- To be specific with timelines and deadlines

Tuesday, March 24, 2020
1:00 - 2:30 p.m.
Location: New UU-2015 (Bayview Room)
To register: Impact of Communication

Can You Hear Me? How to Connect With People in the Virtual World

Presenter: Dr. Nick Morgan, Founder and CEO, Public Words

CSU's Got Talent (Webcast) - All CSU staff and faculty are invited to attend this free webcast training! No registration necessary, limited to the first 1,000 logins. Join from your computer or mobile device (by downloading the Adobe Connect app), or in a group where multiple viewers can sit in the same room and use one link.

Wednesday, March 25, 2020
10:00 - 11:00 a.m.
WEBCAST LINK: https://calstate.adobeconnect.com/CGT

Creditworthiness: How Your Credit History Affects Your Credit Furture

Lunch & Learn Courtesy of Patelco Credit Union

Thinking of purchasing a new home? Need a new car? Your purchasing power is often affected by your credit score. Come learn how your credit history affects your buying power in today's market. Participants will learn:

- How to obtain your credit score
- How to read your credit score
- What does your credit score say about your ability to pay
- How you can fix your credit score

Wednesday, March 25, 2020
12:00 - 1:00 p.m.
Location: New UU-2015 (Bayview Room) **To register:** Creditworthiness

April 2020

Performance Evaluations (MPP only)

Designed to provide managers with knowledge and tools necessary to administer performance evaluations. Participants will learn:

- The value and role of performance
- The performance evaluation process
- Performance evaluation timelines

Tuesday, April 7, 2020
3:00 - 4:30 p.m.
Location: SF-329
To register: Performance Evaluations_April

LinkedIn Learning

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

- Learn how to access various online training topics
- Learn how to access certificate programs
- Learn the differences and advantages between LinkedIn Learning and Lynda.com

Friday, April 10, 2020
10:00 - 11:30 a.m.
Location: VBT-221
To register: LinkedIn Learning

MS Excel Lab

Need a hands-on demonstration? A few quick tips? Join us as we take a deep dive into MS Excel. Participants will learn:

- How to access pivot tables and charts
- Quick tips in navigating the system

Friday, April 17, 2020
10:00 a.m. - 12:00 p.m.
Location: VBT-221
To register: MS Excel Lab

Getting Things Done: The Art of Stress-Free Productivity

Presenter: Justin Hale, Keynote Speaker and Trainer, VitalSmarts

CSU's Got Talent (Webcast) - All CSU staff and faculty are invited to attend this free webcast training! No registration necessary, limited to the first 1,000 logins. Join from your computer or mobile device (by downloading the Adobe Connect app), or in a group where multiple viewers can sit in the same room and use one link.

Wednesday, April 29, 2020
10:00 - 11:00 a.m.
WEBCAST LINK: https://calstate.adobeconnect.com/CGT

Saving on a Budget

Lunch & Learn Courtesy of Patelco Credit Union

Join us to discuss how to set-up an effective budget to accommodate your immediate and future needs. Participants will learn:

- What is a budget and how to make one?
- How to regularly review and revise your
- budget Automate your bill payments
- Understand personal expenses
- How to live within your means

Wednesday, April 29, 2020
12:00 - 1:00 p.m.
Location: SF-329
To register: Saving on a Budget

May 2020

Performance Evaluations (MPP only)

Designed to provide managers with knowledge and tools necessary to administer performance evaluations. Participants will learn:

- The value and role of performance
- The performance evaluation process
- Performance evaluation timelines

Monday, May 4, 2020
10:00 - 11:30 a.m.
Location: SF-329
To register: Performance Evaluations_May

Saving for Retirement

Lunch & Learn Courtesy of Patelco Credit Union

It's never too early, or late, to start saving for your retirement. Join us for a brief overview of the different options available at the time of retirement. Participants will learn:

- Saving options available for retirement
- Budgeting for retirement
- Lifestyle at retirement
- Financial goals for retirement

Wednesday, May 6, 2020
12:00 - 1:00 p.m.
Location: UU-311
To register: Saving for Retirement

Leveraging Positivity: Bolstering Capacity When Difficult Conversations, Tense Moments, and Unwelcome Change Loom

Presented by: Dr. Maria Sirois, Psy.D., Positive Psychologist, International Consultant, and Author

CSU's Got Talent (Webcast) - All CSU staff and faculty are invited to attend this free webcast training! No registration necessary, limited to the first 1,000 logins. Join from your computer or mobile device (by downloading the Adobe Connect app), or in a group where multiple viewers can sit in the same room and use one link.

Thursday, May 28, 2020
10:00 - 11:00 a.m.
WEBCAST LINK: https://calstate.adobeconnect.com/CGT

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

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February 2020

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3	4	5	6	7
10	11	12	13	14
17	18	19 **Be Prepared: Conflict Mgmt.** 12:00 – 1:30 p.m.	20 **Financial Literacy** 12:00 – 1:00 p.m. UU-102	21
24 **Respect in the Workplace** 10:00 – 11:30 a.m. New UU-2015 (Bayview)	25 **Conflict Psychology** **CSU Got Talent Webinar** 10:00 – 11:00 a.m.	26	27 **Management 101** 10:00 – 11:30 a.m. LI-2126 (Biella)	28 **LinkedIn Learning** 10:00 – 11:30 a.m. VBT-221

March 2020

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2	3 **Performance Evaluations** 3:00 – 4:30 p.m. SF-329	4	5	6
9 **Seizing Wisdom from All Ages** 10:00 –11:30 a.m. UU-102	10	11 **Dealing with Difficult Personalities** 10:00 a.m.–12:00 p.m. UU-311	12	13 **LinkedIn Learning** 10:00 – 11:30 a.m. VBT-221
16	17	18	19	20 **MS Excel (Online) Certification** 10:00 a.m.-12:00 p.m. VBT-221
23	24 **Impact of Communication** 1:00 – 2:30 p.m. New UU-2015 (Bayview)	25 **Can You Hear Me?** **CSU Got Talent Webinar** 10:00 – 11:00 a.m. **Creditworthiness** 12:00 – 1:00 p.m. New UU-2015 (Bayview)	26	27

April 2020

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6	7 **Performance Evaluations** 3:00 – 4:30 p.m. SG-329	8	9	10 **LinkedIn Learning** 10:00 – 11:30 a.m. VBT-221
13	14	15	16	17 **MS Excel Lab** 10:00 a.m.-12:00 p.m. VBT-221
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27	28	29 **Getting Things Done CSU Got Talent Webinar** 10:00 – 11:00 a.m. **Saving on a Budget** 12:00 – 1:00 p.m. SF-329	30	

May 2020

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4 **Performance Evaluations** 10:00 – 11:30 a.m. SF-329	5	6 **Saving for Retirement** 12:00 – 1:00 p.m. UU-311	7	8
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