



# Learning and Wellness

## June Schedule of Classes



**Enhance your technology skills**

<b>Shiftplanning</b> Discover how this scheduling software can change the way you manage staff schedules	June 15	10:00am-11:00pm	Library - DISCOVERe Hub	Course # 000604
<b>Trello</b> Learn how to use this simple & flexible app for all project management needs	June 16	10:00am-11:00pm	Library - DISCOVERe Hub	Course # 000526
<b>Notability/Evernote</b> Find out why these are the best note-taking apps around!	June 17	10:00am-11:00pm	Library - DISCOVERe Hub	Course # 000606
<b>Lynda for Managers</b> Maximize the tools of Lynda.com for you and your staff	June 25	10:00am-11:00pm	Library - DISCOVERe Hub	Course # 000501
<b>10 Apps that Will Change your Life</b> Back by popular demand from STAR Day!	June 26	10:00am-11:00pm	Library - DISCOVERe Hub	Course # 000605
<b>FERPA</b> Learn the in's and out's of the Family Educational Rights and Privacy Act	June 10	10:00am-11:00am	Library 3212	Course # 000607
<b>Fresno State's New Key Policy/Procedures: What You Need to Know</b>	June 23	10:00am-11:00am	Library 3212	Course # 000610

 <p><b>Expand your Knowledge</b></p>	<p><b>Communicating Cooperatively At Work</b></p> <p>Learn steps for clear communication strategies</p>	June 24	11:00am-12:00pm	Library 3212	Course # 000608
	<p><b>Fresno State's New Key Policy/Procedures: What You Need to Know</b></p>	June 25	1:00pm-2:00pm	Library 3212	Course # 000610
	<p><b>Fresno State's New Key Policy/Procedures: What You Need to Know</b></p>	June 30	1:00pm-2:00pm	Library 3212	Course # 000610
 <p><b>Focus on a Healthy U</b></p>	<p><b>Yoga</b></p>	Every Tuesday and Thursday	3:45pm-4:45pm	Education 140	Course # 000404
	<p><b>Tai Chi</b></p>	Every Wednesday and Friday	3:45pm-4:45pm	Education 140	Course # 000136
	<p>Additional online learning opportunities available at Lynda.com</p>				
<p><b>Coming in July!</b></p>	<p><b>Performance Evaluations</b>  <b>Customer Service</b>  <b>Assertive Communication</b>  <b>Fitness Aquatic Classes</b></p>				
<p>For more information call 278-5330 or visit us at: <a href="http://www.fresnostate.edu/adminserv/hr/learning">www.fresnostate.edu/adminserv/hr/learning</a></p>					

Having trouble registering for workshops? Follow these 3 easy steps:

1. Login to the "MyFresnoState" portal ([click here](#))
2. Select "Employee Self- Service"
3. Select "Requesting Training Enrollment" and choose a workshop from the course listings