



Learning and Wellness

July & August Schedule of Classes





Enhance your Technology Skills

Shiftplanning <i>Discover how this scheduling software can change the way you manage staff schedules</i>	July 14	10:00am–11:00pm	Library - DISCOVERe Hub	Course # 000604
Trello <i>Learn how to use this simple & flexible app for all project management needs</i>	July 16	10:00am–11:00pm	Library - DISCOVERe Hub	Course # 000526
Notability/ Evernote <i>Find out why these are the best note taking apps around!</i>	July 21	10:00am–11:00pm	Library - DISCOVERe Hub	Course # 000606
Lynda for Managers	July 30	10:00am–11:00pm	Library - DISCOVERe Hub	Course # 000501
10 Apps that Will Change your Life <i>Learn how to turn your smart device into a powerful tool that can change your life in positive ways</i>	July 31	10:00am–11:00pm	Library - DISCOVERe Hub	Course # 000605



Expand your Knowledge

Retirement: Putting the Pieces Together	July 8	11:00am–12:00pm	Library 3212	Course # 000613
Dealing With Difficult People <i>Learn how to deal with difficult customers, co-workers, and supervisors in this dynamic customer service presentation</i>	July 21	11:00am–12:00pm	Library 3212	Course # 000611
Assertive Communications <i>Learn how to appropriately assert yourself when communicating with others</i>	July 22	11:00am–12:00pm	Library 3212	Course # 000609

	MPP Performance Appraisal (Designed for: MPPS)	July 22	10:00am-11:00am	Library 2206	Course # 000612
	MPP Performance Appraisal (Designed for: MPPS)	July 23	10:00am-11:00am	Library 2206	Course # 000612
	YouTube Captioning to Meet Accessibility Requirements	July 28	11:00am-12:00pm	Library 2127	Course # 000614
	Introduction to Mindfulness Meditation <i>Learn how to develop the mindset of slowing down and becoming grounded; this is an experiential workshop.</i>	August 6	11:00am-12:00pm	Library 3212	Course # 000615
	EEO Designee Training (Refresher Course)	August 11	10:00am-11:30am	Library 3212	Course # 000535
	EEO Designee Training (Refresher Course)	August 20	1:00pm-2:30pm	Library 3212	Course # 000535
 Focus on a Healthy U	Tai Chi	Every Monday Wednesday	3:45pm-4:45pm	Education 140	Course # 000136
	Swim for Fitness	Every Monday Wednesday Friday	4:00pm – 5:00pm	Aquatic Center	Course # 000449
	Water Aerobics	Every Tuesday Thursday	4:00pm – 5:00pm	Aquatic Center	Course # 000448
	Yoga	Every Tuesday Thursday	3:45pm-4:45pm	Education 140	Course # 000404
	Interested in brushing up on your Microsoft Excel skills? Check out Lynda.com for numerous helpful videos, such as Excel 2013 Tips and Tricks				

For more information call 278-5330 or visit us at: www.fresnostate.edu/adminserv/hr/learning

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



OTHER WORKSHOPS AVAILABLE UPON REQUEST FROM LEARNING & WELLNESS

REAL COLORS ASSESSMENT

Have you ever asked yourself, "Why do people do the things they do?" (Or, "Why does my co-worker do the things he/she does?") Then you are ready to dive in to "Real Colors," a fun, interactive workshop that will provide you with skills to understand human behavior in a new way. Learn to identify your own--and other people's--Real Colors and personal strengths; understand the different ways people process information; communicate with others in the most effective way possible; and learn to recognize and appreciate the strengths and viewpoints of others.

TEAM BUILDING ACTIVITIES

We know the importance of teamwork and being a team player, yet still face many challenges when working with other individuals on a team. In this hands-on workshop, learn through first hand experiences the importance of identifying and understanding objectives, how to effectively communicate with all team members, and how to build trust to rely on one another and ultimately build a productive team.

CHANGE MANAGEMENT TRAINING FOR EMPLOYEES OR MANAGERS

Experiencing change in your department or within your team? Learn how to effectively deal with change and discover a variety of tools you can use in any transition.

Coming Soon!

NAVIGATING FRESNO STATE

Starting in the fall, this new series will provide crucial information for new and seasoned employees at Fresno State. Ranging in topics from the steps to creating a successful event, to navigating PeopleSoft, to understanding the policies and procedures for travel and direct pay, this series will give you the tools you need to successfully navigate the ins and outs of Fresno State. If interested in leading a workshop as a part of this series, please contact Katie Williamson at kwilliamson@csufresno.edu or 278-4851.