

## Track 4: Navigating Through Fresno State

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Attend any 3 of these modules to guide both new and seasoned staff through various processes and services within the Fresno State community and earn a **LEAD** Certificate in Navigating Through Fresno State. These workshops are open to all staff and administrators.

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### Course Descriptions

#### **All About Leaves**

This course will educate employees on the basics of employee medical leaves through topics including: FMLA, Maternity/Paternity Leave, Personal Leave, and Worker's Compensation.

#### **Fresno State: At Your Service**

This is an informational workshop designed to provide detailed information regarding campus services. Representatives from Purchasing, University Dining, Campus Police, and the Kennel Bookstore will provide service descriptions and answer questions regarding employee access to campus services.

#### **Recruitment from A to Z**

This course is designed to provide EEO-Designees with information and instruction regarding the recruitment process. Topics include: eRecruit basics, hiring student employees, conducting interviews, and search committee guidelines.

#### **Personal Safety Awareness**

In the ongoing effort to maintain a safe and secure environment this course answers questions and brings awareness regarding the

#### **Student Records**

This informational workshop covers a range of topics including FERPA, handling student records and dealing with helicopter parents.

*Learning for  
Excellence  
And  
Development*