

Session I
9:30 - 10:30 a.m.

Walking in Their Shoes: A Fresh Look at Disability Awareness

Jeanette Johnson, Services for Students with Disabilities

Our campus serves over 600 students with disabilities. Although Services for Students with Disabilities (SSD) provides academic accommodations and support to these students, many other departments often work one on one with SSD students. This program will give an understanding of Fresno State students with disabilities and best practices when working with them. (ADHD, Asperger's, Learning Disabilities, Psychiatric Disorders)

Conflict Resolution (A two-part training session)

Dr. Sharon Brown-Welty, Division of Graduate Studies

(Part 1 of a 2 part training series) Conflict is all around us...in our homes, with our friends, and often times, at our workplace. When conflict arises, it is important to know how to manage that conflict in the most effective way to be able to create the best possible solution. This workshop will discuss power relationships, communication assessments, and ways to find that best possible solution. Part 2 of this workshop will be offered on February 9, 2012.

A Grateful Heart + A Relaxed Body = Recharged Batteries

Don Romsa, University One

The purpose of this workshop will be to explore the ways in which stress can drain our "personal batteries," sometimes leading to a sense of fatigue and weariness. We will also consider two approaches to recharging our batteries: practicing gratefulness in our lives and learning to relax our bodies. The hope is that we can learn to counteract the negative effects of stress and live with more energy and vigor!

Is There a Quirk in the Educational Pipeline for College Bound Latino Students?

Dr. Victor Olivares, Ambar Alvarez-Soto and Josie Rangel

Latinos are the largest ethnic group in California and generate an estimated 228 billion dollars in annual purchasing power. Latinos also comprise the largest population in k-12 and are also the largest first time freshmen applicants for admission to CSU System. A similar demographic profile exists in the CSU Fresno service area and Latino students are the largest ethnic group on campus. However, more than 50% leave Fresno State before earning a degree. The workshop will enrich and broaden the DOSA employees understanding of the multiple variables linked to student retention - cultural traditions, academic language and language of the communities, family and student expectations of the university and its' employees. The workshop format includes data, group activities, and self-reflection activities.

Limited Time Offer!

Josh Edrington, Breanne Scogin, Melissa Watkins and Chris Fiorentino

Tired of the same ol', same ol'? Looking for somethin' new to put a little pep in your step? Have we got the opportunity for you! For a limited time only we are offering not one, not two, but THREE ways to become a more engaged staff member! These involvement opportunities include serving as a Leadership Coach, a Club & Organization Advisor, or a volunteer with a community service organization. This offer won't last long so ACT NOW!

Email Communication: The Dos and Don'ts in Today's Workplace

Andy Hernandez, Admissions, Records & Evaluations

Email has been around for decades and its use in the workplace is so common we tend to take it for granted...a little too much. Learn how email should be used and not used in the workplace. Get tips for emailing anyone from students to your boss. The Dos and Don'ts for communicating via email will include examples of good and bad emails, proper use of tone and style, and why email is never private.

Fundraising 101

Paul DeRuosi, Student Affairs Development

Join Paul DeRuosi as he discusses how you can make a difference for our students by helping to raise funds in these challenging times. Topics include: Making the case for Student Affairs and your program, identifying prospects, developing a proposal, meeting the donor and asking for money, and stewarding the donor after a gift is made.

Session II

10:45 - 11:45 p.m.

Personal Safety and Emergency Preparedness

Amy Armstrong, University Police Department

Learn basic safety tips that you can apply to your everyday routines at work and at home. Learn about preparing for an emergency on campus. Know where to get information and how to plan ahead.

The Art of Multitasking and Getting Things Done

Dr. John Welty, University President

Join the session as President Welty shares what he has learned about strategic approaches for getting things done. He will also share techniques for time management; how to be in three places at one time, make an unnoticed exit, and how to complete a long list of tasks in a short amount of time.

How to Create an Effective Survey, Understand and Present the Results

Dr. Adrian Ramirez and Chris Hernandez, Title V CLASE

Does your office want to measure its program and/or services? Learn how to research and create an effective survey using appropriate survey items and constructs. Then learn how to get started with Survey Monkey to capture individual responses, export data, create graphs and charts, and present your results.

Time to "Tune Up" Your Resume

Jennifer Hernandez, Career Services

If you're feeling stuck in a rut, it might be time to "tune up" your resume! Learn compelling ways to package your experiences and market yourself to prospective employers. Whether you want to get started on a résumé or fine-tune an existing one, OptimalResume is a tool that can help you to create a focused, targeted resume for that next opportunity!

Impressive Potluck Meals Done Easy!

Charah Coleman and Jessica Calhoun, Financial Aid

Potluck dishes don't need to be complicated and expensive to make. You don't have to always bake it-make something fabulous when you fake it! Learn creative ways to prepare a meal for your next potluck that's not only a crowd pleaser but is quick and easy and doesn't break the bank.

Realizing Your Creative Potential

Dr. Don Simmons, American Humanics Certificate Program

Within every human brain our thoughts, ideas, plans, feelings and values reside--yet, for most people, they never really "tap into" the deep well that each of us has. Neurologists believe that most people only use about 2% of their brain's potential--and, hardly ever use the 98% available. We call that 2% your "creative potential." This workshop will discuss how to tap into your creative potential, strategies for using the majority of your brain, not just the over-used, exhausted part, and how using your creative potential will impact your leadership, your relationships and your future. The workshop will be facilitated by Dr. Don Simmons, a 9 year brain injury survivor who was catapulted into learning about his own "creative potential" during rehabilitation to relearn most of his basic life skills.

Take the Wheel and Drive: Mapping Graduate Student Assistant Success

Taylor Clanton, Arthur Montejano, Cassandra Martinson and Melissa Watkins, Student Involvement

Student Involvement wishes to bring together staff and graduate student employees/interns/assistants within Student Affairs to begin the conversation of utilizing graduate students to the best of their unique abilities, talents and interests; keeping strong communication open between staff and students in regards to the expectations of graduate student employee roles, responsibilities, and scope of work; and what additional support and training is needed from the department for current and future graduate student career development.

Session III

1:45 - 2:45 p.m.

Wearing Hats: Exploring the Multiple Roles of Professional Women

Tawanda Kitchen, Educational Opportunity Program

Keeping up with the daily demands of very busy schedules can be draining. This workshop explores the many hats (roles) professional women play well before they arrive to the office. Working in groups, attendees will examine how they are doing with their hats. This workshop will identify common stressors and triggers that cause women to become overwhelmed. This workshop will also identify coping tips to help ease the load.

Pivot Tables

Dirk Ruthrauff, University Health and Psychological Services

This presentation will demonstrate how pivot tables can be used to quickly help you analyze and report on huge amounts of data entered or exported into Microsoft Excel. Pivot tables are a valuable tool for budget analysts, or staff members who work with large amounts of data. Pivot tables allow for rapid and flexible analysis of data, to include presentation of data summaries in graph form. Pivot tables are excellent for producing data summaries, as well as for drilling down into the details of your data.

Conflict Resolution in Education

David Levyssohn, Office of Advising Services

Conflict resolution education is a combination of information, theories, and practices that are applicable to any personal or professional situation. This workshop will begin with a ten-minute presentation intended to give an overview of the field of conflict resolution education and its application for employees of Student Affairs. After the presentation the group will play a "Jeopardy" game with a cyber-bullying theme. The game will be followed by a discussion about cyber-bullying.

True Colors in the Workplace

Rick Chacon, University Outreach Services

This session is designed to assess the participant's individual characteristics and values and how they play a significant role in their everyday life and in the workplace. Participants will be introduced to many aspects of communication including: relationships, customer service, and creating a harmonious workplace.

Pinterest: Have You "Pinned" Today?

Jessica Medina and Cynthia Dolan

Have you heard about Pinterest.com? Join this workshop to learn the background of Pinterest.com, tips for using the website, and see real life pinned products! Redecorating your home? Planning an event? Found a great recipe? PIN it!

Session IV

3:00 - 4:00 p.m.

Nutrition Makeover

Stephanie Annett, University Health and Psychological Services

Has healthy eating become confusing? Nutrition Makeover is designed to help you eat healthy when time and money are limited. This fun and informative presentation by a Registered Dietitian features case studies of busy professionals and college students who improved their health by making simple dietary changes. We will cover healthy food choices, timing of meals, and simple tools that make planning a balanced diet easy. There will be time at the end for individual questions.

The APC's of Conversation; It Isn't a Typo

Bernard Odgen, Financial Aid

An interactive communication experience that will examine communication modalities and their impact on customer service in an education environment

Life Skills

Hibba Munjy

The Life Skills program was developed to help individuals through the journey of self-development. The overall theme of the program focuses on how to create a human connection in the professional world. Life Skills offers a number of lesson plans on how to build a resume, go through an interview, get a job, maintain it and get promoted. The program also teaches individuals to think creatively and critically with lessons on business etiquette, management and leadership skills.

Fresno's Leading Young Professionals: The Importance of Connecting to Your Community

Dawn Steele and Sarah Moffat, FLYP Board Members

FLYP was established as a means to counter Fresno's increasing trend of brain drain by encouraging the professional growth and development of young, skilled leaders in the Central Valley. FLYP members become active members within the Fresno community by participating in social networking, professional development and community service. Attend this informative workshop to learn how you can become part of the next generation of leaders that will make Fresno a better place to live, work and play.

An Introduction to Basic Jewelry Making

Jenny Robledo, Educational Talent Search

Jewelry isn't just for special occasions. Whatever your style and interest, you can make pieces that you can wear every day. In this introductory class you will learn the basics of jewelry making including the tools and material you will need to begin making your own jewelry. If you bring spare beads or charms from home you can leave the class with a complete, customized memory wire bracelet.

The Fun Theory

Charah Coleman, Financial Aid

The Fun Theory is a concept originally created by Volkswagen which argues that fun is the easiest way to change people's behavior for the better. Learn more about The Fun Theory and discover tools you can use to capture your target student audience using the idea of positive reinforcement. Get tips on how to think out of the box and creatively package your department's message to reach the campus community