



Co-Creating and Maintaining a Truly Collaborative Work Environment

Friday, November 4, 9:00 to 11:00a.m., Ojai 1986 (*particularly beneficial for managers/leads*)

Presented by Dr. Cynthia King, CI Faculty and International Organizational Development Consultant

Have you ever been part of a group called a "team", but it didn't seem to be any different than any other group? Have you wondered what it would take to have an experience of authentic, respectful collaboration? This session will focus on how a true team is different from a group, and will identify the elements and key conversations that are needed in order to create and maintain authentic collaboration. Exercises and materials will be included for taking the specific steps needed to co-create a truly collaborative team.

Mindfulness Monday – Monthly Series

Monday, November 7, 4:00 to 4:55p.m., Lindero Hall 1776 with Dr. Kirsten Olson

Participants will learn mindfulness practices designed to calm the mind and relax the body. Whether you are a true beginner to meditation or are willing to have a beginner's mind, all faculty and staff are welcome. Feel free to drop in for one session or join us for all of the monthly sessions. Co-sponsored with CI Wellness and Athletics in the Division of Student Affairs. *No RSVP necessary.

Go Paper Less- Collaborate with Google Docs

Tuesday, November 8, 9:00 to 10:30a.m., Sage 2030 (bring electronic device with web browser)

Presented by Peter Mosinskis, Director of I.T. Strategy

Google provides the CI community with an extraordinary set of free tools to enable real-time, online collaboration on documents, spreadsheets, presentations and more. Participants in this hands-on workshop will work in CI's instance of Google Drive/G Suite (called CI Docs/Dolphin Pod) and will learn how to access, create and collaborate on documents and spreadsheets and understand advantages, limitations and best practices.



TIME TO LEARN

How to Create Beautiful Spaces Using the Principles of Feng Shui

Tuesday, November 15, 10:00 to 11:30a.m., Sage 2030

Presented by Pamela Abbott-Mouchou, CI Organizational Effectiveness Officer & Principal, Serendipity Consulting

Have you heard about the art of Feng Shui but didn't quite understand what it meant or how to use it? Well, in this workshop session participants will receive an overview of Feng Shui and how to apply the principles of Feng Shui to create a work space that is balanced and productive. You will also learn practical next steps to creating beautiful spaces anywhere using Feng Shui methods. Participants will clarify goals and learn next steps to achieving those using Feng Shui principles.

Applied Project Management

Thursday, November 17, 9:00 to 10:30a.m., Sage 2030 (bring electronic device with web browser)

Presented by Peter Mosinskis, Director of I.T. Strategy

This workshop will explore tools and techniques to improve communication about projects and project-related work. Participants will explore project communication tools and techniques; understand the purpose of a project charter; create an example project charter and explore tools and techniques for paperless meeting agendas, notes and schedules.

Gender Inclusivity on Campus

Tuesday, November 29, 9:00 to 11:00a.m., Sage 2030

Presented by Brittany Grice, Title IX Inclusion Officer

What's the significance between using the phrase "gender-neutral" and "all-gender"? What does "PGP" stand for? Come participate in an active discussion on the fluidity of gender and the characteristics (and stereotypes) typically associated with it. After attending this workshop, you will have a better understanding of the practical ways in which you as a CI employee can support our campus efforts in honoring the broad gender spectrum of our University community.

For questions, suggestions or collaborations regarding staff professional development, please contact:

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