TIME TO LEARN

Make your own luck!

ATTEND OUR MARCH WORKSHOPS SPONSORED BY
CI'S PROFESSIONAL DEVELOPMENT AND PERSONAL ENRICHMENT (PDPE) PROGRAM

Visit the Professional Development website at www.csuci.edu/hr/training.htm to RSVP
*Remember to alert your Supervisor that you are attending

Tuesday, Mar. 7th
11am-12noon in SAGE HALL 2030

Tech Talks Series: Phishing with Fisch

Facilitated by Neil Fisch, Information Security Officer

Join Neal Fisch, CI's Information Security Officer, in an informative series of cybersecurity tech talks. Don't get reeled in by those shiny linking lures; you need to be aware of the multiple security issues that can arise when using technology. These presentations are group discussions focused on email phishing, social engineering and what you can do to help safeguard getting hooked! **Employees who work with staff and/or student data are highly encouraged to attend.**

Wednesday, Mar. 8th
noon-1pm in SAGE HALL 2030

Lunch and Learn- Supervisors of Student Employees Series– The Onboarding and Training of Student Assistants

Facilitated by Teresa Montoya-Morua, Linda Demyan, and Tanya Yancheson

Bring your lunch and collaborate with campus-wide supervisors regarding student employee orientation, policy and procedures, and a host of other topics during these informative and collaborative sessions. This Lunch and Learn will focus on the onboarding and training process once hired, including a roundtable discussion of shared best practices.

Wednesday, Mar. 8th
1:30-4pm in MALIBU 100

CalPERS Retirement Seminar: Planning Your Retirement

Presented by Mindy Fox, CalPERS Representative

Are you prepared for retirement? Do you know what to do? This educational class will help you plan and prepare for retirement. Regardless of where you are in your career, begin now to secure your future. Please contact diana.enos@csuci.edu for more information.

Thursday, Mar. 9th
2-3pm in SAGE HALL 2030

IT Procurement Training – New Users
Presented by Melissa Bergem, Technology & Innovation Project Manager/Coordinator

Are you tasked with purchasing technology for your department or division and you don't know where to begin? Is your vendor pushing back and refusing to complete a VPAT? Or, have you submitted an I.T. procurement request only to be left wondering what happens next? If your answers to these questions are a resounding "yes", then you should attend this informational session.

Participants will leave this session:
- Understanding why CI follows our procurement process (implemented Spring 2016);
- Understanding what types of technology are included or excluded;
- Able to initiate an I.T. procurement request;
- Aware of what to expect in the days following the submittal of a request; and
- Aware of the key points of contact with roles & responsibilities for each contact.

Friday, Mar. 10th
10am-noon in BEL 1302

It's all according to your Worldview: Practicing the Art of Perception-Checking
Presented by Dr. Cynthia King, Communication & University Program Faculty

Have you had the feeling that someone with whom you work (or live) just doesn't see things the way you do – and it's confusing that "they just don't get it?" Let's explore the elements of perception and perspectives, and practice the fine art of "checking things out" in ways that foster understanding, diminish defensiveness, and open the door to more positive working relationships and productive team efforts.

Tuesday, Mar. 14th
10am-noon in SAGE HALL 2030

Finance 101 Refresher
Presented by Anna Campbell, Stacie Dee, Michelle Hense, Jennifer Moss and Myrna Sta Ana

How do you submit a travel expense claim? What is the difference between job and position data? How do I complete and submit RETs/JETs? Where do I find departmental financial reports in the Data Warehouse? If you need the answer to these questions and more, join Financial Services for a Finance 101 refresher. Sessions will cover processes and procedures that relate to Accounts Payable, Position Management, Finance Data Warehouse and using JET/RET forms. **CI staff who are responsible for travel arrangements, departmental financial reports and/or personnel actions are encouraged to attend.**

Tuesday, Mar. 14th
3-4pm in SAGE 2030

IT Procurement Training – Refresher Training
Presented by Melissa Bergem, Technology & Innovation Project Manager/Coordinator

Do you already have experience working with I.T. Procurement Requests, but would like to know about tips and tricks to making the process more efficient? Or, Do you have questions about the instructions detailed on- http://www.csuci.edu/ti/purchasing/? If your answers to these questions are a resounding "yes", this informational session is for you.

Participants will leave this session:
- Understanding why CI follows our procurement process (implemented Spring 2016);
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- Aware of the key points of contact with roles & responsibilities for each contact.

Thursday, Mar. 16th
9-11am in OJAI 1952

Advanced Google Docs Workshop
Presented by Peter Mosinskis, Director of IT Strategy

This workshop is for those people who are already using Google Docs @ CI and want to dive deeper. Learn how to optimize your use of Google Docs through sharing and collaboration features, version control, and commenting. We'll cover strategies to organize and locate your saved files, and discuss techniques for converting your documents and processes from Word to Google.

Thursday, Mar. 23rd
9-11am in OJAI 1952

Advanced Google Sheets Workshop
Presented by Peter Mosinskis, Director of IT Strategy

This workshop is for those people who are already using Google Sheets and want to optimize their use of it. We'll cover sharing and collaboration options; useful shortcuts for managing data; conditional formatting; sorting & filtering data; data validation & protection; and discuss techniques for converting your documents and processes from Excel to Google.

Tuesday, Mar. 28th
9:30am-11am in SAGE 2030

Fee Waiver Program – It Takes TEAMWORK!!
Presented by Janet Korsmo, HR Coordinator, Leticia Romero, Student Account Specialist, Kristin Hronek, Academic Evaluation Specialist and Maria E. Zendejas, Assistant Director, Financial Aid & Scholarships

Learn about the State Employee Fee Waiver Program. It allows eligible employees to "learn while they earn". We will help to demystify the program for your own use, or transfer to an eligible dependent. From start to finish, learn how to put the program to use for you. Supervisors are encouraged to attend to learn more about recent changes and understand the approval process.

Thursday, Mar. 30th
9-10:30am in SAGE 2030

Cultivating Excellent Service at CI
Presented by Rachel Linares, Professional Development Trainer/Coordinator

Discover how to make every interaction engaging and positive. This practical and engaging workshop covers skills for making the most of every interaction and providing excellent service to CI students, faculty, staff and community members. We will discuss what constitutes good service and how we can use these skills within our daily activities.

Join our Free Wellness Activities...

JOIN THE FUN WITH WEEKLY STAFF WELLNESS ACTIVITIES

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Monday, Mar. 6th
4-4:55pm in LINDERO HALL 1776

Monthly Mindfulness Monday

Holly Sacks, Mindfulness Facilitator

Mindfulness is awareness that arises through paying attention, on purpose, in the present moment, and non-judgmentally. Mindfulness of thoughts, feelings, and physical sensations, combined with cognitive interventions such as making changes to ineffective patterns of thinking, are useful tools for managing distress. 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!

CSUCI Professional Development is excited to introduce our new Mindfulness Monday facilitator Holly Sacks. Ms. Sacks is an experienced mindfulness facilitator, trained and certified at the UCLA Mindful Awareness Research Center (MARC). She currently teaches mindfulness classes for the Neuroboxing Foundation and the CSUCI Osher Lifelong Learning Institute. She is the co-founder of the recently opened NOW House Mindful Awareness Center in Westlake. Ms. Sacks received her B.A. from UC Berkeley and has completed post-graduate work at UCLA, the University of the South School of Theology, and Harvard Business School Executive Education.

Feel free to drop in for one session or join us for all of the monthly sessions. No RSVP necessary Mindfulness Mondays are co-sponsored with CI Wellness and Athletics.

Fridays in El Dorado Hall
7:15-8:30am

Yoga Fridays

Improve cardiovascular fitness, balancing the nervous system and improving brain function with Himalayan yogic techniques. Bring a yoga mat and water bottle. Taught by Dr. Christina Pabers in sponsorship with CI Wellness and Athletics. No RSVP necessary.

CSU Channel Islands
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