

Fall 2009



Covey's The Seven Habits of Successful People

This classic Covey workshop has been updated, but the seven principles are as solid as ever. If you've never attended or would like a refresher, join us. The 'Seven Habits' are a remarkable set of inspirational standards for anyone who seeks to live a full, purposeful life, and are applicable today more than ever, as the business world becomes more attuned to humanist concepts.

- Make things happen and increase efficiency
- Discover balance—and greater satisfaction—in all aspects of life
- Understanding other's needs and how to meet them
- Increase accountability and innovation
- Accomplish significant change by doing the right things—instead of just doing things right
- Communicate in ways that lead to fair and positive outcomes
- Achieve your full potential no matter your role

Trainer: Robin Innes, Certified Covey Instructor

Date: November 5, 8:30-4:30,

Location: 98 (CLA), BI-31



Upcoming Workshops

- Covey's 7 Habits
- Discovering Your Natural Talents
- Evelyn Wood Reading Dynamics
- Coffee With the Cabinet
- Digging 4 Dollar\$
- Procurement 101
- Leaderfish
- Defensive Driver Training
- Organize Your Day With MS Outlook
- Computer Software Classes

Discovering Your Natural Talents

Recognizing your natural skills, having a career path and knowing how to effectively move down that path are critical to professional development and advancement. Before you can plot a career path, you must know what your natural skills are. We'll use the IDAK instrument to discover your strengths, then discuss next steps.

Trainer: Lisa Srader, ODT Training Facilitator

Date: Part 1, December 3, 9-11 a.m.

Part 2, December 10, 9-11 a.m.

Location: 98, BI-31

Coffee With the Cabinet

If you are a newly hired employee (within the last year), we invite you to attend an informal reception in which you will have the opportunity to meet our executive leadership team. President Ortiz will share his vision for Cal Poly Pomona and discuss opportunities for new employees to participate in campus programs and events. The divisional Vice Presidents will each give a overview of what their division does and answer questions.

Date: October 8

For registration and details email
ljroth@csupomona.edu



New! Digging 4 Dollar\$

This workshop will show you how to create a personal budget and provide you with resources on ways to stick to that budget. We are all looking for ways to stretch our paychecks. So come join us and learn tips and tricks to save money on:

Utilities, Entertainment, Household Items, Credit Cards, and Staying Within a Household Budget

We would also like to hear from you...if you have any money saving tips to provide we would love for you to share during our roundtable session.

Trainers: Lisa Srader, Tommi Ng

Date: November 4, 10 a.m. to 12:00 p.m.

Location: 98 (CLA), BI-31



LeaderFish!

Following on the success of the first series, we are bringing back the workshop series for administrators and leads: "LeaderFish!" Based on the popular "FISH!" video, the series is a classic for improving service by inspiring improved attitudes and increased ownership. "LeaderFish!" takes the principals of *serv-ing-with-fun* and spins them into ways to improve leadership skills. It is recommended for seasoned leaders who just want to recharge their leadership batteries, or for those who are new to leading. We'll be offering all six units in one-hour workshops over the next few months.

All workshops will take place from 9:00 - 10:00 a.m. in CLA (98) BI-31.

Don't miss these programs. Note: you are welcome to attend only those segments of interest to you; attendance at all remaining four workshops is not required. But you'll maximize your learning by participating in all of them. For a description of each unit, go to our Calendar of Events at:

<http://www.csupomona.edu/~odt/events.shtml>

The Do's and Don'ts of FERPA

Things To Know To Protect the Privacy of Student Information

The Registrar's Office is offering this informative workshop addressing the guidelines of FERPA for faculty and staff. The workshop will cover:

- The basics of FERPA
- Why it is so important
- What records are covered
- When student consent is not required
- And much more.....

This Workshop is By Invitation Only

Presenters: Maria Martinez, Registrar
Jeff Tennis, Assistant Registrar

Workshop dates: October 8, 9:00 - 10:30 a.m.

Procurement 101

Everything you ever wanted to know about the Procurement Process, but were afraid to ask. If you've ever wondered how your requisition is processed, what current bidding requirements are, or why you might want to use a procurement credit card – this is the class for you! This class will benefit anyone responsible for processing departmental requisitions, completing credit card reconciliation, ordering online office products. Whether you're a new state employee or just want to brush up on "Procurement 101", you will find this 2-hour class informative and helpful.

Trainers: Procurement Team

Date: October 27

Time: 9:00 - 11:00am

Location: CLA (98) B1-31

To register for ODT workshops log on to Bronco Direct (unless otherwise noted).

Organizing Your Day With MS Outlook

Is your day out of control? Do you need help organizing your email, calendar and tasks? Then this class is perfect for you. Learn how to organize your day by using functions in MS Outlook 2007.

Trainer: Marguerite Pardington

Date: December 1, 8 a.m.-12 p.m.

Location: 98 (CLA), C5-15



Evelyn Wood Reading Dynamics® (Speed Reading)

Does your job here require you to do a lot of reading, particularly of lengthy documents? Would you like to increase your reading speed and comprehension? The Evelyn Wood Reading Dynamics® method of speed reading has stood the test time. If you'd like to double or even triple your reading rate, don't miss this opportunity.

Trainers: Fred Pryor Seminars

Competencies: Functional/Technical Skills, Time Management

Date: Wednesday, October 28, 2009

Time: 8:30 a.m. - 3:30 p.m. (including 1 hour lunch break)

Location: England Evans Board Room, BSC



Defensive Driver Training

Cal Poly Pomona employees (faculty, staff, managers, student assistants, and volunteers) that drive on University/State business, both on and off campus, at a frequency of at least once per month are required to complete a Defensive Driver Training Program (DDTP).

Next class date: Tuesday, October 13, 8:30 - 12:00

Location: 98 (CLA), BI-31

Please visit our website to access the registration form.

http://www.csupomona.edu/~odt/training/defensive_driving.shtml

Note: Class will automatically be canceled if the minimum of 25 is not met.



Upcoming MS 2007 Software

Intermediate Word	October 6
Beginning Excel	October 20
Intermediate Excel	November 10
Advanced Excel	November 24
Intermediate PowerPoint	December 8

Visit us on the web:

<http://www.csupomona.edu/~odt>