

# ODT NEWS

SUMMER 2009

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## BE ON THE LOOK-OUT FOR LUNCH CHATS!

ODT will be offering workshops from 12 to 1 p.m.

Topics will include:

Budgeting Your Money and Nutrition.

ODT is interested in hearing your ideas for lunch chats. Do you specialize in or have a skill or knowledge in a particular subject?

How about facilitating a Lunch Chat? Send your comments via email to:

[ljroth@csupomona.edu](mailto:ljroth@csupomona.edu)

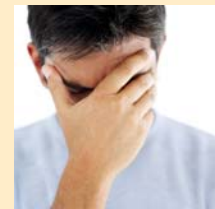
## Advantages of ODT Workshops for Staff



In these busy and stressful times administrators may wonder what's in it for them to allow their staff to attend ODT training programs. Consider these strategic advantages of staff participation in ODT workshops:

- Imparting knowledge and/or skills that improve productivity, work quality and quantity, and even attitude.
- Having the opportunity to grow and learn is a huge morale-booster for employees.
- Having a conversation with each staff member about his/her plans for development programs for the coming year ensures a regular dialogue about goals, performance expectations, and development.
- Requesting a list of expected outcomes from ODT or the trainer enables the administrator to help put the employee's knowledge/skill to use on the job.
- Workshops can be a source of inspiration and can balance a workweek.

## Handling Stress at Work



Deadlines. Multiple demands. Feeling controlled by the uncontrollable. Yikes! We are all busy, but some of us seem to have developed better coping skills than others. Is there a "secret" to managing stress? What tools and techniques for feeling more

relaxed, in control, and content are at your disposal? Awareness and action can yield freedom! Don't miss this opportunity to take a moment and re-think your reactions to a stressful workplace.

Competencies: Work/Life Balance, Composure, Priority Setting, Personal Learning  
**Trainer:** Dr. Lavada Austin, University Ombuds  
**Location:** CLA Building 98, Room: B1-31  
**Date:** August 11  
**Time:** 9:00 - 11:00 a.m.



# Staff Development Academy



The Staff Development Academy has been one of our most popular workshops and has been attended by over 200 staff in the last few years. If you haven't attended yet, don't miss this opportunity. Beyond absorbing the excellent content, you'll build supportive relationships with staff from across campus that will serve you for years to come.

**Topics include:**

- Effective Communication
- Achieving Excellence in Customer Service

- Work Stress Management
- Business Communication the "Write" Way
- Time Management: Allocating & Expending Resources
- Working Effectively as a Team

Participants will receive a certificate of completion at the end of the workshop.

**Competencies:** Listening, Negotiating, Presentation Skills, Customer Focus, Written Communication, Time Management, Building Effective Teams

**Date:** July 21 through 23

**Duration:** 3 Days

**Time:** 8:00 to 4:30 each day (8:15 check-in and refreshments each day)

**Location:** Kellogg West Conference Center

**Trainers:** Nightingale & Associates

**COMMENTS FROM STAFF WHO HAVE COMPLETED THE ACADEMY:**

"...This was a great experience, the skills I've learned can be applied at work and home."

"...Everyone on campus should attend this training"

"...Thank you for investing in Cal Poly's employees"

## Moving Your Career Forward

We'll begin this workshop by examining the meaning of professionalism.

We'll also discuss ways you can take charge of your own development by using various self-marketing tools.

But the most popular part of this workshop is always the guest speakers: you'll hear from Cal Poly Pomona professionals who have found career satisfaction

and success – perhaps in spite of challenging starts or initial lack of direction.

This year we will hear from Deborah Brandon, Christi Chisler, Kathleen Prunty and others who will be sharing their stories on the path they took to get where they are today. They will share their perspective on behaviors and/or attitudes that establish someone as being potential

"management material" or promotable.

Come and prepare to be inspired.

**Competencies:** Self-Development, Career Ambition, Personal Learning

**Date:** August 6

**Time:** 9 to 11 a.m.

**Location:** 98, room B1-31



**NEW!**

## Workplace Well Being Series

This series is designed to promote workplace wellbeing and enhance productivity by encouraging a positive work environment, paying attention to the factors that promote health and balance work.

ODT will kick off this series with "Healthy Workstations" which will consist of two parts. Part 1 is taught by Lawrence Carter, a licensed Physical Therapist practicing in city of Covina and a Cal Poly Pomona graduate. Part 2 is offered by Dr. David Herzog of Cal Poly Pomona, CAPS. He will teach yoga principles of breath and physical alignment for promoting optimal wellness in the workplace setting.

### Healthy Workstations Part 1

**Trainer:** Lawrence Carter, RPT  
**Date:** August 20  
**Time:** 2:00 to 3:00 p.m.  
**Location:** 98, B1-31

### Healthy Workstations Part 2

**Trainer:** David Herzog, Psy.D., M.F.A.  
**Date:** August 20  
**Time:** 3:00 to 4:00 p.m.  
**Location:** 98, B1-31

### Self-Protection & Awareness

**Trainer:** Erika Zepeda  
**Date:** August 26  
**Time:** 12:00 p.m. to 1:00 p.m.

### Recognizing at Risk Employees

**Trainer:** Genevieve Crean, Psy.D.  
**Date:** September 1  
**Time:** 9:00 a.m. to 11:00 a.m.  
**Location:** 98, B1-31

### What To Do In A Crisis

**Trainers:** Debbi McFall  
Diane Sands  
**Date:** September 9  
**Time:** 9:00 to 11:00 a.m.  
**Location:** 98, B1-31

## Short Takes: Working With You is Killing

The workplace is a volatile environment where people sometimes rub each other the wrong way. Although it is usually unintentional, erratic or emotional behavior can invade a person's workspace and rattle their nerves. Learning how to identify and handle any work relationship that holds you back is the purpose of the Working With You Is Killing Me Workshop.

**Trainer:** Lisa Srader  
**Date:** August 27  
**Time:** 9 a.m. to 11 a.m.  
**Location:** 98, B1-31



# Refining Your Skills

## Upcoming MS 2007 Software Classes - Save the date!

Check our event calendar in the coming weeks for details on the following classes:

Advanced Excel	August 18
Intermediate Word	September 15
Advanced Word	September 29

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## Are You Tracking Your Professional

It's now easier than ever! A new feature is available on Bronco Direct that will enable employees to obtain information for purposes of tracking the workshops they have attended through ODT. Each employee can now view the new "Training Summary", a fast and easy way for employees to provide their manager/supervisor with names and dates of all courses, they completed, enrolled in, or canceled from January 2008 to the present. This information can be used for year end reports, evaluations or personal tracking of Professional Development.

Log into BRONCO DIRECT and go the Employee Home Page. ***Click on Training Summary and a summary of all courses completed, enrolled or canceled since January 2008 will appear.***

## Group Workshops

If your team or department is interested in a group workshop please contact Loretta Roth in ODT at x2705 or email [ljroth@csupomona.edu](mailto:ljroth@csupomona.edu). Group topics available:

- Strength Deployment Inventory
  - Conflict Management
  - Handling Stress

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

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