

ODT NEWS

Congratulations to the Most Recent Graduates of Staff Development Academy One

Spring / Summer

2008

Look inside for:

- Information on upcoming training programs
- Leadership training for students

This spring Cal Poly Pomona employees had the opportunity to participate in the popular Staff Development Academy.

SDAI was first offered in August 2002 and has been so successful that it has been offered ten times since then. A total of 280 staff members have completed this program. The three-day interactive program covers topics including effective verbal and written communication, customer service, time management, and teamwork. The most recent SDAI took place on March 12, 13 and 14.

Spring 2008 Graduates:

Sara Ayers	Jacqueline Fisk
Eva Baeza	Sam Friend
Rebeca Briseno	Eddie Garcia
Lori Bunner	Cathy Gonzalez
Carolina Bunyea	Whitney Lopez
Carol Chamlee	Laura Martinez
Sui Cheung	Donna Pearson
Christine Coleman	Diana Ramirez
Yvonne Cordura	Marie Robb
Dolores Culotti	Lorraine Rodriquez
Linda Da Veiga	Rochelle Scott
Michelle Edwards	Connie Thomas
Heather Fannin	Dowrin Suarez



Spring Graduates of Staff Development Academy One

Got Memory?

Coming to campus this summer: "New Techniques for Working Your Memory: A Surefire Method for Remembering All Those Details". Participants will use a process called SONIKS™ to improve memory in three basic steps:

1. Collecting: Discover how to "get" information in the first place
2. Connecting: Digest the info and mentally relate it to your brain
3. Recollecting: Pull up the info when needed

Does the process work? You be the judge.

Bring an open mind and a willing spirit. You have nothing to lose but the opportunity to remember all those names, numbers, and assorted facts you need to know but can't seem to recall.

Speaker: Hermine Hilton, author of *The Executive Memory Guide*, has spoken on TV with Letterman, Lauer, Gumbel, Rose, and others. Clients include the U.S. Dept of Justice, Johnson Space Center, CA Highway Patrol, and the City of LA. **Competency** addressed by this workshop: Self Development

Date & time: August 6, 9:00-11:30

Location: Kellogg West Conference Center

Popular Workshop: 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. Last year we heard from Cathy Bates, Debra Brum, John Karayan and John Self. This year our guest speakers are Rebecca Gutierrez-Keeton (AVP & Dean of Students), Walter Marquez (Director, Facilities Administration Services), Cathy Schmitt-Whitaker (Director, Disability Resource Center), and George Tejadilla (Director of Academic Personnel). You'll hear what they have to say about performance and behavior that demonstrate promotable/managerial potential. Prepare to learn and be inspired!

Competencies: Self-Development, Career Ambition, Personal Learning

Speakers: Rebecca Gutierrez-Keeton, Walter Marquez, Cathy Schmitt-Whitaker, George Tejadilla, Susan Berilla

Date & time: Tuesday, April 22, 9:00-11:30

Location: CLA (98) B1-31

To register for ODT programs e-mail ljroth@csupomona.edu or call Loretta Roth at extension 2705

Need to Learn Microsoft Office 2007? You've Got Options!

Over the next couple of years, departments across campus will be switching to Microsoft's new office suite, Office 2007 (Excel, Word, etc.), and in some cases, to the new operating system (Vista). To assist in the transition, ODT is providing staff and administrators with a series of instructor-lead, hands-on workshops staggered over the next several months. The plan is to provide the training right about the time Office 2007 is installed on your PC, so check with your department/division techsperts for information on when training will be available for your area. **NOTE:** These sessions are "update" sessions only – that is, they will contain information on how accomplishing the most critical tasks in these programs differs in the new systems. Thus, the content will require participants to have at least a basic working knowledge of the current system and programs (Office 2003 and Windows XP).

If you prefer web-based training, you have many options. There are several tutorials and self-help guides that are FREE -- for instance, see <http://www.csupomona.edu/~ehelp/software/vista.html>.

Alternatively, the CSU Office of Professional Development is offering a one-year subscription to unlimited training in Office 2007 for \$59/person – see <http://www.thesource.calstate.edu/elearning/index.asp> (they're also offering a package with more than software courses for \$119/year).

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 of 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: Tuesday, April 8, 2008

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

Location: England Evans Board Room, BSC

Writing Skills Workshop Back by popular demand!

A potentially tedious topic made enjoyable. You'll learn to overcome writer's block, use a three-step process for writing memos, letters, reports, and e-mail, be more concise, and write clear, usable documents with less frustration and less wasted time. Participants will receive a copy of the trainer's book. This is one of our most popular workshops – don't miss it!

Competency: Written Communication

Trainer: Ronnie Moore,
Moore Communications

Date: June 25,

Time: 8:30 – 4:00

Location: Orion Suites, BSC

Are you **red**, **blue**, **green** or **hub**?
What does that mean? And what difference does it make??

The Strength Deployment Inventory™ is an assessment tool that identifies one's motivation and behavior in interacting with others on a routine basis and during conflict. Workshop emphasis is on each individual's strengths in relating to others and how those strengths may be used to improve relationships. The consequences of overdone or misunderstood strengths are also examined.

Participants learn how to more effectively interact with people with different styles than their own -- especially valuable when communication is needed to persuade or motivate, problem-solve, or build consensus.

This is self-discovery that fosters more rewarding relationships in organizations, at home, and in society. It's fun, practical, and the lessons learned stay with participants for years to come. While we encourage entire departments to schedule their own session, this open session is a great chance to "scout" the program for possible future use in your department retreat, or to get up to speed if you're new to a department that has already experienced it.

Competencies: Understanding Others, Interpersonal Savvy, Self-Knowledge, Personal Learning, Self-Development, Sizing Up People, Peer Relationships, Conflict Management, Managing Diversity, Customer Focus

Certified trainer: Susan Berilla

Date & time: May 6, 8:30-12:00

Location: CLA (98) B1-31

Emotional Intelligence Workshop

Emotional Intelligence, a term popularized by Daniel Goleman in his best selling book by the same name, describes the ability to harness a variety of emotional and mental competencies to improve our self-awareness, our social awareness, our self-management and our ability to manage our relationships with others. Emotional Intelligence helps individuals bring the best of themselves, their highest potential, to their careers and their personal life.

Researchers have found that **58% of performance on the job** is due to things like self-awareness, managing one's emotions, picking up on social cues and building effective, working relationships. Here is your opportunity to learn more about these skills and improve the #1 predictor of job performance.

Participants will:

- Discover what Emotional Intelligence is and why it matters.
- Learn the critical emotional intelligence skills and how they affect all others.
- Learn to apply EI principles to challenging workplace situations.
- Learn techniques to increase their own Emotional Intelligence skills.
- Learn how to keep your emotional brain from hijacking your thinking brain.

Karon Wright, M.A., founder of **Achievement Partners, Inc.**, is an experienced consultant, executive coach, seminar leader and speaker with over 20 years of experience in business and higher education. She is a frequently requested speaker and author on the topics of emotional intelligence and coaching. A certified Emotional Intelligence facilitator she utilizes the core emotional intelligence competencies shown to develop star performers in all her coaching and training programs.

Competencies: Interpersonal Savvy, Personal Learning, Composure, Self-Knowledge, Self-Development, Peer Relationships, Patience

Date: July 9

Time: 8:30-4:30

Location: Orion Suite, Bronco Student Center

Speed Writing via EasyScript®

Imagine being able to write twice as fast as you do now. You'd keep up more easily when taking notes in meetings or on the phone. You wouldn't miss a word when taking minutes or dictation. EasyScript is much simpler to learn and use than traditional shorthand. You only need to remember five basic rules, and they can be tailored to your style and application. This workshop is an ideal follow-up to previously offered workshops on Taking Effective Notes and Time Management.

Competencies: Functional/Technical Skills, Time Management

Trainers: Lenny Levin, Legend Company

Date: Wednesday, July 23

Time: 9:00 a.m. to 12 noon

Location: TBD

What About Students – How Can They Get Skills Development?

Most of ODT's programs are best suited for staff and administrators, although we do welcome student assistants on a space-available basis. However, the best way for students to participate in leadership training is through the Student Development & Leadership Institute (SDLI), right here on campus. Students will not only learn important life and career skills such as leadership styles, conflict resolution and financial management, but they can earn a certificate – a nice feature to be added to their resumes!

If you have student assistants or interns, be sure they check out the SDLI website:

<http://www.dsa.csupomona.edu/division/leadership/> .

Violence Prevention on Campus: Training Update

Have you completed the on-line violence prevention & response training? If you've lost your link to the training site, please contact ODT and we'll have it re-sent to you. The general version takes about a half-hour of uninterrupted time to complete, as does the supervisor supplement. However, you can complete the training in small bits and return to the exact place you left off. **Please note:** Because past participation and completion by faculty and student assistants has been low, ODT will not automatically register new lecturers and student assistants. New staff, administrators, and tenure-track faculty will be registered on a regular basis. However, if you have lecturers or student assistants whom you would like to have registered, please contact ODT and we'll be happy to take care of it.

Visit us on the web:
<http://www.csupomona.edu/~odt>

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 ORGANIZATIONAL DEVELOPMENT & TRAINING

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Newsletter Editor:
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