

### In the Spotlight—Thank Goodness for Staff!



Thank Goodness for Staff (TGFS) is a springtime celebration organized by UC Davis Staff Assembly in honor of all UC Davis staff members. May 7, 2014 marks the 34th year celebrating the contributions of UC Davis staff. Visit us at our booth. There will be games and prizes. [\[More Details\]](#)

### Upcoming Classes

- ◆ [Maximizing Your Memory](#) ..... May 7
- ◆ [Outlook 2010: Level 1](#)..... May 13
- ◆ [Coaching for Performance & Development](#) .... May 14
- ◆ [Sexual Harassment and Discrimination: Advanced Topics](#) ..... May 15
- ◆ [Disability Awareness in the Workplace](#)..... May 21
- ◆ [Travel and Entertainment Reporting](#)..... May 21
- ◆ [Intercultural Recruitment and Selection](#)..... May 22
- ◆ [Employee Recruitment and Selection](#)..... May 29
- ◆ [International Student Advising](#) ..... June 5
- ◆ [Adult CPR](#)..... June 10
- ◆ [Access 2010: Level 1](#) ..... June 10 & 11

Enroll at <http://lms.ucdavis.edu>

### Brown Bag Presentations



#### [WorkLife and Wellness](#) series:

- [Latin Dance](#) ----- May 15

#### [Career Catalyst](#) series:

- [Improve your LinkedIn Profile and Grow Your Career](#) ----- May 22

**Location:** Student Community Center

**Time:** 12:00—1:00

**No need to enroll—Just show up!**

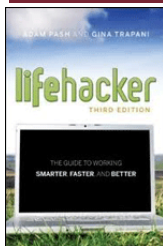
### Video Clip: Track Changes in Word



Have you viewed a Desktop Video in Books24x7 yet? You will find a variety of topics covered in short video format making it easy to learn a new skill right at your desk. The Books 24x7 “**Track Changes in**

**Word**,” video offers an overview of how to track the changes in a document and how to use comments. But don’t stop with just one video. If you ever need help doing a task, check the titles listed in the Desktop Video Catalog! [\[Instructions\]](#)

### Work Smarter, Faster and Better



If your devices and gizmos seem to be consuming your life instead of streamlining it, this book presents techniques, tips and tricks to help put the hours back into your life. Search for “**Lifehacker: The Guide to Working Smarter, Faster, and Better**” in Books24x7. [\[More Details\]](#)

### U-Learn and Books 24x7



Learn any time, any place, any pace. U-Learn provides online courses and a large selection of books and articles in Books24x7 (search for “books”). You can also view step-by-step instructional video clips and companion files related to software applications such as Microsoft

and Adobe in **Books 24x7**. New titles are added every week. [\[More Details\]](#)



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Contact us at: [sdps@ucdavis.edu](mailto:sdps@ucdavis.edu)

530-752-1766

<http://sdps.ucdavis.edu>

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**Managers and Supervisors:**

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