Staff Learning News
October 2014

In the Spotlight: 2014-2015 Course Catalog

As summer ends and the weather turns, it’s a good time to refocus on your goals and enroll in Staff Development and Professional Services courses. The new 2014–2015 course catalog (and new website) includes exciting new topics and presenters as well as many back by popular demand. Find instructor-led as well as online courses. Books 24x7 is another valuable “just-in-time” resource. [More Details]

Upcoming Classes : There is still time to register!

- PowerPoint 2010: Level 1 ................. Oct 7
- Dreamweaver CS6: Level 1 ............. Oct 8
- Employment Law and Liability ........ Oct 9
- Conducting Employee Performance Appraisals ........................................ Oct 10
- Understanding Religious Difference in the Workplace ...................................... Oct 14
- Access 2010: Level 1 .................. Oct 14 & 15
- Safe Zone: Understanding LGBTQIA Identities ............................................ Oct 15
- Understanding Federal Work-Study and Student Employee Policies .............. Oct 16
- InDesign & Printing for Beginners .......................... Oct 16
- Communicating Goals and Expectations ....................................................... Oct 17
- Excel 2010: Level 2 .................. Oct 21
- Travel and Entertainment Training .................................................. Oct 21
- Word 2010: Level 1 .................. Oct 22
- How to Survive an Audit .................. Oct 23
- Excel 2010: Pivot Tables ................. Oct 23
- Principles of Leadership .................. Oct 23
- Copyrights at UC Davis .................. Oct 28
- PhotoShop CS6: Level 1 .................. Oct 28 & 29
- Effective Communication in the Workplace .................................. Oct 29
- Harassment & Discrimination: Rights, Responsibilities & Resources for Staff .... Oct 29
- Employee Recruitment and Selection ..................................................... Oct 30
- Trans SafeZone: Understanding Trans Identity ........................................ Oct 30
- Self-Supporting Activities: Getting Started ................................................ Oct 30
- Access 2010: Level 2 .................. Nov 4 & 5
- Sexual Harassment and Discrimination Prevention: Advanced Topics .......... Nov 5
- Connexxus Travel Upgrade ................. Nov 6
- Enroll at http://lms.ucdavis.edu

More Brown Bag Presentations
Location: DaVinci Building, Room 18
UC Davis Extension (1632 DaVinci Court)

- Balletone: Standing Flow .................. Nov 5

Part of the WorkLife and Wellness series

Time: 12:00–1:00.
No need to enroll. Just show up!

Brown Bag Presentations
Location: MultiPurpose Room, Student Community Center

- Balletone: Standing Flow ................. Oct 2
- Eating Right When the Budget’s Tight .................................................. Oct 23
- Career Journeys ................................ Nov 6

Part of the WorkLife and Wellness series and the Career Catalyst series

Time: 12:00–1:00.
No need to enroll. Just show up!

175 Ways to Get More Done in Less Time!

Packed with practical tips that will help you invest 10, 20, or even 90 minutes a day more wisely. Most of us tend to waste valuable time. This handbook will help you gain control, reduce stress and enrich your job satisfaction. Available to you through Books24X7.

U-Learn

Learn any time, any place, any pace. U-Learn provides online courses and a large selection of books in Books24x7. (search for “books”) New titles are added every week. UC login required.

http://sdps.ucdavis.edu

Contact us at: sdps@ucdavis.edu 530-752-1766

STAFF LEARNING NEWS is a monthly electronic newsletter published by UC Davis Staff Development and Professional Services. For questions or comments, contact sdps@ucdavis.edu

To remove your name for our mailing list, click here.

Managers and Supervisors:
For staff without ready access to e-mail, please print and post a copy of STAFF LEARNING NEWS.