

*The Office of Human Resources is pleased to collaborate with  
campus departments and organizations to present*

# Training Tuesdays

## October 2012

*\*The events are free and registration is not necessary, except where noted*

### October 9

#### WHAT COLOR IS YOUR PERSONALITY?™

12:30–1:45 p.m.

Cascade Room, Atwood Memorial Center

*Sponsored by the Career Services Center, the Community Counseling Graduate Student Association, the Department of Campus Involvement, Multicultural Student Services, and the Office of Human Resources*

Through this fun, high-energy session, you will learn the primary and secondary colors of your personality – and how other people's personalities affect you, as well. Participants will identify and understand individual strengths, personality patterns, and internal motivators!

PRESENTER: **Tracy Flynn Bowe** is co-owner of New Directions Counseling & Training, Ltd.

### October 16

#### EFFECTIVE COACHING\*

8:00 a.m.–12:00 noon

Alumni Room, Atwood Memorial Center

*Sponsored by the Minnesota State Colleges & Universities System Office*

As a supervisor, you are responsible for delivering results through the work of your team. Whether you supervise staff or student employees, effective coaching is one of your best tools to ensure that your employees know what to do and hold themselves accountable. In this session, you will learn how to reinforce good performance and correct and improve performance.

Pre-registration is necessary and space is limited. The cost of this program is \$50 per person, which includes all instruction and materials, and light refreshments. Complete registration information can be found on the system training and registration site (STARS). [Please click here to register – https://secure.mnsu.edu/mnscupd/](https://secure.mnsu.edu/mnscupd/). In the field where a purchase order number is requested list "Payment from invoice" and the invoice will be sent to you after the presentation.

PRESENTER: **Todd Thorsgaard** is the Director of Leadership Development for Minnesota State Colleges and Universities. He has earned his Certified Professional in Learning and Performance (CPLP) from the American Society of Training and Development and has worked as a leadership development trainer and consultant for over 20 years.

### October 23

#### INTRODUCTION TO UNIFIED MESSAGING\*

11:00 a.m.–12:00 noon

Centennial Hall 351

*Sponsored by Information Technology Services*

Outlook Unified Messaging is an Exchange 2010 feature that enables subscribers to retrieve voice and e-mail messages from their individual mailbox using an analog, digital, mobile telephone, or using Outlook Web Access. They can then interact with their mailbox using touchtone or voice commands. When UM-enabled users access their Exchange 2010 mailbox using a telephone, they are presented with a series of voice prompts. These voice prompts help users navigate the Unified Messaging system and enable users to access their Exchange 2010 Inbox. Outlook Unified Messaging lets users retrieve, listen to, reply to, create, and forward voice or e-mail messages and listen to or change calendar information.

This workshop will walk you through the basics of navigating your unified messaging system via phone and email, assist in formatting the new account, answer questions, and show you where to access more training handouts and tutorials. Space is limited. Register at <http://huskynet.stcloudstate.edu/help/training/>

PRESENTER: **Kristen Carlson** is the Technology Training Coordinator at St. Cloud State University. She holds a master's degree in Instructional Design & Training.

### October 30

#### CAREER OPPORTUNITIES WITHIN THE STATE OF MINNESOTA

10:00–11:00 a.m.

Glacier South, Atwood Memorial Center

*Sponsored by the Office of Human Resources*

Learn how to get the job you want! This training will give instructions how you can change positions within your own agency and how to apply for other opportunities within the State of Minnesota. You will learn how to create an account to explore job searching, what it means to "bid" on a position, what a "reassignment" is, what is considered a "promotion," and how the contract language relates to those topics. There will be time for questions and answers.

PRESENTER: **Kris Larson** is a personnel officer in the Office of Human Resources and she works with classified staff. Kris has an AAS degree in Human Resources from St. Paul College.