

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

# Training Tuesdays

## April 2013

### April 2

#### SEIZURE RECOGNITION AND RESPONSE

Noon – 1:00 p.m.

Mississippi Room, Atwood Memorial Center

*Sponsored by the Health & Wellness Committee*

Do you know that one in ten people will have a seizure in their lifetime? Do you know how to respond to someone who is having a seizure? Attend this presentation to learn about the four most common seizure types, what to do and what not to do, and how to determine when a seizure becomes an emergency. Licensed professionals who attend this session are eligible for one free CEU.

PRESENTER: **Lori Braegelmann** is the Community Outreach Coordinator for the Epilepsy Foundation of Minnesota. She serves the counties of Central Minnesota and her position is to educate, connect and empower people affected by seizure disorders.

### April 9

#### eFOLIO FOR ALL MINNESOTANS

11:00 a.m. – Noon

James W. Miller Learning Resources Center, Room 218

*Sponsored by InforMedia Services*

MnSCU received a grant to create eFolio Minnesota (also referred to as eFolioMN), which is a concise way to organize school accomplishments for classes or occupational qualifications for employment applications. Since 2002, it has grown to international proportions and has over 80,000 accounts. It is free, transportable, needs no special software, and is relatively easy to use.

PRESENTER: **Karen Thoms** joined the SCSU faculty in 1987 and has taught a variety of courses, including computer applications. She works in InforMedia Services, a group within LRS that provides technology training for faculty, staff, and students, as well as consulting.

### April 16

#### TECH TIPS FROM TECHIES FOR THE EVERYDAY CONSUMER

10:00 – 11:00 a.m.

James W. Miller Learning Resources Center, Room B18

*Sponsored by Information Technology Services*

Need a new computer, smartphone, or tablet? Baffled by the amount of choices? Attend this discussion to learn what you should look for in a new piece of equipment. Feel free to drop in to this session at any time that it is convenient for you, ask your specific questions, and spend time with the ITS employees.

### April 23

#### ERGONOMICS AND YOUR WORKSPACE

1:00 – 2:00 p.m.

Centennial Hall, Room 351

*Sponsored by Physical Plant Services*

Who sits at your desk? Who uses your computer? Who answers your phone? Who does your work? The answer is ... YOU! You can use office ergonomics to help you be more comfortable and productive throughout your day.

This one-hour hands-on workshop provides participants with an introduction to office ergonomics issues in a practical hands-on training environment. Informational handout sheets will include suggestions on: common signs and symptoms of computer-related injuries, work station to reduce risk of injuries and improve comfort preventing MDS issues, and other topics.

PRESENTER: **Joe Teff** is a Safety & Health Administrator, has a master's degree in Safety and Loss Control, and has much experience working with ergonomics.

### April 30

#### EMAIL AND MOBILE DEVICES

10:00 – 11:00 a.m.

Centennial Hall, Room 351

*Sponsored by Information Technology Services*

Do you have a smart phone? Would you like to be able to send and receive email on it? How about update your Outlook calendar? Come to this Training Tuesdays session to learn how to set up your cell phone to automatically integrate with your St. Cloud State email address!

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