

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

Training Tuesdays

January 2013

January 15

INFORMATION SECURITY – DOS AND DON'TS IN THE WORKPLACE

10:00 – 11:00 a.m.

Alumni Room, Atwood Memorial Center

Sponsored by Information Technology Services

Who is responsible for data security? What data is considered private? What should I do if my supervisor tells me to give someone my password? Where are the policies on these issues? Join us for a healthy discussion about best practices for keeping electronic data secure and be prepared to share your own questions.

PRESENTERS: **Darrin Printy** is the Information Technology Security Coordinator. He has a bachelor's degree in technical communications. **Mary Bongers** is the Assistant Director in Human Resources. She has a master's degree in business administration with a human resources emphasis.

January 22

BASICS OF GRAPHIC DESIGN

2:00 – 3:00 p.m.

Miller Center 205

Sponsored by InforMedia Services

Join us in an exploration of design principles for learning and teaching. Curious about Adobe products such as Photoshop and InDesign? Want to explore Cloud-based presentation tools such as Prezi, SlideRocket and SlideShare? Bring your PowerPoint, along with any similar presentations and projects. We can work together on improving their design.

PRESENTER: **Plamen Miltenoff** is the Coordinator of InforMedia Services (<http://lrts.stcloudstate.edu/library/general/lms/default.asp>). He holds a doctoral degree in Educational Leadership from the University of North Dakota and a doctoral degree in education and psychology from Shoumen University in Bulgaria. He also has a graduate degree in library and information science, as well as graduate degrees in history from several countries.

January 29

UNDERSTANDING RACISM

12:30 – 4:30 p.m.

Alumni Room, Atwood Memorial Center

Sponsored by C.A.R.E. (Community Anti-Racism Initiative)

The C.A.R.E. workshops are a key component of the university's journey to a fully inclusive, multicultural, anti-racist institution. Overwhelmingly, students, faculty and community participants tell us this is one of the best workshops they have ever attended because they are relevant, engaging, informational, comfortable and eye opening! The workshop experience is comprehensive and carefully designed to include hands-on activities and interactive small and large group discussions. During this workshop, the facilitators and participants: unpack the definition of racial justice and racism; explore systemic power; compare the dynamics of access and control; examine power and privilege; and analyze the continuum of systemic change and institutional transformation.

PRESENTER: **Debra Leigh** is the Lead Organizer for the Community Anti-Racism Education Initiative. She has been a Fulbright Scholar, served as the founding Artistic Director for the SCSU Repertory Dance Theatre, and also as the director of the SCSU Dance Program.

***Registration is necessary. Please see below.**



TECH TRAINING TIME

Tuesdays

11:00 a.m. - noon

CH 351

Do you ever wonder where to go for technology training? Each Tuesday, from 11:00 a.m. to noon, you can stop by to ask questions, learn about upcoming workshops, campus software, Information Technology Services, and other items related to technology at SCSU. Perhaps you wanted to ask a few questions about ISRS, PCS training, Outlook, Windows 8, or your different MnSCU related IDs... any of these topics (and many more) would be great to bring to Tech Training Time! Workshops will still occur for formal training on a software but if you have specific questions or would like a little extra one-on-one time, join us!

TRAINER: **Kristen Carlson**, Technology Training Coordinator.