

Training Tuesdays

June 2013

June 4

THE ESSENTIALS OF COMMUNICATING WITH DIPLOMACY AND PROFESSIONALISM

8:00 a.m. - 3:30 p.m.
SCSU Welcome Center

Sponsored by the Office of Human Resources

This workshop is part of the Professional Development 2013 series. Attend this presentation to learn how to: deal with difficult customers, co-workers and others; influence others and turn opponents into allies; defuse tense situations; answer questions masterfully, even if you're not sure of the answer; and communicate under pressure while being poised, calm and effective. **Pre-registration is necessary.**

PRESENTER: Stephen Crawford, SkillPath Corporate Strategies. He is a doctoral candidate in Emerging Leadership and is a dynamic speaker and coach in the fields of leadership, personal development and professional coaching. Stephen uses humor to show people that change is healthy and necessary for quality improvement.

June 11

WINDOWS 8

9:00 a.m. - 10:00 a.m.
Centennial Hall, Room 351

Sponsored by Information Technology Services

The release of Windows 8 has shown a complete redesign of how a person interacts with their computer. Attend this one-hour training to learn about the new features of Windows 8, specifically the new start screen, using your desktop, apps, navigation, and hot corners. There will be time for questions and an open discussion about using your Windows 8 machines at home and in your work space

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

June 18

EVERNOTE: A NOTE-TAKING APP

2:30 - 3:30 p.m.
Centennial Hall, Room 351

Sponsored by Information Technology Services

Evernote is a cloud note-taking app. It can be used on just about any mobile device, tablet, and/or computer. Notes are auto-synced across devices and can be shared with others so project collaboration becomes a snap. This workshop will cover the ins-and-outs of Evernote starting with creating an account and installing Evernote on your devices. You will be guided on how to create notes and add media from desktop clients, the Web and on mobile devices. Finally, you will learn to organize and access your notes through searching, tagging, and sorting.

PRESENTER: Kristen Carlson, Technology Training Coordinator at St. Cloud State.

June 25

EFFECTIVE TEAMWORK STRATEGIES

8:00 a.m. - 3:30 p.m.
Alumni Room, Atwood Memorial Center

Sponsored by the Office of Human Resources

This workshop is part of the Professional Development 2013 series. Attend this presentation to learn: the essentials of teamwork; enhancing teamwork with better communications; dealing with team conflict, sharing problem solving and decision making; how to give proper feedback to team members; what a team is and the developmental stages of highly effective teams; and the role different personality types play in how a team functions. **Pre-registration is necessary.**

PRESENTER: Suzanne Ness, SkillPath Corporate Strategies. She has a master's degree in Organizational Management, is a professional coach, and is a top trainer for SkillPath clients. Suzanne's focus in organizational growth through appropriate communication allows her to facilitate courses that impact the way employees converse and, ultimately, set up teams for greater success.