

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

Training Tuesdays

May 2013

May 7

THREE STEPS TOWARDS SUICIDE PREVENTION

11:00 a.m. - Noon

Glacier North, Atwood Memorial Center

Sponsored by Counseling and Psychological Services

Come to this presentation to learn the three simple steps that anyone can learn to help save a life from suicide: Question, Persuade, and Refer (QPR). Just as people trained in CPR and the Heimlich Maneuver help save thousands of lives each year, people trained in QPR learn how to recognize the warning signs of a suicide crisis and how to question, persuade, and refer someone towards help. QPR-trained gatekeepers learn how to recognize the warning signs of suicide, know how to offer hope, and know how to get help and save a life

PRESENTER: Taunja Meers, MSW, LICSW, Director of Case Management Program. She has extensive experience in brief crisis counseling and case management. As Counseling & Psychological Services case manager, she can assess student needs and connect them with resources within the University and community in order to enhance their ability to be successful in school, work, and life. In addition to being a licensed clinical social worker who provides advocacy, crisis intervention, referrals, counseling, and consultation, Taunja is a certified QPR Master Trainer.

May 14

OUTLOOK 2010: WORKING WITH THE CALENDAR

10:00 – 11:00 a.m.

Centennial Hall, Room 351

Sponsored by Information Technology Services

In this workshop, you will learn how to create and reschedule appointments and events, how to add a reminder to your appointments so that you don't forget about them, and how to view your schedule using the various Calendar views. You will also learn how to create a recurring appointment, such as a weekly staff meeting, and how to view other people's calendars to determine ahead of time if they will be able to make the meeting!

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

May 21

EXCEL 2010: FUNDAMENTALS AND FORMATTING

9:00 a.m. – 10:00 a.m.

Centennial Hall, Room 351

Sponsored by Information Technology Services

This workshop will show you how to edit your Excel worksheets. Learn how to edit cell contents; cut, copy and paste information; insert and delete columns and rows; undo any mistakes you might make; and even correct your spelling errors. We will explain how to format a worksheet to make it more visually attractive and easier to read. You will also learn how to change the appearance, size, and color of text; how to align text inside a cell; how to add borders and shading; and how to use cell styles; as well as many other tools that will help your worksheets look more organized and professional.

PRESENTER: Kristen Carlson, Technology Training Coordinator.

May 28

EXCEL 2010: WORKING WITH CHARTS

2:00 – 3:00 p.m.

Centennial Hall, Room 351

Sponsored by Information Technology Services

Charts allow you to present data, relationships, or trends graphically. Charts are often better at presenting information than hard-to-read numbers in a table or spreadsheet. In this workshop, you will learn how to create, edit and format dynamic looking charts.

PRESENTER: Kristen Carlson, Technology Training Coordinator.