

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

Training Tuesdays

December 2014

December 2

PURCHASING SOFTWARE: THE BASICS

12:30 a.m. – 1:30 p.m.

Centennial Hall, Room 115

Sponsored by Information Technology Services

In this informational session, we'll discuss the changes to the software purchasing process, including reviewing terms and conditions, End User License Agreements and software license agreements in an effort to help clarify questions.

PRESENTER: **Kimberly Arvidson**, IT Sourcing and Purchasing Coordinator.

December 9

WEB CONFERENCING WITH ADOBE CONNECT

12:30 a.m. – 1:30 p.m.

Centennial Hall, Room 115

Co-sponsored by Information Technology Services

Adobe Connect is a web-based system used to enable real-time meetings, collaboration and class sessions with participants all over the world. This workshop will provide an overview of how to use Adobe Connect for meetings, classes or in your office to accommodate remote guests and off-site speakers, share documents and presentations, and how to request support. Come learn how Adobe Connect can help you reach out to a wider audience and enhance the way you work.

PRESENTER: **Craig Jorgensen**, Instructional Technology Specialist. Greg is one of SCSU's campus site administrators for D2L and is part of the Academic Technologies Team.

December 16

THE WEATHER MAY BE FRIGHTFUL, BUT YOUR MOOD MAY STILL BE DELIGHTFUL

Noon – 1:00 p.m.

Granite Room, Atwood Memorial Center

Sponsored by Career Health and Wellness and StayWell

Most of us are working hard just trying to stay warm and dry during the long, cold Minnesota winter. The sun doesn't come out for days which can affect our mood and stress level. It's not called comfort food for nothing.

Hibernation doesn't have to be the norm during the winter months. Healthy living can still prevail, starting with how we manage our stress during the long dark season.

During this presentation participants will learn:

- Why the winter months can make us feel more down than usual.
- How to build resiliency to manage stress.
- That healthy living can still be the norm.

PRESENTER: **Holly Glaubitz**, Program Coordinator, StayWell

Pre-registration is not necessary and there is no fee to attend.



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