

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

Training Tuesdays

October 2014

October 7

D2L: THE FUNDAMENTALS

10:30 a.m. – 11:30 a.m.

Oak Room, Atwood Memorial Center

Sponsored by Information Technology Services

This workshop, specifically geared towards office managers/OAS, is an overview of SCSU's learning management system (D2L) focusing on initial request and setup of courses, and a basic overview of content management, student communication, and quizzing. There will also be time for questions and answers.

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

October 28

TIPS & TOOLS FOR SUCCESSFUL EVENT SCHEDULING AND PLANNING

Noon – 1:30 p.m.

Oak Room, Atwood Memorial Center

Sponsored by Atwood Memorial Center and Sodexo

Meetings, programs, and events are vital aspects of the academic and co-curricular life of a campus. There are dozens of details to address when planning an event or program, whether it's an elaborate dinner for donors, a faculty workshop, or a re-occurring weekly meeting. There are many supportive resources and individuals to help you navigate the policies, processes, and details of event planning to ensure your success. Join us to learn more about becoming an event planner extraordinaire, and to share your effective tips as well!

PRESENTERS: **Lisa Johnson**, Scheduling Coordinator, Atwood Memorial Center
Anne Buttke, Executive Director, Atwood Memorial Center
Susan Green, Manager, Sodexo Catering

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



ST. CLOUD STATE
UNIVERSITY

EDUCATION FOR LIFE.