








**CSU, Chico – Staff Human Resources Management  
Training Schedule for Fall 2009**



As of 11/04/2009

Where to look for courses:

- Staff Human Resources Management (SHRM) Training and Development - <http://www.csuchico.edu/hr/learn>
- CSU, Chico Web-Based Training (EHS) - <https://ehstraining.csuchico.edu>
- CSU, Chico Campus Calendar (and filter for workshops) - <http://events.csuchico.edu>
- University Staff Development Committee - <http://www.csuchico.edu/vpaa/StaffDevelop>
- Information Technology Trainings (software): <http://training.csuchico.edu>
- Defensive Driver Training: <http://www.csuchico.edu/vres>

Scheduled courses by date:

| Course   | Series  | Sponsor                | Date                  | Time                 | Instructor                                | Location             |
|--|---|------------------------|-----------------------|----------------------|---|----------------------|
| <b>Personal Finance 101</b>                            |   | USDP,<br>FSAP,<br>SHRM | 9/09/2009<br>(Wed)    | 2:00- 3:00<br>p.m.   | Alice Valentini                           | SSC 304              |
| <b>New Employee Orientation</b>                        |   | SHRM &<br>EHS          | 9/09/2009<br>(Wed)    | 9:00-3:30<br>p.m.    | Brian Mohs, Jessica Post &<br>Bob Stevens | KNDL 207             |
| <b>Helping Departments Help Students</b>               |    | USDP,<br>SHRM          | 9/22/2009<br>(Tues)   | 10:00-12:00<br>a.m.  | Jan Burnham                               | MLIB 043<br>Studio A |
| <b>Recognizing Discrimination and Harassment</b>       |    | ADA,<br>CCC,<br>SHRM   | 9/28/2009             | 9:30- 11:00<br>a.m.  | Regina Buckner & Beverly<br>Gentry        | MLIB 043<br>Studio A |
| <b>CSU Labor Relations</b>                             |  | SHRM                   | 9/29/2009             | 12:00- 1:30<br>p.m.  | Jorge Salinas                             | MLIB 043<br>Studio A |
| <b>Personal Finance 101</b>                            |   | FSAP,<br>SHRM,<br>USDP | 10/7/2009<br>(Wed)    | 2:00- 3:00<br>p.m.   | Alice Valentini                           | SSC 150              |
| <b>New Employee Orientation</b>                        |   | SHRM &<br>EHS          | 10/14/2009<br>(Wed)   | 9:00-3:30<br>p.m.    | Brian Mohs, Jessica Post &<br>Bob Stevens | KNDL 207             |
| <b>Stress Management</b>                               |   | FSAP,<br>SHRM,<br>USDP | 10/19/2009<br>(Mon)   | 2:00- 4:00<br>p.m.   | Scott Wyman                               | MLIB 043<br>Studio A |
| <b>MPP: CSUEU Contract Training (Units 2, 5, 7, 9)</b> |  | SHRM                   | 10/21/2009<br>(Wed)   | 9:00- 12:00<br>a.m.  | Jorge Salinas                             | MLIB 043<br>Studio A |
| <b>Stress Management</b>                               |   | FSAP,<br>SHRM,<br>USDP | 10/22/2009<br>(Thurs) | 9:00- 11:00<br>a.m.  | Scott Wyman                               | MLIB 043<br>Studio A |
| <b>Assertive Communication</b>                         |  | FSAP,<br>SHRM,<br>USDP | 11/3/2009<br>(Tues)   | 9:00- 11:00<br>a.m.  | Joc Clark                                 | MLIB 043<br>Studio A |
| <b>Personal Finance 101</b>                            |   | FSAP,<br>SHRM,<br>USDP | 11/4/2009<br>(Wed)    | 6:30-8:30<br>p.m.    | Alice Valentini                           | SSC 150              |
| <b>What I Do "Best" Is My Best Work</b>                |   | USDP,<br>SHRM          | 11/5/2009<br>(Thurs)  | 10:00- 11:30<br>a.m. | Robert Sprague                            | MLIB 043<br>Studio A |
| <b>Beginning Business Writing &amp; Editing</b>        |  | USDP,<br>SHRM          | 11/9/2009<br>(Mon)    | 10:00- 11:30<br>a.m. | Casey Huff                                | MLIB 043<br>Studio A |
| <b>Working With Difficult People</b>                   |  | USDP,<br>FSAP,<br>SHRM | 11/10/2009<br>(Tues)  | 9:00- 11:00<br>a.m.  | Joc Clark                                 | MLIB 043<br>Studio A |

| Course  | Series  | Sponsor       | Date                  | Time                 | Instructor  | Location             |
|---|---|---------------|-----------------------|----------------------|---|----------------------|
| <b>SCOOP: It's Easy Being Green</b>             |   | SHRM          | 11/13/2009<br>(Fri)   | 12:00- 1:00<br>p.m.  | SCOOP Students, Halli Bovia   | SSC 206              |
| <b>Communication Styles</b>                     |  | SHRM          | 11/17/2009<br>(Tues)  | 2:00- 4:00<br>p.m.   | Beverly Gentry  | MLIB 043<br>Studio A |
| <b>Preventing Violence in the Workplace</b>     |  | SHRM          | 12/03/2009<br>(Thurs) | 10:00- 12:00<br>a.m. |   | MLIB 043<br>Studio A |
| <b>Webinar: People: Difficult or Different?</b> |   | SHRM,<br>USDP | 11/24/2009<br>(Tues)  | 1:00- 2:00<br>p.m.   | Effectiveness Institute   | Online               |
| <b>New Employee Orientation</b>                 |   | SHRM &<br>EHS | 12/9/2009<br>(Wed)    | 9:00-3:30<br>p.m.    | Brian Mohs, Jessica Post &<br>Bob Stevens                               | KNDL 207             |
| <b>CMS – HR: Training</b>                       |   | CMS           |                       |                      | <a href="http://training.csuchico.edu">http://training.csuchico.edu</a> |                      |

#### Series

(blank) Indicates course is for all campus employees – staff, faculty, supervisors, and administrators (MPP).



Indicates course is part of the Supervisory Development Training (SDT) certificate series. All campus employees can attend. For those that have signed up for the Supervisory Certificate, this meets part of the program requirements. For more information, go to <http://www.csuchico.edu/hr/learn/sdt.shtml>



Indicates course is for Administrators (MPP) only.

*Staff Human Resources Development (SHRM) would like to thank our campus partners for facilitating or sponsoring workshops for staff training throughout the year:*

ADA Committee (ADAC)

Campus Climate Committee (CCC)

Environmental Health & Safety (EH&S)

Information Resources and Information Technology Training Instructors

Academic Technologies (ATEC)

CMS Project (CMS)

Computing & User Support (CAUS): Student Computing (STCP) and User Services (USRV)

Information Security (ISEC)

Public Affairs and Publications (PA)

University Staff Development Committee (USDC)

**Contact Staff Human Resources Management (Training and Development) with questions:**

**Beverly Delker Gentry, Training Coordinator, (530) 898-4666, Zip 028**

**Email: [bgentry@csuchico.edu](mailto:bgentry@csuchico.edu) Web: <http://www.csuchico.edu/hr/learn>**