

**Schedule-at-a-Glance**

Term (All)

View descriptions and details at [training.csuchico.edu](http://training.csuchico.edu)

Series	Title	Date	Start Time	End Time	Location	Enrollment Rule	
Academic Support Series	Course & University Curriculum Process Steps	10/4/2017	9:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS	
		3/1/2018	9:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS	
	Peoplesoft Class Scheduling	8/1/2017	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
		10/3/2017	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
		2/20/2018	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
		4/19/2018	9:00 AM	10:30 AM	CLSA 100B	Open Enrollment via DTS	
	WTU, Time Base and Faculty Salaries Overview	7/11/2017	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
		11/7/2017	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
	Astra Schedule for Academics	3/27/2018	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
		8/8/2017	10:00 AM	2:00 PM	SSC 410	Open Enrollment via DTS	
	Faculty Workload Process	9/19/2017	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
		2/6/2018	10:00 AM	2:00 PM	SSC 410	Open Enrollment via DTS	
		7/18/2017	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
	Schedule Build Overview	9/5/2017	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
		1/16/2018	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
		7/25/2017	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
	APSS: CRA + Insight	10/24/2017	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
3/6/2018		10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS		
10/17/2017		3:00 PM	4:00 PM	CLSA 100B	Open Enrollment via DTS		
Administrative Support Series	Life Cycle of a PO	11/14/2017	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS	
		10/17/2017	9:00 AM	10:00 AM	SSC 410	Open Enrollment via DTS	
	Financial Services Walk-In	9/13/2017	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS	
		2/13/2018	11:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
		3/14/2018	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS	
		4/18/2018	11:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
		5/15/2018	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS	
		6/12/2018	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS	
		1/17/2018	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS	
		12/20/2017	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS	
		Budget 201 Lab	10/10/2017	10:00 AM	11:00 AM	SSC 410	CANCELLED
			10/4/2017	2:00 PM	3:00 PM	SSC 410	CANCELLED
			11/30/2017	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
	2/27/2018		10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS	
	2/28/2018		2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS	
	4/24/2018		10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS	
	4/26/2018		2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS	
	12/6/2017	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS		
	Information Technology Procurement Review	10/18/2017	9:00 AM	10:30 AM	CLSA 100B	Open Enrollment via DTS	
		8/29/2017	3:00 PM	5:00 PM	CLSA 100B	Open Enrollment via DTS	
	Avoiding Bias in Hiring	8/9/2017	9:00 AM	11:00 AM	CLSA 100A	Open Enrollment via DTS	
		9/6/2017	12:00 PM	2:00 PM	GLNN 308	Trainer Must Approve	
		12/8/2017	3:00 PM	5:00 PM	KNDL 207/209	Open Enrollment via DTS	
		10/19/2017	2:00 PM	4:00 PM	CLSA 100B	Open Enrollment via DTS	
		12/5/2017	9:00 AM	11:00 AM	ARTS 228	Open Enrollment via DTS	
		8/18/2017	3:00 PM	5:00 PM	ARTS 228	Open Enrollment via DTS	
		9/12/2017	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS	
	Concur Travel: Booking travel soon? Use Concur	2/22/2018	9:00 AM	10:30 AM	CLSA 100A	Open Enrollment via DTS	
	Budget 201: How to Monitor your Budget	4/17/2018	9:00 AM	10:30 AM	CLSA 100B	Open Enrollment via DTS	

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Series	Title	Date	Start Time	End Time	Location	Enrollment Rule	
Administrative Support Series	Budget 201: How to Monitor your Budget	9/28/2017	2:00 PM	3:30 PM	CLSA 100B	CANCELLED	
		11/29/2017	3:00 PM	4:30 PM	CLSA 100B	Open Enrollment via DTS	
	Purchasing Office Supplies & Equipment	11/2/2017	9:30 AM	10:30 AM	CLSA 100B	Open Enrollment via DTS	
		3/7/2018	10:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS	
		10/19/2017	11:00 AM	12:00 PM	CLSA 100B	Open Enrollment via DTS	
Budget 101 Training	3/20/2018	10:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS		
	CMS-HR [PeopleSoft: HR]	Faculty & Staff Workforce Admin - Inquire	9/7/2017	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
12/7/2017			1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve	
8/8/2017			1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve	
7/6/2017			1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve	
10/10/2017			1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve	
11/8/2017			1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve	
7/19/2017			8:00 AM	10:00 AM	KNDL 214	Trainer Must Approve	
9/5/2017			12:30 PM	2:30 PM	KNDL 214	Trainer Must Approve	
10/16/2017			9:00 AM	11:00 AM	KNDL 214	Trainer Must Approve	
10/19/2017			1:00 PM	3:00 PM	KNDL 214	Trainer Must Approve	
11/16/2017			8:30 AM	10:30 AM	KNDL 214	Trainer Must Approve	
Time & Labor - Student Payroll		8/29/2017	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve	
		9/27/2017	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve	
		11/14/2017	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve	
Time and Labor Student Payroll		10/25/2017	1:30 PM	4:00 PM	SSC 410	Trainer Must Approve	
		12/14/2017	1:30 PM	4:00 PM	SSC 410	Trainer Must Approve	
		7/25/2017	1:30 PM	4:00 PM	SSC 410	Trainer Must Approve	
		8/28/2017	1:30 PM	4:00 PM	SSC 410	Trainer Must Approve	
Unit 3 and Unit 11 Contract Generation		8/25/2017	10:30 AM	12:30 PM	KNDL 214	Trainer Must Approve	
		8/21/2017	10:00 AM	12:00 PM	KNDL 214	Trainer Must Approve	
		8/30/2017	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve	
ISA Contract Generation		9/21/2017	1:30 PM	2:30 PM	KNDL 214	Trainer Must Approve	
		8/21/2017	2:00 PM	3:00 PM	KNDL 214	Trainer Must Approve	
		8/14/2017	2:00 PM	3:00 PM	KNDL 214	Trainer Must Approve	
		Growth & Development	Employee Fee Waiver Information Session	10/11/2017	12:00 PM	1:00 PM	CLSA 100B
4/11/2018				12:00 PM	1:00 PM	CLSA 100B	Open Enrollment via DTS
CSU's Got Talent - Webcasts			7/20/2017	10:00 AM	11:00 AM	Webcast	Webcast or Online
Effectiveness Institute - Webinars "3 Steps to Thriving in Chaos	10/6/2017		11:00 PM	12:00 PM	Webcast	Webcast or Online	
	7/13/2017		11:00 PM	12:00 PM	Webcast	Webcast or Online	
Effectiveness Institute - Webinars "6 Essentials for Teams that	9/7/2017		11:00 PM	12:00 PM	Webcast	Webcast or Online	
	12/7/2017		11:00 PM	12:00 PM	Webcast	Webcast or Online	
Effectiveness Institute - Webinars "Making Difficult Conversatio	11/3/2017		11:00 PM	12:00 PM	Webcast	Webcast or Online	
Effectiveness Institute - Webinars "People, Difficult or Different	8/15/2017		11:00 PM	12:00 PM	Webcast	Webcast or Online	
Emotional Intelligence	9/12/2017		9:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS	
Writing for the Web & Social Media	9/27/2017		2:00 PM	3:30 PM	SSC 122/124	Open Enrollment via DTS	
Social Media Strategy	10/3/2017		2:00 PM	3:00 PM	CLSA 100A	Open Enrollment via DTS	
Active Shooter Training: 19 Seconds	11/28/2017		9:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS	
Tips for Better Business Writing and Editing	2/21/2018		2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS	
CSU's Got Talent - Webcast: A New Strategy to Help you Step (	12/12/2017	10:00 AM	11:00 AM	Webcast	Webcast or Online		
Leading Others	Principles of Supervision Part A	7/18/2017	8:00 AM	4:00 PM	CLSA 100B	Contact PDEV	
	Principles of Supervision Part B	7/19/2017	8:00 AM	4:00 PM	CLSA 100B	Contact PDEV	
	Role of the Work Lead Part A	10/24/2017	1:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS	
	Role of the Work Lead Part B	11/2/2017	1:00 PM	3:00 PM	SSC 150	Open Enrollment via DTS	
	Principles of Supervision	1/11/2018	8:00 AM	12:00 PM	ARTS 228	Contact PDEV	
1/9/2018		8:00 AM	12:00 PM	CLSA 100B	Contact PDEV		

**Schedule-at-a-Glance**

Series	Title	Date	Start Time	End Time	Location	Enrollment Rule	
Leading Others	Principles of Supervision	1/10/2018	8:00 AM	12:00 PM	CLSA 100B	Contact PDEV	
		1/12/2018	8:00 AM	12:00 PM	ARTS 228	Contact PDEV	
Skills and Competencies	Excel User Group	10/6/2017	11:00 AM	12:00 PM	YOLO 234	Open Enrollment via DTS	
		11/3/2017	11:00 AM	12:00 PM	YOLO 234	Open Enrollment via DTS	
		7/13/2017	9:00 AM	10:00 AM	THMA 116	Open Enrollment via DTS	
		8/10/2017	9:00 AM	10:00 AM	THMA 116	Open Enrollment via DTS	
		9/8/2017	11:00 AM	12:00 PM	YOLO 234	Open Enrollment via DTS	
		9/22/2017	11:00 AM	12:00 PM	YOLO 234	Open Enrollment via DTS	
		10/20/2017	11:00 AM	12:00 PM	YOLO 234	Open Enrollment via DTS	
		11/17/2017	11:00 AM	12:00 PM	YOLO 234	Open Enrollment via DTS	
		12/1/2017	11:00 AM	12:00 PM	YOLO 234	Open Enrollment via DTS	
		12/15/2017	11:00 AM	12:00 PM	YOLO 234	CANCELLED (min enrollment)	
		Bay to Box Files Move: Information Sessions	7/10/2017	11:00 AM	12:00 PM	CLSA 100B	Open Enrollment via DTS
		Bay to Box Migration: Getting over the Mountain Alive	7/26/2017	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS
		Cascade Server Training	8/9/2017	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
	9/21/2017		9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
	7/13/2017		9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
	9/15/2017		9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
	7/5/2017		9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
	Cascade Training for 3.0 Site Editors-Basic	8/17/2017	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
		7/12/2017	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
		8/10/2017	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
		7/17/2017	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
		8/16/2017	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
	Box Tips and Tricks	9/14/2017	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
		9/22/2017	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
		8/8/2017	3:00 PM	4:00 PM	CLSA 100A	Open Enrollment via DTS	
		8/29/2017	2:00 PM	3:00 PM	CLSA 100A	Open Enrollment via DTS	
		11/9/2017	1:00 PM	2:00 PM	SSC 150	Open Enrollment via DTS	
		10/24/2017	4:00 PM	5:00 PM	CLSA 100B	CANCELLED (min enrollment)	
		9/26/2017	2:00 PM	3:00 PM	SSC 150	Open Enrollment via DTS	
		11/28/2017	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS	
		10/12/2017	3:00 PM	4:00 PM	SSC 150	Open Enrollment via DTS	
		12/12/2017	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS	
	Green Dot Violence Prevention Training	9/27/2017	10:30 AM	12:00 PM	CLSA 100A	Open Enrollment via DTS	
		11/1/2017	11:00 AM	12:30 PM	MLIB 252	CANCELLED (min enrollment)	
	Blackboard Learn	8/15/2017	3:00 PM	4:30 PM	MLIB 226	Trainer Must Approve	
		8/19/2017	10:00 AM	11:30 AM	THMA 131	Trainer Must Approve	
		8/23/2017	10:00 AM	11:30 AM	THMA 131	Trainer Must Approve	
	Blackboard Learn Bring Questions/Get Answers	8/19/2017	12:00 PM	2:00 PM	THMA 131	Trainer Must Approve	
	Identity Finder Training	12/13/2017	10:30 AM	11:30 AM	CLSA 100A	Open Enrollment via DTS	
		10/23/2017	10:30 AM	11:30 AM	CLSA 100B	CANCELLED	
11/13/2017		10:30 AM	11:30 AM	CLSA 100B	CANCELLED (min enrollment)		
How to Integrate Lynda.com and LinkedIn with Student Learning	10/16/2017	11:00 AM	12:00 PM	CLSA 100A	Open Enrollment via DTS		
Understanding Our Benefits	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	7/19/2017	8:00 AM	5:00 PM	SSC 426	Restricted	
		8/31/2017	8:00 AM	5:00 PM	SSC 426	Enroll through Sponsor	
		11/9/2017	8:00 AM	5:00 PM	SSC 426	Enroll through Sponsor	
		10/4/2017	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor	
		12/8/2017	8:00 AM	5:00 PM	SSC 466	Enroll through Sponsor	
		8/30/2017	8:00 AM	5:00 PM	ARTS 229	Enroll through Sponsor	
	CSU 401(k) & 457(b) Plan: One-on-One Consultations with Sav	7/11/2017	8:00 AM	5:00 PM	ARTS 229	Trainer Must Approve	

**Schedule-at-a-Glance**

Series	Title	Date	Start Time	End Time	Location	Enrollment Rule
Understanding Our Benefits	CSU 401(k) & 457(b) Plan: One-on-One Consultations with Sav	8/9/2017	8:00 AM	5:00 PM	ARTS 229	Trainer Must Approve
		9/21/2017	8:00 AM	5:00 PM	SSC 466	Enroll through Sponsor
		10/24/2017	8:00 AM	5:00 PM	SSC 466	Enroll through Sponsor
		4/19/2018	8:00 AM	4:00 PM	SSC 466	Enroll through Sponsor
		3/22/2018	8:00 AM	4:00 PM	SSC 466	Enroll through Sponsor
		11/13/2017	8:00 AM	4:00 PM	SSC 490	Enroll through Sponsor
		2/8/2018	8:00 AM	5:00 PM	SSC 466	Enroll through Sponsor
		5/1/2018	8:00 AM	4:00 PM	SSC 466	Enroll through Sponsor
	Retirement, Medicare & CalPERS: How does it all work together	1/24/2018	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor
		8/29/2017	11:00 AM	1:00 PM	CLSA 100B	Open Enrollment via DTS
		9/6/2017	2:00 PM	4:00 PM	CLSA 100A	Open Enrollment via DTS
		9/26/2017	11:00 AM	1:00 PM	SSC 122/124	Open Enrollment via DTS
	Legal Planning, Beneficiaries, Wills and Trusts	9/28/2017	2:00 PM	4:00 PM	CLSA 100B	Open Enrollment via DTS
		9/14/2017	9:00 AM	10:30 AM	CLSA 100A	Open Enrollment via DTS
	Open Enrollment Informational Sessions	9/21/2017	2:00 PM	3:00 PM	KNDL 207/209	Open Enrollment via DTS
			10:00 AM	11:00 AM	SSC 122/124	Open Enrollment via DTS
		9/19/2017	2:00 PM	3:00 PM	SSC 122/124	Open Enrollment via DTS
			10:00 AM	11:00 AM	SSC 122/124	Open Enrollment via DTS
		9/20/2017	2:00 PM	3:00 PM	SSC 122/124	Open Enrollment via DTS
			10:00 AM	11:00 AM	SSC 122/124	Open Enrollment via DTS
CalPERS Benefit Basics	11/1/2017	10:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS	
Planning Your Retirement	11/1/2017	2:00 PM	4:30 PM	CLSA 100B	Open Enrollment via DTS	
Invest in Your Financial Future: Easy Ways to Save for Retirement	2/27/2018	9:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS	
Work/Life Balance	Heartsaver CPR/AED Training	7/12/2017	9:00 AM	12:00 PM	SSC 122/124	Open Enrollment via DTS
		1/11/2018	9:00 AM	12:00 PM	SSC 122/124	Open Enrollment via DTS
		1/9/2018	1:00 PM	4:00 PM	SSC 122/124	Open Enrollment via DTS
		3/21/2018	1:00 PM	4:00 PM	SSC 122/124	Open Enrollment via DTS
	Women's Leadership Roundtable	11/9/2017	12:00 PM	1:00 PM	CLSA 100B	No Enrollment Necessary
		3/27/2018	12:00 PM	1:00 PM	CLSA 100B	No Enrollment Necessary
		9/15/2017	12:00 PM	1:00 PM	CLSA 100B	No Enrollment Necessary
		10/16/2017	12:00 PM	1:00 PM	CLSA 100B	No Enrollment Necessary
		12/8/2017	12:00 PM	1:00 PM	CLSA 100B	No Enrollment Necessary
		1/30/2018	12:00 PM	1:00 PM	CLSA 100B	No Enrollment Necessary
	2/16/2018	12:00 PM	1:00 PM	CLSA 100B	No Enrollment Necessary	
	What's New With Medicare? Understanding Medicare for Caregivers	11/6/2017	12:00 PM	1:00 PM	CLSA 100A	Open Enrollment via DTS
	Building a Human-Focused Workforce	Safe Zone 1 Ally Training	11/14/2017	10:00 AM	12:00 PM	MLIB 043
10/9/2017			10:00 AM	12:00 PM	BMU Auditorium	Open Enrollment via DTS
Safe Zone 2 Ally Training		10/12/2017	9:00 AM	11:00 AM	BMU Auditorium	Open Enrollment via DTS
		11/16/2017	12:00 PM	2:00 PM	MLIB 043	Open Enrollment via DTS
StrengthsQuest Team Building		11/3/2017	2:00 PM	5:00 PM	GLNN 316	Trainer Must Approve
		8/10/2017	2:00 PM	5:00 PM	MLIB 172	Open Enrollment via DTS
1st Generation Students Webinar		10/4/2017	11:00 AM	12:30 PM	CLSA 100A	Open Enrollment via DTS
Dream Ally Training		10/13/2017	8:30 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
Tactical Communication		11/1/2017	1:00 PM	4:00 PM	CLSA 100 A	Open Enrollment via DTS
		4/25/2018	9:00 AM	12:00 PM	CLSA 100B	Open Enrollment via DTS
Pathways to Persistence: Student Success Takes a Campus; It's Not Just About the Grades		10/25/2017	9:00 AM	10:30 AM	CLSA 100B	Open Enrollment via DTS
Webinar: Hispanic/Latino Student Success: Initiatives to Ensure Success	11/28/2017	11:00 AM	12:30 PM	KNDL 207/209	Open Enrollment via DTS	
Reframing At-Risk to High Potential: Responding to Today's Diversity	10/25/2017	3:00 PM	4:30 PM	SELV 100	Open Enrollment via DTS	
Webinar: Bystander Intervention Use Current Trends in the Prevention of Sexual Assault	12/7/2017	11:00 AM	12:30 PM	CLSA 100B	Open Enrollment via DTS	
New Employee Experience	New Employee Orientation	12/14/2017	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
		8/24/2017	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve

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Series	Title	Date	Start Time	End Time	Location	Enrollment Rule
New Employee Experience	New Employee Orientation	2/22/2018	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
		4/26/2018	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
		7/27/2017	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
		9/28/2017	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
		10/26/2017	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
		11/16/2017	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
		1/25/2018	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
		3/22/2018	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
		5/24/2018	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
		6/28/2018	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
Chair & Manager (MPP) Development	MPP: Valuing and Evaluating Staff	10/11/2017	9:00 AM	11:00 AM	CLSA 100B	Trainer Must Approve
		9/26/2017	3:00 PM	4:30 PM	MLIB 338	Trainer Must Approve
	Understanding What to do for Injuries, Leaves and Workers' Co	11/9/2017	10:00 AM	11:30 AM	CLSA 100B	Open Enrollment via DTS
Student Employment Processes	JobCat 101	2/15/2018	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS
		9/1/2017	10:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
	Student Employee Hiring Process	8/24/2017	2:00 PM	4:00 PM	CLSA 100B	Open Enrollment via DTS
	Supervising Students	9/6/2017	10:00 AM	12:00 PM	CLSA 100B	Open Enrollment via DTS
	Using Work Study to Hire Student Employees	12/6/2017	9:00 AM	11:00 AM	CLSA 100B	CANCELLED (min enrollment)
		4/10/2018	2:00 PM	4:00 PM	CLSA 100B	Open Enrollment via DTS
		1/30/2018	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS

**Calendar of Events**

Term (All)

View descriptions and details at [training.csuchico.edu](http://training.csuchico.edu)

Date	Title	Series	Start Time	End Time	Location	Enrollment Rule
7/5/2017	Cascade Server Training	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
7/6/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
7/10/2017	Bay to Box Files Move: Information Sessions	Skills and Competencies	11:00 AM	12:00 PM	CLSA 100B	Open Enrollment via DTS
7/11/2017	Astra Schedule for Academics	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
7/11/2017	CSU 401(k) & 457(b) Plan: One-on-One Consultations with Savings Plus	Understanding Our Benefits	8:00 AM	5:00 PM	ARTS 229	Trainer Must Approve
7/12/2017	Heartsaver CPR/AED Training	Work/Life Balance	9:00 AM	12:00 PM	SSC 122/124	Open Enrollment via DTS
7/12/2017	Cascade Training for 3.0 Site Editors-Basic	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
7/13/2017	Excel User Group	Skills and Competencies	9:00 AM	10:00 AM	THMA 116	Open Enrollment via DTS
7/13/2017	Effectiveness Institute - Webinars "3 Steps to Thriving in Chaos"	Growth & Development	11:00 PM	12:00 PM	Webcast	Webcast or Online
7/13/2017	Cascade Server Training	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
7/17/2017	Cascade Training for 3.0 Site Editors-Basic	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
7/18/2017	Schedule Build Overview	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
7/18/2017	Principles of Supervision Part A	Leading Others	8:00 AM	4:00 PM	CLSA 100B	Contact PDEV
7/19/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	8:00 AM	10:00 AM	KNDL 214	Trainer Must Approve
7/19/2017	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	SSC 426	Restricted
7/19/2017	Principles of Supervision Part B	Leading Others	8:00 AM	4:00 PM	CLSA 100B	Contact PDEV
7/20/2017	CSU's Got Talent - Webcasts	Growth & Development	10:00 AM	11:00 AM	Webcast	Webcast or Online
7/25/2017	APSS: CRA + Insight	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
7/25/2017	Time and Labor Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:00 PM	SSC 410	Trainer Must Approve
7/26/2017	Bay to Box Migration: Getting over the Mountain Alive	Skills and Competencies	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS
7/27/2017	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
8/1/2017	Peoplesoft Class Scheduling	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
8/8/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
8/8/2017	Faculty Workload Process	Academic Support Series	10:00 AM	2:00 PM	SSC 410	Open Enrollment via DTS
8/8/2017	Box Tips and Tricks	Skills and Competencies	3:00 PM	4:00 PM	CLSA 100A	Open Enrollment via DTS
8/9/2017	CSU 401(k) & 457(b) Plan: One-on-One Consultations with Savings Plus	Understanding Our Benefits	8:00 AM	5:00 PM	ARTS 229	Trainer Must Approve
8/9/2017	Cascade Server Training	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
8/9/2017	Avoiding Bias in Hiring	Administrative Support Series	9:00 AM	11:00 AM	CLSA 100A	Open Enrollment via DTS
8/10/2017	Excel User Group	Skills and Competencies	9:00 AM	10:00 AM	THMA 116	Open Enrollment via DTS
8/10/2017	Cascade Training for 3.0 Site Editors-Basic	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
8/10/2017	StrengthsQuest Team Building	Building a Human-Focused Workforce	2:00 PM	5:00 PM	MLIB 172	Open Enrollment via DTS
8/14/2017	ISA Contract Generation	CMS-HR [PeopleSoft: HR]	2:00 PM	3:00 PM	KNDL 214	Trainer Must Approve
8/15/2017	Effectiveness Institute - Webinars "People, Difficult or Different"	Growth & Development	11:00 PM	12:00 PM	Webcast	Webcast or Online
8/15/2017	Blackboard Learn	Skills and Competencies	3:00 PM	4:30 PM	MLIB 226	Trainer Must Approve
8/16/2017	Cascade Training for 3.0 Site Editors-Basic	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
8/17/2017	Cascade Server Training	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
8/18/2017	Avoiding Bias in Hiring	Administrative Support Series	3:00 PM	5:00 PM	ARTS 228	Open Enrollment via DTS
8/19/2017	Blackboard Learn	Skills and Competencies	10:00 AM	11:30 AM	THMA 131	Trainer Must Approve
8/19/2017	Blackboard Learn Bring Questions/Get Answers	Skills and Competencies	12:00 PM	2:00 PM	THMA 131	Trainer Must Approve
8/21/2017	Unit 3 and Unit 11 Contract Generation	CMS-HR [PeopleSoft: HR]	10:00 AM	12:00 PM	KNDL 214	Trainer Must Approve
8/21/2017	ISA Contract Generation	CMS-HR [PeopleSoft: HR]	2:00 PM	3:00 PM	KNDL 214	Trainer Must Approve
8/23/2017	Blackboard Learn	Skills and Competencies	10:00 AM	11:30 AM	THMA 131	Trainer Must Approve
8/24/2017	Student Employee Hiring Process	Student Employment Processes	2:00 PM	4:00 PM	CLSA 100B	Open Enrollment via DTS
8/24/2017	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
8/25/2017	Unit 3 and Unit 11 Contract Generation	CMS-HR [PeopleSoft: HR]	10:30 AM	12:30 PM	KNDL 214	Trainer Must Approve
8/28/2017	Time and Labor Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:00 PM	SSC 410	Trainer Must Approve
8/29/2017	Time & Labor - Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve
8/29/2017	Retirement, Medicare & CalPERS: How does it all work together?	Understanding Our Benefits	11:00 AM	1:00 PM	CLSA 100B	Open Enrollment via DTS
8/29/2017	Box Tips and Tricks	Skills and Competencies	2:00 PM	3:00 PM	CLSA 100A	Open Enrollment via DTS
8/29/2017	Avoiding Bias in Hiring	Administrative Support Series	3:00 PM	5:00 PM	CLSA 100B	Open Enrollment via DTS
8/30/2017	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	ARTS 229	Enroll through Sponsor
8/30/2017	Unit 3 and Unit 11 Contract Generation	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
8/31/2017	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	SSC 426	Enroll through Sponsor
9/1/2017	JobCat 101	Student Employment Processes	10:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS

**Calendar of Events**

Date	Title	Series	Start Time	End Time	Location	Enrollment Rule
9/5/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	12:30 PM	2:30 PM	KNDL 214	Trainer Must Approve
9/5/2017	Schedule Build Overview	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
9/6/2017	Supervising Students	Student Employment Processes	10:00 AM	12:00 PM	CLSA 100B	Open Enrollment via DTS
9/6/2017	Retirement, Medicare & CalPERS: How does it all work together?	Understanding Our Benefits	2:00 PM	4:00 PM	CLSA 100A	Open Enrollment via DTS
9/6/2017	Avoiding Bias in Hiring	Administrative Support Series	12:00 PM	2:00 PM	GLNN 308	Trainer Must Approve
9/7/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
9/7/2017	Effectiveness Institute - Webinars "6 Essentials for Teams that Work"	Growth & Development	11:00 PM	12:00 PM	Webcast	Webcast or Online
9/8/2017	Excel User Group	Skills and Competencies	11:00 AM	12:00 PM	YOLO 234	Open Enrollment via DTS
9/12/2017	Emotional Intelligence	Growth & Development	9:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
9/12/2017	Concur Travel: Booking travel soon? Use Concur	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
9/13/2017	Financial Services Walk-In	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
9/14/2017	Cascade Training for 3.0 Site Editors-Basic	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
9/14/2017	Legal Planning, Beneficiaries, Wills and Trusts	Understanding Our Benefits	9:00 AM	10:30 AM	CLSA 100A	Open Enrollment via DTS
9/15/2017	Women's Leadership Roundtable	Work/Life Balance	12:00 PM	1:00 PM	CLSA 100B	No Enrollment Necessary
9/15/2017	Cascade Server Training	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
9/19/2017	Faculty Workload Process	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
9/19/2017	Open Enrollment Informational Sessions	Understanding Our Benefits	10:00 AM	11:00 AM	SSC 122/124	Open Enrollment via DTS
9/19/2017	Open Enrollment Informational Sessions	Understanding Our Benefits	2:00 PM	3:00 PM	SSC 122/124	Open Enrollment via DTS
9/20/2017	Open Enrollment Informational Sessions	Understanding Our Benefits	10:00 AM	11:00 AM	SSC 122/124	Open Enrollment via DTS
9/20/2017	Open Enrollment Informational Sessions	Understanding Our Benefits	2:00 PM	3:00 PM	SSC 122/124	Open Enrollment via DTS
9/21/2017	CSU 401(k) & 457(b) Plan: One-on-One Consultations with Savings Plus	Understanding Our Benefits	8:00 AM	5:00 PM	SSC 466	Enroll through Sponsor
9/21/2017	Cascade Server Training	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
9/21/2017	Open Enrollment Informational Sessions	Understanding Our Benefits	10:00 AM	11:00 AM	SSC 122/124	Open Enrollment via DTS
9/21/2017	Open Enrollment Informational Sessions	Understanding Our Benefits	2:00 PM	3:00 PM	KNDL 207/209	Open Enrollment via DTS
9/21/2017	ISA Contract Generation	CMS-HR [PeopleSoft: HR]	1:30 PM	2:30 PM	KNDL 214	Trainer Must Approve
9/22/2017	Excel User Group	Skills and Competencies	11:00 AM	12:00 PM	YOLO 234	Open Enrollment via DTS
9/22/2017	Cascade Training for 3.0 Site Editors-Basic	Skills and Competencies	9:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
9/26/2017	Retirement, Medicare & CalPERS: How does it all work together?	Understanding Our Benefits	11:00 AM	1:00 PM	SSC 122/124	Open Enrollment via DTS
9/26/2017	Box Tips and Tricks	Skills and Competencies	2:00 PM	3:00 PM	SSC 150	Open Enrollment via DTS
9/26/2017	MPP: Valuing and Evaluating Staff	Chair & Manager (MPP) Development	3:00 PM	4:30 PM	MLIB 338	Trainer Must Approve
9/27/2017	Time & Labor - Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve
9/27/2017	Writing for the Web & Social Media	Growth & Development	2:00 PM	3:30 PM	SSC 122/124	Open Enrollment via DTS
9/27/2017	Green Dot Violence Prevention Training	Skills and Competencies	10:30 AM	12:00 PM	CLSA 100A	Open Enrollment via DTS
9/28/2017	Retirement, Medicare & CalPERS: How does it all work together?	Understanding Our Benefits	2:00 PM	4:00 PM	CLSA 100B	Open Enrollment via DTS
9/28/2017	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
9/28/2017	Budget 201: How to Monitor your Budget	Administrative Support Series	2:00 PM	3:30 PM	CLSA 100B	CANCELLED
10/3/2017	Peoplesoft Class Scheduling	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
10/3/2017	Social Media Strategy	Growth & Development	2:00 PM	3:00 PM	CLSA 100A	Open Enrollment via DTS
10/4/2017	Course & University Curriculum Process Steps	Academic Support Series	9:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
10/4/2017	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor
10/4/2017	Budget 201 Lab	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	CANCELLED
10/4/2017	1st Generation Students Webinar	Building a Human-Focused Workforce	11:00 AM	12:30 PM	CLSA 100A	Open Enrollment via DTS
10/6/2017	Excel User Group	Skills and Competencies	11:00 AM	12:00 PM	YOLO 234	Open Enrollment via DTS
10/6/2017	Effectiveness Institute - Webinars "3 Steps to Thriving in Chaos"	Growth & Development	11:00 PM	12:00 PM	Webcast	Webcast or Online
10/9/2017	Safe Zone 1 Ally Training	Building a Human-Focused Workforce	10:00 AM	12:00 PM	BMU Auditorium	Open Enrollment via DTS
10/10/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
10/10/2017	Budget 201 Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	CANCELLED
10/11/2017	Employee Fee Waiver Information Session	Growth & Development	12:00 PM	1:00 PM	CLSA 100B	Open Enrollment via DTS
10/11/2017	MPP: Valuing and Evaluating Staff	Chair & Manager (MPP) Development	9:00 AM	11:00 AM	CLSA 100B	Trainer Must Approve
10/12/2017	Box Tips and Tricks	Skills and Competencies	3:00 PM	4:00 PM	SSC 150	Open Enrollment via DTS
10/12/2017	Safe Zone 2 Ally Training	Building a Human-Focused Workforce	9:00 AM	11:00 AM	BMU Auditorium	Open Enrollment via DTS
10/13/2017	Dream Ally Training	Building a Human-Focused Workforce	8:30 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
10/16/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	9:00 AM	11:00 AM	KNDL 214	Trainer Must Approve
10/16/2017	Women's Leadership Roundtable	Work/Life Balance	12:00 PM	1:00 PM	CLSA 100B	No Enrollment Necessary
10/16/2017	How to Integrate Lynda.com and LinkedIn with Student Learning	Skills and Competencies	11:00 AM	12:00 PM	CLSA 100A	Open Enrollment via DTS
10/17/2017	Life Cycle of a PO	Administrative Support Series	3:00 PM	4:00 PM	CLSA 100B	Open Enrollment via DTS
10/17/2017	Financial Services Walk-In	Administrative Support Series	9:00 AM	10:00 AM	SSC 410	Open Enrollment via DTS

**Calendar of Events**

Date	Title	Series	Start Time	End Time	Location	Enrollment Rule
10/18/2017	Information Technology Procurement Review	Administrative Support Series	9:00 AM	10:30 AM	CLSA 100B	Open Enrollment via DTS
10/19/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:00 PM	3:00 PM	KNDL 214	Trainer Must Approve
10/19/2017	Avoiding Bias in Hiring	Administrative Support Series	2:00 PM	4:00 PM	CLSA 100B	Open Enrollment via DTS
10/19/2017	Budget 101 Training	Administrative Support Series	11:00 AM	12:00 PM	CLSA 100B	Open Enrollment via DTS
10/20/2017	Excel User Group	Skills and Competencies	11:00 AM	12:00 PM	YOLO 234	Open Enrollment via DTS
10/23/2017	Identity Finder Training	Skills and Competencies	10:30 AM	11:30 AM	CLSA 100B	CANCELLED
10/24/2017	APSS: CRA + Insight	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
10/24/2017	CSU 401(k) & 457(b) Plan: One-on-One Consultations with Savings Plus	Understanding Our Benefits	8:00 AM	5:00 PM	SSC 466	Enroll through Sponsor
10/24/2017	Box Tips and Tricks	Skills and Competencies	4:00 PM	5:00 PM	CLSA 100B	CANCELLED (min enrollment)
10/24/2017	Role of the Work Lead Part A	Leading Others	1:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS
10/25/2017	Time and Labor Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:00 PM	SSC 410	Trainer Must Approve
10/25/2017	Pathways to Persistence: Student Success Takes a Campus; It Takes YOU	Building a Human-Focused Workforce	9:00 AM	10:30 AM	CLSA 100B	Open Enrollment via DTS
10/25/2017	Reframing At-Risk to High Potential: Responding to Today's Diverse Students	Building a Human-Focused Workforce	3:00 PM	4:30 PM	SELV 100	Open Enrollment via DTS
10/26/2017	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
11/1/2017	Green Dot Violence Prevention Training	Skills and Competencies	11:00 AM	12:30 PM	MLIB 252	CANCELLED (min enrollment)
11/1/2017	Tactical Communication	Building a Human-Focused Workforce	1:00 PM	4:00 PM	CLSA 100 A	Open Enrollment via DTS
11/1/2017	CalPERS Benefit Basics	Understanding Our Benefits	10:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
11/1/2017	Planning Your Retirement	Understanding Our Benefits	2:00 PM	4:30 PM	CLSA 100B	Open Enrollment via DTS
11/2/2017	Role of the Work Lead Part B	Leading Others	1:00 PM	3:00 PM	SSC 150	Open Enrollment via DTS
11/2/2017	Purchasing Office Supplies & Equipment	Administrative Support Series	9:30 AM	10:30 AM	CLSA 100B	Open Enrollment via DTS
11/3/2017	Excel User Group	Skills and Competencies	11:00 AM	12:00 PM	YOLO 234	Open Enrollment via DTS
11/3/2017	Effectiveness Institute - Webinars "Making Difficult Conversations Easy"	Growth & Development	11:00 PM	12:00 PM	Webcast	Webcast or Online
11/3/2017	StrengthsQuest Team Building	Building a Human-Focused Workforce	2:00 PM	5:00 PM	GLNN 316	Trainer Must Approve
11/6/2017	What's New With Medicare? Understanding Medicare for Caregivers	Work/Life Balance	12:00 PM	1:00 PM	CLSA 100A	Open Enrollment via DTS
11/7/2017	Astra Schedule for Academics	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
11/8/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
11/9/2017	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	SSC 426	Enroll through Sponsor
11/9/2017	Women's Leadership Roundtable	Work/Life Balance	12:00 PM	1:00 PM	CLSA 100B	No Enrollment Necessary
11/9/2017	Box Tips and Tricks	Skills and Competencies	1:00 PM	2:00 PM	SSC 150	Open Enrollment via DTS
11/9/2017	Understanding What to do for Injuries, Leaves and Workers' Compensation	Chair & Manager (MPP) Development	10:00 AM	11:30 AM	CLSA 100B	Open Enrollment via DTS
11/13/2017	CSU 401(k) & 457(b) Plan: One-on-One Consultations with Savings Plus	Understanding Our Benefits	8:00 AM	4:00 PM	SSC 490	Enroll through Sponsor
11/13/2017	Identity Finder Training	Skills and Competencies	10:30 AM	11:30 AM	CLSA 100B	CANCELLED (min enrollment)
11/14/2017	Time & Labor - Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve
11/14/2017	Financial Services Walk-In	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
11/14/2017	Safe Zone 1 Ally Training	Building a Human-Focused Workforce	10:00 AM	12:00 PM	MLIB 043	Open Enrollment via DTS
11/16/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	8:30 AM	10:30 AM	KNDL 214	Trainer Must Approve
11/16/2017	Safe Zone 2 Ally Training	Building a Human-Focused Workforce	12:00 PM	2:00 PM	MLIB 043	Open Enrollment via DTS
11/16/2017	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
11/17/2017	Excel User Group	Skills and Competencies	11:00 AM	12:00 PM	YOLO 234	Open Enrollment via DTS
11/28/2017	Box Tips and Tricks	Skills and Competencies	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS
11/28/2017	Active Shooter Training: 19 Seconds	Growth & Development	9:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
11/28/2017	Webinar: Hispanic/Latino Student Success: Initiatives to Ensure Enrollment, Per	Building a Human-Focused Workforce	11:00 AM	12:30 PM	KNDL 207/209	Open Enrollment via DTS
11/29/2017	Budget 201: How to Monitor your Budget	Administrative Support Series	3:00 PM	4:30 PM	CLSA 100B	Open Enrollment via DTS
11/30/2017	Budget 201 Lab	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
12/1/2017	Excel User Group	Skills and Competencies	11:00 AM	12:00 PM	YOLO 234	Open Enrollment via DTS
12/5/2017	Avoiding Bias in Hiring	Administrative Support Series	9:00 AM	11:00 AM	ARTS 228	Open Enrollment via DTS
12/6/2017	Budget 201 Lab	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
12/6/2017	Using Work Study to Hire Student Employees	Student Employment Processes	9:00 AM	11:00 AM	CLSA 100B	CANCELLED (min enrollment)
12/7/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
12/7/2017	Effectiveness Institute - Webinars "6 Essentials for Teams that Work"	Growth & Development	11:00 PM	12:00 PM	Webcast	Webcast or Online
12/7/2017	Webinar: Bystander Intervention Use Current Trends in the Programs & Curricu	Building a Human-Focused Workforce	11:00 AM	12:30 PM	CLSA 100B	Open Enrollment via DTS
12/8/2017	CSU 403(b) TSA Plan: One-on-One Consultations with Fidelity Investments	Understanding Our Benefits	8:00 AM	5:00 PM	SSC 466	Enroll through Sponsor
12/8/2017	Women's Leadership Roundtable	Work/Life Balance	12:00 PM	1:00 PM	CLSA 100B	No Enrollment Necessary
12/8/2017	Avoiding Bias in Hiring	Administrative Support Series	3:00 PM	5:00 PM	KNDL 207/209	Open Enrollment via DTS
12/12/2017	Box Tips and Tricks	Skills and Competencies	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS
12/12/2017	CSU's Got Talent - Webcast: A New Strategy to Help you Step Outside Your Cor	Growth & Development	10:00 AM	11:00 AM	Webcast	Webcast or Online
12/13/2017	Identity Finder Training	Skills and Competencies	10:30 AM	11:30 AM	CLSA 100A	Open Enrollment via DTS



**Calendar of Events**

Date	Title	Series	Start Time	End Time	Location	Enrollment Rule
12/14/2017	Time and Labor Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:00 PM	SSC 410	Trainer Must Approve
12/14/2017	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
12/15/2017	Excel User Group	Skills and Competencies	11:00 AM	12:00 PM	YOLO 234	CANCELLED (min enrollment)
12/20/2017	Financial Services Walk-In	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
1/9/2018	Heartsaver CPR/AED Training	Work/Life Balance	1:00 PM	4:00 PM	SSC 122/124	Open Enrollment via DTS
1/9/2018	Principles of Supervision	Leading Others	8:00 AM	12:00 PM	CLSA 100B	Contact PDEV
1/10/2018	Principles of Supervision	Leading Others	8:00 AM	12:00 PM	CLSA 100B	Contact PDEV
1/11/2018	Heartsaver CPR/AED Training	Work/Life Balance	9:00 AM	12:00 PM	SSC 122/124	Open Enrollment via DTS
1/11/2018	Principles of Supervision	Leading Others	8:00 AM	12:00 PM	ARTS 228	Contact PDEV
1/12/2018	Principles of Supervision	Leading Others	8:00 AM	12:00 PM	ARTS 228	Contact PDEV
1/16/2018	Schedule Build Overview	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
1/17/2018	Financial Services Walk-In	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
1/24/2018	CSU 401(k) & 457(b) Plan: One-on-One Consultations with Savings Plus	Understanding Our Benefits	8:00 AM	5:00 PM	SELV 104	Enroll through Sponsor
1/25/2018	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
1/30/2018	Women's Leadership Roundtable	Work/Life Balance	12:00 PM	1:00 PM	CLSA 100B	No Enrollment Necessary
1/30/2018	Using Work Study to Hire Student Employees	Student Employment Processes	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
2/6/2018	Faculty Workload Process	Academic Support Series	10:00 AM	2:00 PM	SSC 410	Open Enrollment via DTS
2/8/2018	CSU 401(k) & 457(b) Plan: One-on-One Consultations with Savings Plus	Understanding Our Benefits	8:00 AM	5:00 PM	SSC 466	Enroll through Sponsor
2/13/2018	Financial Services Walk-In	Administrative Support Series	11:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
2/15/2018	Understanding What to do for Injuries, Leaves and Workers' Compensation	Chair & Manager (MPP) Development	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS
2/16/2018	Women's Leadership Roundtable	Work/Life Balance	12:00 PM	1:00 PM	CLSA 100B	No Enrollment Necessary
2/20/2018	Peoplesoft Class Scheduling	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
2/21/2018	Tips for Better Business Writing and Editing	Growth & Development	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS
2/22/2018	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
2/22/2018	Budget 201: How to Monitor your Budget	Administrative Support Series	9:00 AM	10:30 AM	CLSA 100A	Open Enrollment via DTS
2/27/2018	Budget 201 Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
2/27/2018	Invest in Your Financial Future: Easy Ways to Save for Retirement	Understanding Our Benefits	9:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
2/28/2018	Budget 201 Lab	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
3/1/2018	Course & University Curriculum Process Steps	Academic Support Series	9:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
3/6/2018	APSS: CRA + Insight	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
3/7/2018	Purchasing Office Supplies & Equipment	Administrative Support Series	10:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
3/14/2018	Financial Services Walk-In	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
3/20/2018	Budget 101 Training	Administrative Support Series	10:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
3/21/2018	Heartsaver CPR/AED Training	Work/Life Balance	1:00 PM	4:00 PM	SSC 122/124	Open Enrollment via DTS
3/22/2018	CSU 401(k) & 457(b) Plan: One-on-One Consultations with Savings Plus	Understanding Our Benefits	8:00 AM	4:00 PM	SSC 466	Enroll through Sponsor
3/22/2018	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
3/27/2018	Astra Schedule for Academics	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
3/27/2018	Women's Leadership Roundtable	Work/Life Balance	12:00 PM	1:00 PM	CLSA 100B	No Enrollment Necessary
4/10/2018	Using Work Study to Hire Student Employees	Student Employment Processes	2:00 PM	4:00 PM	CLSA 100B	Open Enrollment via DTS
4/11/2018	Employee Fee Waiver Information Session	Growth & Development	12:00 PM	1:00 PM	CLSA 100B	Open Enrollment via DTS
4/17/2018	Budget 201: How to Monitor your Budget	Administrative Support Series	9:00 AM	10:30 AM	CLSA 100B	Open Enrollment via DTS
4/18/2018	Financial Services Walk-In	Administrative Support Series	11:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
4/19/2018	WTU, Time Base and Faculty Salaries Overview	Academic Support Series	9:00 AM	10:30 AM	CLSA 100B	Open Enrollment via DTS
4/19/2018	CSU 401(k) & 457(b) Plan: One-on-One Consultations with Savings Plus	Understanding Our Benefits	8:00 AM	4:00 PM	SSC 466	Enroll through Sponsor
4/24/2018	Budget 201 Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
4/25/2018	Tactical Communication	Building a Human-Focused Workforce	9:00 AM	12:00 PM	CLSA 100B	Open Enrollment via DTS
4/26/2018	Budget 201 Lab	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
4/26/2018	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
5/1/2018	CSU 401(k) & 457(b) Plan: One-on-One Consultations with Savings Plus	Understanding Our Benefits	8:00 AM	4:00 PM	SSC 466	Enroll through Sponsor
5/15/2018	Financial Services Walk-In	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
5/24/2018	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
6/12/2018	Financial Services Walk-In	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
6/28/2018	New Employee Orientation	New Employee Experience	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
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