AUGUST EVENTS

PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT
DIVISION OF HUMAN RESOURCES, DIVERSITY AND INCLUSION

HR.FULLERTON.EDU/PROFESSIONALDEVELOPMENT • PHONE (657) 278 – 4354

Upcoming Events and Workshops

Time and Stress Management: How to Stay Focused and Engaged
(Module 3 of the Customer Service Certificate Series)
Learn tools that help you get into a productive flow to get back on track when you are thrown off course.
- **August 12 9-11 a.m.** (College Park-CP700 Training Room)

New Employee Orientation
This orientation session familiarizes new permanent employees with CSUF history, policies and procedures, and provides valuable resources.
- **August 13 8:30 a.m.-noon** (College Park-CP700 Training Room)

CPR/AED and First Aid Certification
This American Red Cross certification course is designed to certify attendees in the skills required to administer aid in an emergency. Small card fee applies.
- **August 13 8:30 a.m.- 4 p.m.** (EHS Training Room T1450)

Fire Extinguisher Use
Class is designed to familiarize attendees with the types, use and limitations of operating a fire extinguisher. Available to anyone interested in learning to use a fire extinguisher.
- **August 14 1-2 p.m.** (EHS Training Room T1450)

CalPERS Retirement Workshop
Learn more about CalPERS retirement benefits and the retirement process.
- **August 19 9-11:30 a.m. or 1-3:30 p.m.** (College Park-CP700 Training Room)

Using Meditation to Enhance your Personal and Professional Effectiveness
Participants will learn basic meditation skills to manage stress and reduce negative emotions. Please bring a mediation cushion or mat if you have one.
- **August 25 11:30 a.m.-noon** (College Park-CP730 Training Room)

SPACE IS LIMITED FOR ALL EVENTS
Please enroll using the Portal through the Employee Training Center (ETC). Questions? Contact Margie McMillan at (657)278-4354 or mmcmillan@fullerton.edu.

Join us!

Lunch & Learn programs are a way to interact casually with others and learn something that is of value to you. Bring your lunch!

**Upcoming Events:**

**Get Fiscally Fit**
Thursday, August 14 noon-1:30 p.m.
College Park-CP700 Training Room

**Find Your Balance**
Thursday, August 21 noon-1:30 p.m.
College Park-CP700 Training Room

Get details and register using your employee portal.

Comments? Suggestions?
hrpd@fullerton.edu

New! Career Resources Online
Available at your fingertips, the current libraries are accessible free of charge to help you navigate your career. Check back often as we continue to add titles. We are here to help you with all aspects of your personal and professional development! Get started by browsing programs using the Employee Training Center through your employee portal.

Reaching Higher… we begin and end with Human Relationships