WHAT’S NEW

New workshops UBI has for the 2012-2013 academic year!

HUMAN RESOURCE MANAGEMENT

Preparing for and Succeeding at On-Campus Interviews (UBI295)
Participants will learn how to prepare for an on-campus interview, how to give a positive impression of your candidacy to the search committee, and how to appropriately follow-up after the interview.

Presenter: Dawn Valencia, Director, University Outreach

COMMUNICATION SKILLS

Social Media: What Is It? Should I Use It? (UBI299)
Designed for campus employees who want to use social media to communicate effectively with their constituencies, participants will learn which mediums (LinkedIn, Facebook, Twitter, etc.) are most effective for different audiences and what’s involved with creating and supporting a social media program.

Presenters: Kathy Drake, Marketing Specialist, Mihaylo College of Business & Economics; Jason Gerdon, Social Media Coordinator, Mihaylo College of Business & Economics

Beyond the Basics: Personal Facebook Profiles (Hands-On) (UBI302)
Whether you aspire to be a Facebook power user or simply want to get a better handle on your Facebook account, this class will help you get more value from Facebook.

Presenter: Colleen Greene, Systems Librarian & Communications Coordinator

Beyond the Basics: Professional Facebook Pages (Hands-On) (UBI270)
Designed to provide those already comfortable with administering a basic organizational or professional brand Facebook Page with additional information on customizing appearance, incorporating external content and applications, and analyzing Page metrics.

Presenter: Colleen Greene, Systems Librarian & Communications Coordinator

Finding and Using Fair Use and Rights-Free Media (UBI297)
Participants will learn how and when the doctrine of Fair Use covers your use of published media, what are Creative Commons and Public Domain, and what kind of copyright resources are available here at CSUF.

Presenters: Anthony Davis, Electronic Resources & Copyright Librarian; Colleen Greene, Systems Librarian & Communications Coordinator

Strategies for Editing Email and Daily Correspondence (UBI301)
Participants will learn to identify the most common writing errors and personal writing vulnerabilities and practice correcting errors.

Presenters: Helen Alexander, Graduate Learning Specialist, University Learning Center and Part-Time Lecturer, American Language Program

Critical Thinking Crash Course (UBI294)
Designed for all individuals to foster thinking skills that can enhance written and oral communication, participants will practice organizing ideas to communicate in both oral and written mediums for comprehension of an intended audience.

Presenters: Helen Alexander, Graduate Learning Specialist, University Learning Center and Part-Time Lecturer, American Language Program

PEER LEARNING COMMUNITY

Student Assistant Supervisors Peer Learning Community (UBI703)
The Student Assistant Supervisors Peer Learning Community is designed for individuals who supervise student assistants. Participants will discuss and share information to maximize the student’s work experience, enhance student learning, improve skills as a supervisor, and provide constructive, appropriate feedback.

Facilitators: Deanna Shoop, Associate Director of MBA Programs; Victor Rojas, Administrative Analyst for Student Affairs; Suchi Patel, Business Analyst for Admin & Finance IT

Register? Click on the "Training" tab in your portal, then UBI
Questions/Comments? Marlan Sherman - msherman@fullerton.edu or ext. 5107
WHAT’S NEW

For more information, please visit www.fullerton.edu/UBI

PRODUCIVITY ENHANCEMENT

De-Clutter Your Work Space (UBI298)
This workshop is designed to help professionals think differently about how to create their optimum workspace. Participants will learn how to turn chaos into an organized, clutter-free expression of your most productive self and how your clutter-free freedom can help you reach your own professional development goals.

Presenter: Dr. Regina Lark, Certified Professional Organizer

PRODUCTIVITY ENHANCEMENT

Using Meditation to Enhance Your Personal and Professional Effectiveness (UBI300)
Designed for all campus employees, participants will learn basic meditation skills and how to manage stress.

Presenter: Natalie Tran, Research Design and Analysis Faculty Coordinator, Faculty Development Center

DEVELOPING OUR FUTURE PROFESSIONALS

iPod, iPad and Androids—Mobile Computing Overview (UBI267)
This course will discuss various mobile computing devices—iPhones, iPads, Android devices, Chromebooks and ultra-portable laptop computers. Mobile hotspots and WiFi internet access and essential apps everyone needs on their mobile computing devices will also be discussed. Participants will learn about different Mobile computing devices; data plans, WiFi access, and Mobile hotspots, strengths and limitations of mobile computing devices; App ecosystems and essential mobile apps, and more.

Presenter: Tim Benbow, Lead, Information Technology Training

PERSONAL DEVELOPMENT & WELLNESS

OLLIC-SUF Retirement Boot Camp: Navigating the New Wonder Years
In a single day, this “Boot Camp” sponsored by the Osher Lifelong Learning Institute (OLLIC) highlights the major financial, medical, psychological and life planning aspects of retirement. Designed for persons planning to retire and current retirees who wish to “reset” their retirement goals and activities, participants will learn about and discuss remaining healthy in retirement, overcoming retirement setbacks, preparing your retirement financial plan, and more.

Presenters: Helen Dennis, author; Jane Glenn Haas, columnist; Dr. Nichole Garcia, Family practice physician; Barbara Cherry, CSUF Professor of Psychology; Danielle Blunt, Certified Financial Planner

TRAIN THE TRAINER CERTIFICATE PROGRAM

Designed for workshop trainers, facilitators or presenters as well as those involved in developing workshop or presentation content, participants will learn how to design high-impact learner-centered workshops, incorporate a variety of active learning strategies, and create powerful learning objectives.

Train the Trainer— Part 1 (UBI256)
Nov. 14—2:00–4:00 p.m.

Train the Trainer— Part 2 (UBI271)
Dec. 14—2:00–4:00 p.m.

Train the Trainer— Part 3 (UBI272)
Jan. 11—2:00–4:00 p.m.

Presenters: Ruth Edwards-Yopp, Professor, College of Education; Andrea Guillaume, Professor, College of Education; Dennis Robinson, Distance Education & Information Technology

Register? Click on the "Training" tab in your portal, then UBI

Questions/Comments? Marian Sherman - msherman@fullerton.edu or ext. 5107

* Workshop date/time and facilitators are subject to change without notice. Please visit our website for current information – www.fullerton.edu/UBI