### Spring Workshops

**January 2011**

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- **18 Hands-On eForms (UBI 226)**
  10:00 am-noon
- **Managing Auxiliary Services Program and Accounts (UBI 220)**
  2:00-3:00 pm
- **Presidential Directive 11 (UBI 229)**
  10:00-11:30 am
- **Got Finesse? Enhancing Your Presentation Skills (UBI 240)**
  2:00-3:30 pm
- **Social Media Trends: Applications for Higher Education Professionals (UBI 243)**
  2:00-4:00 pm
- **24/31**
- **25 Meeting for Results (UBI 241)**
  9:30-11:30 am
- **26 Intro to Campus Travel Procedures**
  (CP780BegTrvl09)
- **27**
- **28 Personal Financial Planning 101 (UBI 248)**
  10:00-11:30 pm

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**Save-the-Date...**

**Financial Services Partners Roundtable (UBI 253)**

*March 29, 10:00 am - 12:00 pm in PLN 130*

Designed for division and department fiscal officers and all other individuals involved in day-to-day business transactions.

- Learn what’s new, what’s changed, and what policies and procedures are coming.
- Receive an update on the 2011-12 state and university budgets.
- Meet the Financial Services team, ask questions, and interact with colleagues.

**Register**

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**University Extended Education**

Enroll in University Extended Education courses at no cost, on a space available basis. For a catalog of courses, visit [UEE's website](#). To complete a Registration Form, click [here](#).

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**On-Demand/Online**

**Surviving Meetings**

Learn how to prepare, conduct, and close meetings effectively in this interactive video. Features Dr. John Bedell and Dr. S. Irene Matz from CSUF. Sponsored by the Faculty Development Center. (1 hour) [View](#)

**FACULTY & ADMINISTRATIVE SEARCHES**

Sponsored by the Office of the Chancellor

**Module 1: Non-discrimination and Affirmative Action Programs**

Explore the concepts of non-discrimination and affirmative action, review state and federal laws and CSU policies, and gain a better understanding of campus roles and responsibilities. (1 hour) [View](#)

**Module 2: Conducting Successful Recruitments For Faculty and Administrators**

Learn strategies for carrying out successful recruitments, including the stages of the recruitment process, effective advertising and outreach, and effective screening and reference checks and more. (1 hour) [View](#)

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**How to Register?** | **Class Descriptions** | **Workshop Materials** | **Webinars** | **Questions or Comments?**