

## Minnesota State Colleges and Universities Staff Development Philosophy

We are committed to developing the talents of Minnesota State Colleges and Universities staff. We value our staff and understand that continuous learning benefits the entire system by developing and maintaining skills that link directly to achieving organizational goals and objectives. Supporting successful leaders at all levels also builds institutional capacity to better serve our students and our communities. This commitment is realized as a shared responsibility between each staff member and each college, university, and the Office of the Chancellor.

### Northland's Commitment

NCTC is committed to providing staff with professional development training opportunities and organizational resources to be successful in their current positions or to move to the next level in their career. We encourage you to take advantage of the professional development opportunities that work for you!

### How to Register

Sign up using STARS (System-Wide Training and Registration Site).

[www.northlandcollege.edu/excellence](http://www.northlandcollege.edu/excellence)

**Pre-registration is required.**

**For more information, contact:**

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# Get On Board...



## 2010 Summer Training Series

# TRAIN TODAY

Northland College Professional Development



# Summer Training Series

Sessions are in TRF on Tuesdays & in EGF on Thursdays from 3:00 – 4:00 PM

## Computer Skills

### **PC Troubleshooting with Jennifer Sundberg, week of 5/31/10 (RM 605/150 )**

Not an IT professional? No Problem! Become self-reliant by learning simple fixes to the most common computer issues! Also... stay longer and learn to set up a video conference!

### **Basic Computers with Holly Deschene, week of 6/7/10 (RM 605 /150 )**

Back to the basics! Learn customizing your programs, effective file management, Internet searching tips, virus protection, and the critical Windows updates!

### **Word Express with Holly Deschene, week of 6/14/10 (RM 605/150)**

Let Word do the work! Learn how to use time-saving features including the quick access toolbar, headers and footers, tabs, table of contents, mail merge, paste options, and tables.

### **Excel Express with Holly Deschene, week of 6/21/10 (RM 605/150)**

Reduce your workload with Excel! Learn how to create formulas, customize worksheet layout, freeze and unfreeze panes, arrange windows, sort, filter, and paste special.

### **PowerPoint with Jennifer Sundberg, week of 6/28/10 (RM 605/150)**

This course will give tips and tricks for designing an effective PowerPoint presentation. It also covers creating slides, formatting, animations, and the slide show set up.

### **GroupWise with Jennifer Sundberg, week of 7/5/10 (RM 603/150)**

Learn how to organize your email, color code, use the calendar, and give and receive proxy access. You will also review the electronic ticket system used by several NCTC departments.

## Personal Skills

### **Public Speaking with Anne Temte, week of 7/12/10 (RM 701/150)**

Is public speaking one of your greatest fears? Conquer your fears with the help of this session! The session will include the most critical elements to giving an effective speech.

### **StrengthsFinder with Julie Fenning, week of 7/19/10 (RM 701/150)**

Learn about or get a refresher on the value of finding out what we are all naturally *good* at and how it makes a difference in our work and relationships, both in and outside of work.

### **Customer Service – “If Looks Could Kill” with Mary Fontes (video), week of 7/26/10 (RM 701/150)**

This humorous detective –themed video raises some simple, but key issues, and expresses them in a professional, down-to-earth manner. Employees will learn how to deal with customers by being professional and choosing their behavior. Time will also be given to share stories and best practices!

## Office Skills

### **Meeting Scheduling & Effective Minute Taking with Jennifer Sundberg & Cindy Cedergren, week of 8/2/10 (RM 701/150)**

Utilize web tools to schedule meetings efficiently, and learn the critical elements of effective meeting minutes.

### **Cool Technologies with Holly Deschene, week of 8/9/10 (RM 605/150)**

Tired of operating in the ‘Stone Age?’ Learn how to organize your desktop with “Fences”, take ‘Ergo Breaks’ right at your desk, and get rid of clutter by turning your paper sticky notes into “Electronic Sticky Notes”, and much more!

### **Continuous Improvement & Workplace Organization with Pat Amiot & Julie Fenning, week of 8/16/10 (RM 701/150)**

NCTC is committed to making improvements to minimize waste and reduce costs. This session covers the basics of CI principles and how you can contribute. You will also learn tips to set up and organize your workplace to reduce muscle strain and maximize efficiency.

## Summer treats at every session!