

# Professional Development Newsletter



As we move further into the spring semester, it's a great time to pause and reflect on how far we've come. The beginning of the term often brings excitement and fresh goals, but as schedules fill and responsibilities grow, that energy can shift. Taking a moment to reconnect with priorities, recognize progress, and make small adjustments can help keep things moving in the right direction.

Momentum is often built through simple, consistent actions—checking in with colleagues, sharing ideas, or acknowledging the work being done around us. By staying connected and supporting one another, we can maintain our focus and carry that sense of purpose through the rest of the semester. A little intention now can go a long way in helping us finish strong.



## Dealing with Triggers

April 3@11 am

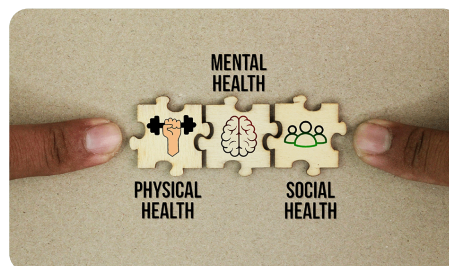
A trigger is when we react to a current situation with feelings and emotions from a prior negative experience. Learn how to overcome your triggers by addressing, processing, and resolving them.



## Basics of Customer Service

April 7 @ 9 am

This course introduces the fundamentals of effective customer service, focusing on respect, active listening, clear communication, ownership, and professionalism in everyday interactions.



## Learning Lab Series: The Emotional Intelligence in Action!

April 1, 8, 15 @ 11 am

Through interactive activities and simple reflective practices, you'll start developing emotional insight and skills that support both your own well-being and stronger connections with others.

## CSU'S GOT TALENT

SYSTEMWIDE PROFESSIONAL DEVELOPMENT presents a series of LIVE online webcasts featuring innovative & essential training for your professional and personal success!

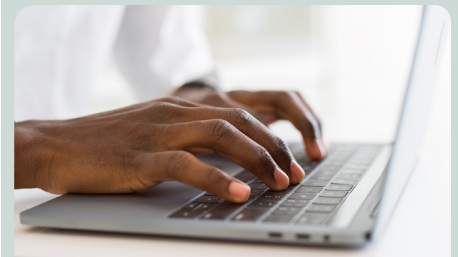


### Promoted Into Incompetence

## CSU's Got Talent Webcast Training - Promoted into Incompetence

April 30 @ 10 am

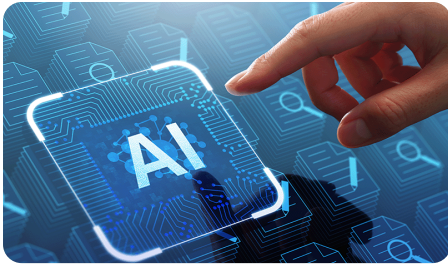
This two-part CSU Systemwide webinar examines the "competence trap" and its organizational drivers in Session One, followed by practical, evidence-based solutions in Session Two. Participants will gain insight into how to better identify leadership readiness, strengthen internal mentorship pipelines, and realign promotion systems for long-term organizational success.



## Featured CSU Learn Tech Course

### Enhancing Productivity With Collaboration and AI Tools in OneNote

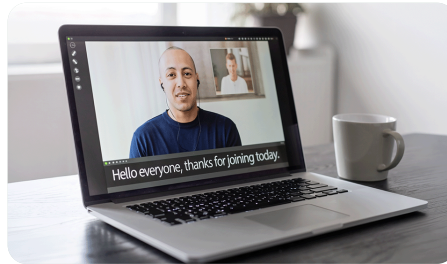
In this course, you will learn how to insert and edit Loop components directly within your notes. You will also explore how to share and manage these components with others to ensure alignment across the team. You will discover how the Copilot feature can be used to create and manage notes, including the use of suggested prompts. The course explains the Copilot notebook, guiding you through its navigation and features. You will learn how to create and manage a Copilot notebook and how to add references within it.



## AI Playtime: Exploring AI for Work, Wellness, and Creativity

April 9 @ 10 am

This hands-on, interactive session will introduce participants to AI tools that can enhance productivity, streamline tasks, and support personal wellness.



## Captioning with Adobe Premiere Pro

April 12 @ 9 am

You will learn how to correct text, turn it into captions, and export the captions as an SRT file. An SRT file is a common caption format that includes text and the timing needed for it to appear on screen.



## Featured CSU Learn Soft Skills Course

### Building Innovation Cultures and Leaders

Innovating is the only way to adapt and keep speed with the pace of change in today's business world. Building and supporting an innovative culture is the responsibility of leaders and employees across organizational hierarchies and is aided by an effective change management process. In this course, you'll learn about business innovation cultures and types of innovation leadership. You'll also learn about the importance of experimenting, managing change, and executing a project. Finally, you'll learn how to attract and nurture innovation in your organization.



## Weekly Dose of Mindfulness

April 10, 17, 24 @ 8 am

These 30-minute sessions, held twice a week, focus on practices that will reduce stress and anxiety and improve overall wellbeing of our staff. lifestyle change.



## Excel Tips and Tricks

April 14 @ 10 am

Whether you are a beginner or a seasoned Excel user, these tips and tricks can help to save time and make the most of your Excel experience.



## Avoiding Unconscious Bias in the Hiring Process

Weekly every other Tuesday @ 10 am and Friday @ 1 pm

The intent and theme of the workshop are to assist in identifying the various avenues whereby unconscious bias can enter the hiring process and developing strategies to avoid unconscious bias.



## Impact of Learning Styles in the Workplace

April 23 @ 10 am

Our learning style impacts how we process information in most areas of our work. Knowing one's particular learning style may prevent mistakes, increase productivity and reinforce self-confidence.



View the full calendar at [humboldt.edu/training](http://humboldt.edu/training)



## Dealing with Difficult Personalities

April 17 @ 11 am

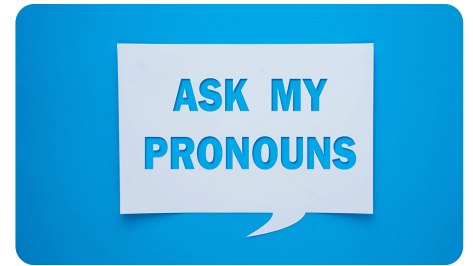
The success of an organization is due in large part to the diversity of skills, talents and backgrounds of the people who come together to create a work group. This also means, of course, working with people who have different attitudes, habits and personalities which may be difficult to manage



## Navigating Change by Leading Transition: Applying Bridges' Model at CSU

April 29 @ 10 am

This presentation introduces William Bridges' Transition Model as a framework for understanding the human side of change. Participants will explore the three phases of transition - Ending, Neutral Zone, and New Beginning - and learn strategies to support themselves, colleagues, and students through uncertainty and growth.



## Gender Identity and Pronoun Use

April 29 @ 11 am

This training will provide foundational information about gender, gender identity, sexuality, attraction, and sex assigned at birth. As well as provide best practices on how to incorporate pronoun usage in your day to day work and interactions that help foster a space for inclusivity and learning.



## Developmentally-Focused Evaluations

April 30 @ 11 am

This session will offer strategies for using evaluation meetings as developmental, supportive spaces of learning, discuss new approaches to employee development, and address the ways evaluations can be part of a host of equitable and inclusive workplace practices.



## Success as 1st Gen Professional

April 30 @ 12 pm

The transition from student to professional can be difficult if you don't already have a support network. Join us to learn about potential barriers and strategies to address concerns as you transition from college to career. This session might be most beneficial for those recently switching from a student to staff opportunity in higher education or other industries.



## Breath and Health

Tuesdays @ 12:30 pm

Have you ever experienced how altering the pattern you breathe improves your state of mind? Come experience the intimate link between our breath and our emotions. During the session, we will do some light gentle stretches and guided meditation. Come prepared to leave this 30-minute virtual session afresh, anywhere you are!

View the full calendar at [humboldt.edu/training](http://humboldt.edu/training)

