

# Professional Development Newsletter



**This** month, we're making a small change to how you receive this newsletter. Moving forward, it will be shared in a PDF format rather than on the web. Our goal is to make it easier to read, download, and share with colleagues, while keeping everything in one simple document.

The content you rely on isn't changing — you'll still find professional development opportunities, campus highlights, and resources to support your growth this spring. We hope this updated format makes it even more convenient to stay connected, and as always, we welcome your feedback.



## Learning Lab Series: How Do I Say That?

Have a tricky conversation you'd like to handle well? This three-part "How Do I Say That?" series explores practical communication tools to navigate challenging discussions, raise concerns, and steer conflict.

[Register Here](#)



## Practicing Leadership in Hectic Times

This workshop will offer opportunities for attendees to examine the differences between leadership and authority, identify the tasks needed from both, and practice applying leadership to hectic moments that can arise in their departments.

[Register Here](#)



## Operational Excellence with Lean Six Sigma

This workshop introduces Lean Six Sigma as a practical, data-informed approach to improving processes, reducing inefficiencies, and enhancing service quality across CSU administrative and campus operations.

[Register Here](#)



## CSU's Got Talent Webcast Training - Student Spotlight on Climate Action

In this special CSU's Got Talent Webinar, we focus on sustainability, the environment, and the personal impacts of climate change— from the perspective of three CSU students.

[Register Here](#)



## Featured CSU Learn Tech Course Creating and Managing Forms in Google Forms

This course teaches you how to build and manage forms effectively. Discover how to navigate the Google Forms interface, create and manage new forms, and add a variety of question types including text, choice, linear scale, rating, grid, date, time, and file upload questions.

Learn how to customize choice questions with shuffling, validation, and other options. Explore how to collect ratings using linear scale and star rating questions, and organize complex data with multiple choice and checkbox grids.

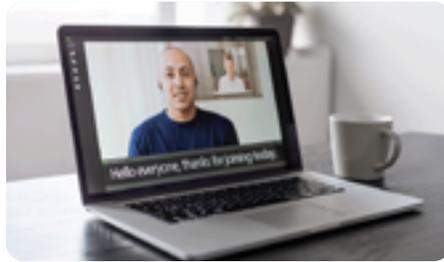
[Register Here](#)



## Weekly Dose of Mindfulness

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.

[Register Here](#)



## Captioning with Adobe Premiere Pro

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.

[Register Here](#)



## Featured CSU Learn Soft Skills Course **Administrative Specialist: Fostering Professional Excellence**

Administrative specialists play a vital role in shaping workplace culture and maintaining organizational effectiveness. Whether you're supporting a single executive or coordinating across multiple departments, your ability to build credibility and foster positive relationships is essential to your success. In this course, you'll explore strategies for fostering professional excellence as an administrative specialist.

[Register Here](#)



## Atomic Habits: Becoming the Architect of Your Life

Practical, clear, and actionable strategies for creating systems that will aid you in breaking bad habits and in developing lasting desired habits with resilience.

[Register Here](#)



## From Reaction to Intention: Choosing Growth Over Concession

This workshop blends short teach-outs with guided journaling to help you reflect, reset, and reclaim your direction. You'll explore how to shift from reacting to disruption, to making intentional choices that move your life and career forward.

[Register Here](#)



## Avoiding Unconscious Bias in the Hiring Process

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.

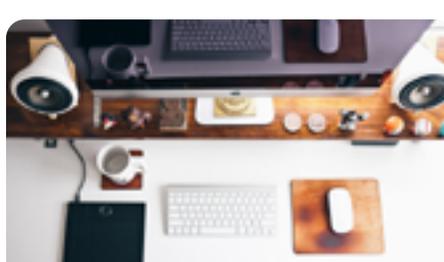
[Register Here](#)



## Stress or Success

No magical cure for stress. Training will offer practical ideas on how to begin working to reduce stress right away as an overall lifestyle change.

[Register Here](#)



## Increase Productivity with MS OneNote

This introductory-level session is designed for CSU staff and covers the basics of using OneNote.

[Register Here](#)

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

