

A PROCLAMATION  
By the PRESIDENT of WEBER STATE UNIVERSITY

DECLARATION

**Whereas**, the demand for any and all information is so widespread and fast-growing that educators have invented a name for it – “lifelong learning,” and

**Whereas**, the "shelf life" of a technical degree gets increasingly shorter and whereas, it is essential for professionals to reeducate themselves continually, according to Dr. Andy DiPaolo, Director of the Stanford Center for Professional Development at Stanford University, and

**Whereas**, the “half life” of an engineering degree is estimated to be at 18 months by Hewlett-Packard Co., the technology giant, and

**Whereas**, employees are receiving more hours of formal learning - 32 hours of learning per employee in 2004, up from 26 hours in 2003- according to the American Society for Training and Development January 2006 article titled "Future of the Profession," and

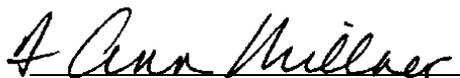
**Whereas**, the Weber State University President’s Council values cutting edge professional development opportunities for faculty and staff.

**Now, Therefore**, I, Ann Millner, President of Weber State University, do hereby declare Spring Break as,

**STAFF EDUCATION AND TRAINING WEEK**

and encourage all Weber State University staff to use any available work time they have this week to participate in education and training activities that will improve their knowledge, skills, and abilities so essential to our quality of life and economic future.

**In Witness Whereof**, I have hereunto set my hand this first day of March, in the year two thousand and six.



Signature

# Spring Break Training



**March 13–17, 2006**

Walk down the **red carpet** and take in the show...  
Spring Break training is set to roll

Courses are offered in the following areas:

**Main Features**

Budget Queries  
Requisitions  
Workflow Lynx Security Requests  
Crystal Enterprise  
Workflow Tasks for Supervisors  
WebCT Online Training Orientation  
Access  
iLife  
GroupWise  
Excel  
PhotoShop  
Advance WebCT Tools

**Encore Presentations**

Covey Seven Habits  
Interpersonal Communication  
Leadership: Going from Good to Great  
FISH  
Emotional Intelligence  
Everyday Creativity  
Encouraging Positive Attitudes in the Workplace  
Time Management  
Team Building  
Business Writing  
Civil Rights  
Self Defense  
Project Management  
Accountability that Works  
Planetarium Stress Relief

**PRIZES, PRIZES, and more PRIZES!!!**

Attend a training workshop and enter the drawing to win one of three **GRAND PRIZES** for two to a Megaplex theatre and dinner (for more details on the MegaPass go to [www.megaplextheatres.com](http://www.megaplextheatres.com)). The drawing also includes other **prizes** such as gift certificates for movie theaters and gifts certificates for movie rentals.

Drawing tickets will be given to each participant at each training event.

## Schedule of Events

Descriptions of workshops can be found in Training Tracker.

Monday March 13	Tuesday March 14	Wednesday March 15	Thursday March 16	Friday March 17
Course 330-21 <b>Covey Seven Habits: Part I</b> 9:00am – 4:30pm LP 201 Instructors Janet Villarruel and Jennifer Evens	Course 300-31 <b>Accountability that Works</b> 8:00am – 10:00am LP 201 Instructor Cindy Goulding	Course 300-21 <b>Covey Seven Habits: Part II</b> 9:00am – 4:30pm LP 201 Instructors Janet Villarruel and Jennifer Evens	Course 605-07 <b>GroupWise</b> 8:00am – 10:00am LP 203 Instructor Judy King	Course 300-21 <b>Covey Seven Habits: Part III</b> 9:00am – 4:30pm LP 201 Instructors Janet Villarruel and Jennifer Evens
Course 665-11 <b>Workflow</b> <b>Lynx Security Requests</b> 9:00am -10:00am LP 203 Instructor Judy King	Course 300-28 <b>Leadership: Going from Good to Great</b> 10:00am – Noon LP 201 Instructor Cherrie Nelson	Course 101-03 <b>Civil Rights</b> 9:00am – Noon UB 417 Instructor Barry Gomberg	Course 300-11 <b>Fish!</b> 9:00am – 10:00am LP201 Instructor Leslie Trottier	Course 300-24 <b>Everyday Creativity</b> 10:00am – Noon UB 417 Instructor Sarah Rivkind
Course 625-07 <b>Crystal Enterprise</b> 10:00am – 11:30am LP 203 Instructor Judy King	Course 300-26 <b>Emotional Intelligence</b> 9:00am – 11:30am UB 417 Instructor Eli Jones	Course 660-03 <b>iLife</b> 1:00pm – 3:00pm LP 203 Instructor Alan Lewis	Course 300-10 <b>Time Management</b> 10:00am – Noon LP 201 Instructor Janet Villarruel	Course 800-21 <b>Planetarium Stress Relief</b> Noon – 12:50pm Planetarium
Course 300-04 <b>Project Management</b> 10:00am – Noon UB 417 Instructor Jean Fruth	Course 625-01 <b>Access</b> 1:00pm – 4:00pm LP 203 Instructor Judy King	Course 400-04 <b>Interpersonal Communication</b> 1:00pm – 2:00pm UB 417 Instructor Sarah Rivkind	Course 665-01 <b>Requisitions</b> 1:00pm – 2:00pm LP 203 Instructor Sarah Rivkind	Course 635-01 <b>PhotoShop</b> 12:30pm – 3:00pm LP 203 Instructor Clark Taylor
Course 300-30 <b>Encouraging Positive Attitudes in the Workplace</b> 1:00pm – 3:00pm UB 417 Instructor Cindy Goulding	Course 300-14 <b>Business Writing</b> 1:00pm – 3:00pm LP 201 Instructor Donna Rigby	Course 200-01 <b>Mastering Performance Review Part I</b> 1:00pm – 4:00pm UB 338 Instructor Cherrie Nelson Must attend both sessions	Course 200-01 <b>Mastering Performance Review Part II</b> 1:00pm – 4:00pm UB 338 Instructor Cherrie Nelson Must attend both sessions	Course 300-29 <b>Team Building The Dr. FUN Way</b> 1:00pm – 2:30pm UB 417 Instructor Dr. Fun (Gary Willden)
Course 665-125 <b>Workflow</b> <b>Tasks for Supervisors</b> 2:00pm – 3:00pm LP 203 Instructor Judy King	Course 300-27 <b>Self Defense</b> 4:00pm – 6:00pm UB 338 Instructor Randy Davis	Course 670-13 <b>Advanced WebCT Tools</b> 3:00pm – 4:00pm LP203 Instructor JoEllen Johnson	Course 665-02 <b>Budget Queries</b> 2:00pm – 3:00pm LP 203 Instructor Sarah Rivkind	
Course 670-12 <b>WebCT</b> <b>Online Training Orientation</b> 3:00pm – 4:30pm LP 203 Instructor JoEllen Johnson			Course 615-02 <b>Excel</b> 3:00pm – 5:00pm LP 203 Instructor Judy King	
<p><b>To register for a class:</b> Log into Training Tracker through the faculty/staff portal. Select 'Class Schedule' from the main menu and then click on the 'Show only scheduled classes' button. You will then be able to view all available scheduled classes. Just click on a class and select 'add' to register for the class and add it to your schedule.</p> <p>If you need assistance with registering for a class, contact the Office of Workplace Learning at ext. 7710.</p>			Course 300-27 <b>Self Defense</b> 3:00pm – 5:00pm UB 347 Instructor Randy Davis	
<p><b>Please note:</b> Some events occur simultaneously.</p>				

