

# A Proclamation from 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 is now less than five years according to Carol A. Twigg and Diana G. Oblinger, authors of “The Virtual University,” a report on workplace trends and technology-assisted education, 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, 75% of the U.S. workforce will need retraining in the next few years to keep pace with market demands and increasingly global competition as estimated by the American Society for Training and Development, and

Whereas, the Weber State University President’s Council, through “Changing Minds Together: The Campaign for Weber State University,” has established a goal to have cutting-edge faculty and staff, and

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

## STAFF EDUCATION AND TRAINING WEEK

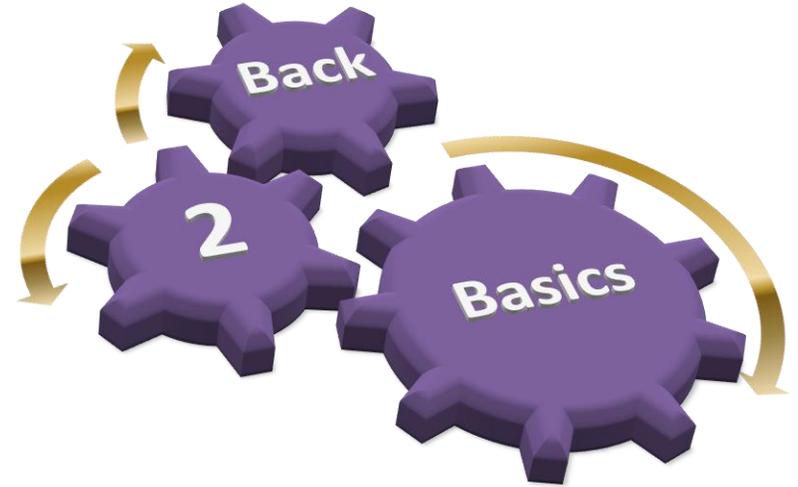
and encourage all Weber State University staff to use any available work time they have this week to participate in education and training activities that will improve their knowledge, skills, and abilities so essential to our quality of life and economic future.

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



Signature

# Spring Break Training Week



**March 15-19, 2010**

**Overwhelmed? Stressed? We can help!**

- Car Maintenance
- Food Storage
- Sewing
- Hair Cutting
- Pet Care
- Home Repairs
- Coupons
- Budgeting

and more...

**“Use it up, wear it out, make it do...  
or do without!”**

You've heard the famous saying from the early 1940's and probably seen the World War II poster that accompanies it. From 1941-1945 our "labor and goods were fighting." Our labor and goods are still fighting today in this uncertain economic climate.

Uncertainty leads us to be more efficient with our resources than ever before. Today's generations are getting back to the basics. Join us March 15-19 as we provide classes on subjects to help us all perform consistently with excellence in our lives regardless of the conditions. We'll be offering courses to help us all get back to the basics.

Whether you are currently trying to use it up or wear it out, you'll be able to benefit from one of our classes. Maybe you are trying to make it do or you're currently doing without. Join us for a fun class that will help you reach your goals.

**Detailed class descriptions can be found in Training Tracker**

**Registration begins Friday, March 5<sup>th</sup>.**

## Prizes

Door prizes and giveaways will be handed out for all classes! The specific prize or drawing will be listed beneath the class descriptions in the following pages of the schedule.

Please note: All attendees to computer-related courses (identified by the below icon) will be given one ticket per class which will go towards a drawing at the end of the week for a brand new HP laptop! (\$500 value)



<p><b>ePAR FOAPAL</b> 9:30-10:00a LP 203 </p>	<p><b>Instructor: Jennifer Evans</b> As of March 1, 2009, separation PARs are done electronically in the new ePAR system. Come May 1, 2010 all FOAPAL PARs will be done electronically in the new ePAR system. All PARs will be transitioned to the new ePAR system in the near future. The next will be Supplemental Pay. Come see a quick demonstration and learn the process.</p>
<p><b>People Tracker (PREP and Jobs)</b> 10:30-11:30a LP 203 </p>	<p><b>Instructor: Jennifer Evans</b> This class shows employees the working of our new People Tracker system (PeopleAdmin). All PREPs and Job Descriptions will now be done/managed within People Tracker. The course will teach employees how to navigate the system to do a PREP or review/update their job description.</p>
<p><b>Crockpot Potluck</b> Recipe Exchange 12:00-1:00p LP 201</p>	<p><b>Facilitator: Jennifer Evans</b> Bring your favorite slow cooker creations to this tasty potluck lunch. Be ready to share recipes and tips. Also, if you're new to slow cooking or have always wanted to learn, come learn the basics! <b>Prize Drawing: Crock Pot Recipe Books Bundle</b></p>

## How to Register

To login to Weber's Training Tracker, go to eWeber at <https://www.weber.edu> and use your User ID and password to log in. Once logged in, select the tab marked "Staff" or "Faculty." In the folder, click on the channel marked "Training Tracker."



### Signing Up for a class:

1. From the main menu you will see a listing of all courses currently scheduled, including Spring Break training courses.
2. Click on the course you wish to attend. (You may need to scroll back to the top to see the course details)
3. Click "add to my schedule" next to the course date/time you want.
4. After you click "add to my schedule," you'll receive a message on the screen that you've been either added to the class or put on a waiting list.

# Thursday, March 18

# Monday, March 15

<b>People Tracker (Hiring)</b> 8:00-10:00a LP 203 	<b>Instructor: RC Callahan</b> Review of hiring procedures for work study, hourly and adjunct Weber State employees.
<b>Haircutting Basics</b> 8:30-9:30a LP 201	<b>Instructors: Reagan Price and Lindsay Taylor</b> Learn how to cut hair properly, giving yourself the skills to save both time and money. The basic steps for both men's and women's hair cutting techniques that professional hairdressers use. <b>Prize Drawing: Wahl Hair Cutting kit</b>
<b>Knitting Basics</b> 10:00 -12:00 noon LP 201	<b>Instructor: Adrienne Gillespie</b> Learn the basics of knitting in a friendly environment, or bring a project to share and refine your skills <b>Prize Drawing: Basket of Knitting Supplies</b>
<b>GroupWise Calendaring</b> 10:30a - 12:00 noon LP 203 	<b>Instructor: Cindy Sorensen</b> Specifically geared to those using the calendaring options in GroupWise to manage their schedule and create appointments. In depth instruction using the GroupWise Calendar, setting customized options, appointments, and more.
<b>GroupWise Address Book</b> 1:00 -2:00p LP 203 	<b>Instructor: Cindy Sorensen</b> Customizing options and adding your own personal groups and tabs. Organize addresses and create listings for business contacts, as well as sharing address book folders and printing lists.
<b>Basics of Home Repairs</b> 1:00-3:00p LP 201	<b>Instructors: Home Depot Employees (Ken and Roy)</b> A demonstration of some useful techniques for keeping your home in good repair (patching drywall, fixing a running toilet, stopping a leaky faucet, changing a light fixture, etc.). <b>Prize Drawing: Home Depot Gift Card</b>
<b>Mac OS (Snow Leopard)</b> 2:00-4:00p LP 203 	<b>Instructor: Alan Lewis</b> Covering the most frequently used features as well as new features in. How to use Spotlight to be more productive, use Time Machine. Install and remove software. How to scan and remove viruses. Q&A
<b>Applying for a Staff Development Grant</b> 2:00-3:00p MA 211K 	<b>Instructor: RC Callahan</b> Includes a detailed description on the application process for a Staff Development Grant. Hints and strategies are shared to improve chances of being awarded grant funds for professional development and training needs.

<b>CPR / AED Certification</b> 9:00a -1:00p Swenson Rm - 68	<b>Instructor: Dave Berry</b> Come earn your CPR and AED certification in one morning! Professional instruction. Lunch provided at conclusion. <b>Prize: All participants will get course materials, lunch, and certification at no charge</b>
<b>Basics of a Home Budget</b> 9:30-10:30a LP 201	<b>Instructor: Terri Morgan (finance faculty)</b> Wonder where all of your money goes? Come and learn how to create a personal budget that will work for you and your family. <b>Prize Drawing: Quicken Starter Edition 2010 Software</b>
<b>ePAR FOAPAL</b> 12:30-1:00p LP 203 	<b>Instructor: Jennifer Evans</b> As of March 1, 2009, separation PARs are done electronically in the new ePAR system. Come May 1, 2010 all FOAPAL PARs will be done electronically in the new ePAR system. All PARs will be transitioned to the new ePAR system in the near future. The next will be Supplemental Pay. Come see a quick demonstration and learn the process.
<b>Basics of Couponing</b> 1:00-2:00p LP 201	<b>Instructor: Stacy Johnson</b> During this class you will learn the basics of couponing combined with a few savvy coupon secrets that will make you become a pro at saving money! <b>Prize Drawing: Grocery Store Gift Card</b>
<b>Wimba Live Classroom Training</b> 1:30-3:00p LP 201 	<b>Instructor: Allen Lore</b> This workshop will give you a foundation to deliver your online course content in a live and interactive manner. See how Wimba Classroom mirrors a traditional classroom environment.
<b>Basics of Sewing</b> 2:00-3:30p Costume Shop BC 337	<b>Instructor: Jean-Louise England</b> Learn the basics of buttons, hemming and repairs. Costume shop has 3 sewing machines. Participants may bring their own machine if they'd like. <b>Prize Drawing: JoAnne Gift Card</b>
<b>Advanced Wimba Live Classroom Training</b> 3:00-4:30p LP 203 	<b>Instructor: Allen Lore</b> Learn advanced features of Wimba Live Classroom. This course is designed for those who have already attended the beginning course "Wimba Live Classroom".

<b>Finding Your Career Strengths</b> 9:00-11:00a LP 201	<b>Instructors: Aaron Newman and Hanalee Hawkins</b> StrengthsQuest gives students and educators the opportunity to develop strengths by building on their greatest talents. StrengthsQuest has helped more than 900,000 people at 600 schools and universities achieve academic, career, and personal success. <b>Prize: All participants receive the Strengths Quest profile at no charge.</b>
<b>Access 2007</b> 9:00-11:00a LP 203 	<b>Instructor: Shelly Bellflower</b> Workshop for beginners learning to develop a database, build inquiries and create reports. Development of database using Microsoft Access 2007 software. Create tables of data, establish relationships between data, build inquiries and create reports (Web pages).
<b>Basic Car Maintenance</b> 9:00-11:00a Automotive Bldg Shop #219	<b>Instructor: Justin Tate</b> General automotive Q&A. Choosing maintenance and fluids, changing flat tires, diagnostics, collision repair questions, and supplies that should be kept in vehicle. <b>Prize Drawing: Oil Change Kit</b>
<b>WSU Accounting Budget Reports</b> 11:00a-1230p LP 203 	<b>Instructor: RC Callahan</b> An overview of how to request and read reports in the WSU financial reporting systems. The systems are LYNX (budget queries) and Crystal Reports (XII). <b>NOTE:</b> Internet Native Banner (INB) FINANCE is not covered in this class.
<b>GroupWise 8 New Features</b> 1:00-2:00p LP 203 	<b>Instructor: Cindy Sorensen</b> Showing current GroupWise 7 users the new features and changes in the GroupWise 8 Client for the PC
<b>Food Storage Basics</b> 1:00-2:30p LP 201	<b>Instructors: Bruce and Debbie Bowen</b> Food Storage ideas and cooking without electricity. Tips on what to purchase, where to store it, and how to use it. Displays, handouts, and food samples. <b>Prize Drawing: Food Rotation System</b>
<b>Teaching Children the Value of Work</b> 2:30-4:00p LP 201	<b>Instructor: Debbie Bowen (Mother of ten kids)</b> Teaching your children to work is one of the greatest gifts you can give, and you will discover a more beautiful <u>you</u> as you realize that there really is life after housework! <b>Prize: A copy of Debbie's book will be given to all attendees</b>
<b>Linux</b> 2:30-3:30p, LP 203 	<b>Instructor: Alan Lewis</b> An introduction to the Linux operating system. What kind of applications can be used with Linux? How can I use it?

<b>Emotional Intelligence</b> 9:00a -12:00p LP 201	<b>Instructor: RC Callahan</b> Understanding Emotional Intelligence can be critical to helping us be more effective workers and better communicators. Participants of this training program will come away with a working knowledge of Emotional Intelligence and an awareness of the five EI competencies that will help them be more successful at work. <b>Prize Drawing: E.I. Books Bundle</b>
<b>ePAR FOAPAL</b> 9:00-9:30p LP 203 	<b>Instructor: Jennifer Evans</b> As of March 1, 2009, separation PARs are done electronically in the new ePAR system. Come May 1, 2010 all FOAPAL PARs will be done electronically in the new ePAR system. All PARs will be transitioned to the new ePAR system in the near future. The next will be Supplemental Pay. Come see a quick demonstration and learn the process. <b>Prize: All participants will receive the Strengths Quest profile at no charge.</b>
<b>Excel 2007</b> 10:00a -12:00p LP 203 	<b>Instructor: Sharon Dover</b> Basic Microsoft Excel 2007 course. Includes creating spreadsheets, cell formatting, blocking, formulas, and sorting.
<b>Optimism in Tough Times</b> 1:00-2:00p LP 201	<b>Instructor: Blake Taylor</b> Practical tips and realistic ways to maintain an optimistic outlook and avoid negative thought patterns. Advice and discussion on how to stay positive, regardless of your circumstances. <b>Prize Drawing: "Learned Optimism" Books Bundle</b>
<b>Expressions Web</b> 1:00-3:00p LP 203 	<b>Instructor: Sharon Dover</b> A basic workshop for those new to the Microsoft Expressions Web tool for publishing websites, editing or creating HTML, or ASP pages.
<b>Dog Care Basics</b> 3:00-4:00p Mount Ogden Park Pavilion	<b>Instructor: Mike Haag</b> ---Dogs and owners welcome, all pets must be current on vaccinations. Please only bring animals that are trained to be passively social with other pets---  General pet care and health tips that will save money. Grooming tools and how they're used. Nail clipping, teeth cleaning, etc. Tips on saving money by DIY pet sitting, homemade food, toys, beds, etc. Pet first-aid/emergency supplies. <b>Prize Drawing: Pet Grooming Kit</b>