

A PROCLAMATION  
by the PRESIDENT of  
WEBER STATE UNIVERSITY

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I, Ann Millner, President of Weber State  
University,  
do hereby declare the week of Spring Break,  
PROFESSIONAL and PERSONAL  
DEVELOPMENT WEEK

and encourage all those employed by Weber  
State University to use available work time to  
participate in educational activities designed  
to 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 eleven.

*Ann Millner*



It's Time To  
Celebrate!

Join the party by attending your favorite classes  
from the past 10 years!

# Spring Break Training 2011



Come join the Office of Workplace Learning (OWL) for the 10th annual Spring Break Training event. This popular event started in February 2002, when WSU President Paul Thompson dedicated the entire month to Staff Training and Development. This action by President Thompson was in response to the closure of many offices during the 2002 Winter Olympics. Due to the success of the program, it was suggested the effort be continued during Spring Break each year. A decade later, the University continues to support lifelong learning by encouraging all faculty and staff to participate in this worthwhile tradition.

This year's celebration includes prize giveaways and an 'end of week' birthday party.

## General Courses (G)

Giveaways will be raffled at each class. Prizes are approximately \$20 in value and will be themed with the class topic. Additionally, there will be a raffle drawing on Friday March 18th, during the "Birthday Bash". Must be present to win.

## Technology Courses (T)

All attendees will be given one ticket per class which will go towards a drawing at the end of the week for an iPod Nano.

Daily schedules are listed within this brochure. Sign up using the Training Tracker application in the eWeber portal. Detailed class descriptions can be viewed during the enrollment process.

Details on how to use the Training Tracker application are available in the 'Guides' section of the OWL website.

<http://departments.weber.edu/owl/Guides.htm>

## Spring Break Training Class Schedule 2011

### Friday -March 18th

9a-10a	#410-01 Team Communication: Colour Blind (G) LP 201
10a-11a	#900-02 Stress Relief - A Hands on Workshop (G) SU 404
10a-12p	#660-08 Securing Your Mac & iOS Devices (T) LP 203
11a-12p	#900-01 Kick It Up a Notch! Healthy Utah (G) SU 404
11a-12p	#900-03 Cake Decorating (G) SU Ballroom B
2p-3:30p	#900-04 Spring Break Birthday Bash* SU Ballroom A



\*Spring Break Training 10th Anniversary  
Birthday Bash

This year, we are celebrating the conclusion of Spring Break by hosting a birthday party and celebration. All Weber State faculty and staff are invited to attend. There will be 'live' entertainment provided by local artists and an ice-cream/fruit bar (until quantities last). A prize raffle is planned for those in attendance. Please enroll on Training Tracker for course 900-04 to join the party.

## Spring Break Training Class Schedule 2011

### Thursday -March 17th

- 10a-11a #605-04 GroupWise Junk Mail Handling (T)  
LP 203
- 10a-11:30a #900-05 GEOCACHING 101 /Beginner to Fun (G)  
SU 404
- 11a-12p #605-03 GroupWise Address Book (T)  
LP 203
- 11a-12p #925-01 Crock Pot Basics and Potluck (G)  
LP 201
- 12p-1:30p #900-06 Exploring Utah (G)  
SU 316
- 12:30p-2p #605-02 GroupWise Calendaring (T)  
LP 203
- 1p-3p #661-04 Syncing Mobile Devices (T)  
LP 201
- 2p-3:30p #900-07 Beginning Fly Fishing (G)  
SU 316 and the Duck Pond
- 2p-4p #605-015 GroupWise Intro for Mac (T)  
LP 203
- 3p-5p #900-08 Rock Climbing with Your Peers (G)  
Swenson Gym - Climbing Wall



## Spring Break Training Class Schedule 2011

### Monday -March 14th

- 10:30a-12p #465-02 Suicide Prevention (G)  
LP 201
- 11a-12p #634-01 Free Software Alternatives (T)  
LP 203
- 1p-2p #661-03 iPhone/iPod Touch/ iPad (T)  
LP 203
- 2p-3p #660-09 Am I a Mac or a PC? (T)  
LP 201
- 2p-4p #620-10 MS PowerPoint (T)  
LP 203
- 3p-4p #900-09 How to make money on Ebay! (T)  
LP 201



## Spring Break Training Class Schedule 2011

### Tuesday -March 15th

- 8a-11a #440-01 Exploring Diversity (G)  
LP 201
- 8a-12:30p #250-00 ½ Day Supervisor Conference (G)  
SU 404
- 8:30a-10a #625-01 MS Access (T)  
LP 203
- 10a-12p #615-10 MS Excel (T)  
LP 203
- 11a-12:30p #904-02 Dutch Oven Cooking (G)  
Student Union Patio (adjacent to Lotza Pizza)
- 12:30p-1:30p #668-10 IT Services: Submitting Work Orders (T)  
LP 203
- 12:30p-2p #925-11 Food Storage Basics (G)  
SU 321
- 1p-3p #661-05 Putting Content on iTunes U (T)  
LP 201
- 2:30p-3:30p #670-03 Camtasia & Wimba Voice Tools (T)  
LP 203
- 4-5p #900-10 Bike Maintenance Tips (G)  
Student Union Patio (adjacent to Lotza Pizza)



## Spring Break Training Class Schedule 2011

### Wednesday -March 16th

- 9a-10a #660-01 Mac OS (T)  
LP 203
- 9a-10a #631-01 Social Media (T)  
LP 201
- 10a-11a #925-03 Knitting (G)  
BC 210
- 10a-12p #661-06 Fun With Mobile Devices (T)  
LP 201
- 10:30a-11:30a #665-025 WSU Accounting: Budget Reports (T)  
LP 203
- 11:30a-12:30p #665-01 LYNX Self Service Finance: Requisitions (T)  
LP 203
- 12p-1p #810-03 Meal Planning Made Easy (G)  
BC 136
- 1p-2:30p #900-12 Anger Management (G)  
LP 201
- 1p-3p #660-07 Switching to a Mac (T)  
LP 203
- 3:30p-4:30p #670-23 Adv. Wimba Live Classroom (T)  
LP 203

