



California State University
DOMINGUEZ HILLS

DIVISION OF ADMINISTRATION AND FINANCE
Human Resources Management

MASTER TRAINING CALENDAR FY 07/08

September 2007

- 10 Basic Banner Training
3:00 p.m. – 5:00 p.m.
WH A142
Contact/Registration Information: Marion Smith, msmith@csudh.edu, X2045
Faculty & Staff with Banner Authorization only
- 11 Basic Banner Training
3:00 p.m. – 5:00 p.m.
WH A142
Contact/Registration Information: Marion Smith, msmith@csudh.edu, X2045
Faculty & Staff with Banner Authorization only
- 12 Copyright 101 – Introduction to Copyright Law
12:00 noon – 1:00 p.m.
Center for Teaching and Learning - LIB C510
Contact/Registration Information: Marion Smith, msmith@csudh.edu, X2045
Faculty & Staff are welcome
- 13 Copyright 101 – Introduction to Copyright Law
12:00 noon – 1:00 p.m.
Center for Teaching and Learning - LIB C510
Contact/Registration Information: Marion Smith, msmith@csudh.edu, X2045
Faculty & Staff are welcome
- 13 New Employee Orientation
8:30 a.m. – 12:00 noon
WH A 410-C
Presented by Mark Seigle, Human Resources Management
Contact/Registration Information: Ben Boish, bboish@csudh.edu, X3694
Staff Only
- 13 Faculty Forum - “The MySpace Generation”
12:00 noon – 1:00 p.m.

LIB G508

Presented by Nancy Cheever & Larry Rosen, Communications

Contact/Registration Information: Kathy Andrews, kandrews@csudh.edu, X3480 or
Roberta Ambrosino, rambrosino@csudh.edu, X2391

Faculty Only

- 13 CMS Training - FIN 8.4 Online Requisition Training
10:00 a.m. – 12:00 noon
WH A142
Contact/Registration Information: Patricia Courtois, pcourtois@csudh.edu, X2065
Faculty and Staff who will enter/approve requisitions only
- 14 CATS Local/Technology Focus – “Podcasting – Is It Right For Me?”
10:30 a.m. – 11:30 a.m.
Center for Teaching and Learning - LIB C510
Presented by Doug Borcoman, Academic Technology
Contact/Registration Information: Kathy Andrews, kandrews@csudh.edu, X3480 or
Roberta Ambrosino, rambrosino@csudh.edu, X2391
Faculty Only
- 19 Benefits Orientation
11:30 a.m. – 1:00 p.m.
WH A 410-C
Presented by Chanel Shorter, Human Resources Management
Contact/Registration Information: Chanel Shorter, cshorter@csudh.edu, X2858
Staff or Faculty Welcome
- 20 Benefits Fair
10:00 a.m. – 1:00 p.m.
Loker Student Union
Presented by Human Resources Management
Contact/Registration Information: Chanel Shorter, cshorter@csudh.edu, X2858
Staff or Faculty Welcome

October 2007

- 2 Faculty Forum – “Using Simulations”
12:00 noon – 1:00 p.m.
LIB G508
Presented by Alexander Stanoyevitch, Mathematics
Contact/Registration Information: Kathy Andrews, kandrews@csudh.edu, X3480 or
Roberta Ambrosino, rambrosino@csudh.edu, X2391
Faculty Only
- 2 Hands-On Tech Workshop – “Turn-It-In”
2:00 p.m. – 3:00 p.m.
Center for Teaching and Learning - LIB C510
Contact/Registration Information: Kathy Andrews, kandrews@csudh.edu, X3480 or
Roberta Ambrosino, rambrosino@csudh.edu, X2391
Faculty Only

- 5 CATS Local/Technology Focus – “Respondus”
Create and manage exams that can be printed to paper or published directly to Blackboard
10:30 a.m. – 11:30 a.m.
Center for Teaching and Learning - LIB C510
Presented by Steve Williams, Center for Mediated Instruction and Distance Learning
Contact/Registration Information: Kathy Andrews, kandrews@csudh.edu, X3480 or Roberta Ambrosino, rambrosino@csudh.edu, X2391
Faculty Only
- 8 Hands-On Tech Workshop – Respondus
11:30 a.m. – 12:30 p.m.
Center for Teaching and Learning - LIB C510
Contact/Registration Information: Kathy Andrews, kandrews@csudh.edu, X3480 or Roberta Ambrosino, rambrosino@csudh.edu, X2391
Faculty Only
- 10 Sexual Harassment Training
5:30 a.m. – 7:30 a.m.
Physical Plant
Presented by Tara Bedeau, Esq., Littler Mendelson PC
Contact/Registration Information: Mark Seigle, mseigle@csudh.edu, X2587
For selected Custodians and Physical Plant Workers only
- 11 New Employee Orientation
8:30 a.m. – 12:00 noon
WH A 410-C
Presented by Mark Seigle, Human Resources Management
Contact/Registration Information: Ben Boish, bboish@csudh.edu, X3694
Staff Only
- 16 Hands-On Tech Workshop – Web Design
4:00 p.m. – 5:00 p.m.
Center for Teaching and Learning - LIB C510
Contact/Registration Information: Kathy Andrews, kandrews@csudh.edu, X3480 or Roberta Ambrosino, rambrosino@csudh.edu, X2391
Faculty Only
- 17 Benefits Orientation
11:30 a.m. – 1:00 p.m.
WH A 410-C
Presented by Chanel Shorter, Human Resources Management
Contact/Registration Information: Chanel Shorter, cshorter@csudh.edu, X2858
Staff or Faculty Welcome
- 18 Hands-On Tech Workshops – Accessible Technologies
2:00 p.m. – 3:00 p.m.
Center for Teaching and Learning - LIB C510
Contact/Registration Information: Kathy Andrews, kandrews@csudh.edu, X3480 or Roberta Ambrosino, rambrosino@csudh.edu, X2391
Faculty Only

- 24 Employee Assistance Program Orientation for Staff and Faculty
10:00 a.m. – 11:00 a.m.
WH D-442
Presented by Cheryl Roads, Horizon Health
Contact/Registration Information: Ben Boish, bboish@csudh.edu, X3694
Staff or Faculty Welcome
- 24 CSUDH Human Resources Presentation for the Chinese Delegation
1:30 p.m. – 3:00 p.m.
EE 1213
Presented by Mark Seigle, Human Resources
Contact/Registration Information: Michael Casner, mcasner@csudh.edu, X3972
For Chinese Delegation Only
- 24 Employee Assistance Program Orientation for Managers and Supervisors
2:00 p.m. – 3:00 p.m.
WH D-442
Presented by Cheryl Roads, Horizon Health
Contact/Registration Information: Ben Boish, bboish@csudh.edu, X3694
Managers/Supervisors Only
- 26 Developing Winning Proposals – Grant Development Workshop
8:30 a.m. – 4:30 p.m.
Loker Student Union
Presented by Richard Dunfee, Director, Grants Resources Center and Cathy Samper, Program Advisor, Grants Resource Center
Contact/Registration Information: Jo Anne Smith, josmith@csudh.edu, X3756
Applications for workshop due by October 12, 2007 and are available at the Office of Research and Funded Projects, WH D445 or at <http://www.csudh.edu/RF/r&fpro.htm>
Faculty and Staff Welcome

November 2007

- 6 Faculty Forum – “Writing Your Way Through The Content”
12:00 noon – 1:00 p.m.
LIB A505
Presented by Diane Hembacher, Teacher Education
Contact/Registration Information: Kathy Andrews, kandrews@csudh.edu, X3480 or Roberta Ambrosino, rambrosino@csudh.edu, X2391
Faculty Only
- 6 Hands-On Tech Workshop – Respondus
1:30 p.m. – 2:30 p.m.
Center for Teaching and Learning - LIB C510
Contact/Registration Information: Kathy Andrews, kandrews@csudh.edu, X3480 or Roberta Ambrosino, rambrosino@csudh.edu, X2391
Faculty Only
- 7 Hands-On Tech Workshop – Turn-It-In
11:00 a.m. – 12 noon
Center for Teaching and Learning - LIB C510

Contact/Registration Information: Kathy Andrews, kandrews@csudh.edu, X3480 or
Roberta Ambrosino, rambrosino@csudh.edu, X2391

Faculty Only

- 8 New Employee Orientation
8:30 a.m. – 12:00 noon
WH A 410-C
Presented by Mark Seigle, Human Resources Management
Contact/Registration Information: Ben Boish, bboish@csudh.edu, X3694
Staff Only
- 9 CATS Local/Technology Focus – “Acrobat Forms”
Create Electronic Forms
10:30 a.m. – 11:30 a.m.
Center for Teaching and Learning - LIB C510
Doug Borcoman, Academic Technology
Contact/Registration Information: Kathy Andrews, kandrews@csudh.edu, X3480 or
Roberta Ambrosino, rambrosino@csudh.edu, X2391
Faculty Only
- 13 Hands-On Tech Workshops – Acrobat Forms
11:30 a.m. – 12:30 p.m.
Center for Teaching and Learning - LIB C510
Contact/Registration Information: Kathy Andrews, kandrews@csudh.edu, X3480 or
Roberta Ambrosino, rambrosino@csudh.edu, X2391
Faculty Only
- 14 Hands-On Tech Workshops – Accessible Technologies
11:30 a.m. – 12:30 p.m.
Center for Teaching and Learning - LIB C510
Contact/Registration Information: Kathy Andrews, kandrews@csudh.edu, X3480 or
Roberta Ambrosino, rambrosino@csudh.edu, X2391
Faculty Only
- 15 Smoking Cessation Workshop
10:00 a.m. – 11:30 a.m.
WH A-410C
Presented by Cheryl Roads, Horizon Health
Contact/Registration Information: Ben Boish, bboish@csudh.edu, X3694
Staff or Faculty Welcome
- 15 Smoking Cessation Workshop
2:00 p.m. – 3:30 p.m.
WH A-410C
Presented by Cheryl Roads, Horizon Health
Contact/Registration Information: Ben Boish, bboish@csudh.edu, X3694
Staff or Faculty Welcome
- 19 Hands-On Tech Workshop – Web Design
4:00 p.m. – 5:00 p.m.
Center for Teaching and Learning - LIB C510
Contact/Registration Information: Kathy Andrews, kandrews@csudh.edu, X3480 or

Roberta Ambrosino, rambrosino@csudh.edu, X2391

Faculty Only

- 21 Benefits Orientation
11:30 a.m. – 1:00 p.m.
WH A 410-C
Presented by Chanel Shorter, Human Resources Management
Contact/Registration Information: Chanel Shorter, cshorter@csudh.edu, X2858
Staff or Faculty Welcome

Purchasing Workshop

TBD

Presented by Procurement, Contracts, Logistical & Support Services
Contact/Registration Information: Emmit Williams, ewilliams@csudh.edu, X3799
Staff or Faculty Welcome

December 2007

- 3 Hands-On Tech Workshops – Acrobat Forms
1:30 p.m. – 2:30 p.m.
Center for Teaching and Learning - LIB C510
Contact/Registration Information: Kathy Andrews, kandrews@csudh.edu, X3480 or
Roberta Ambrosino, rambrosino@csudh.edu, X2391

Faculty Only

- 13 New Employee Orientation
8:30 a.m. – 12:00 noon
WH A 410-C
Presented by Mark Seigle, Human Resources Management
Contact/Registration Information: Ben Boish, bboish@csudh.edu, X3694
Staff Only

- 19 Benefits Orientation
11:30 a.m. – 1:00 p.m.
WH A 410-C
Presented by Chanel Shorter, Human Resources Management
Contact/Registration Information: Chanel Shorter, cshorter@csudh.edu, X2858
Staff or Faculty Welcome

January 2008

- 10 New Employee Orientation
8:30 a.m. – 12:00 noon
WH A 410-C
Presented by Mark Seigle, Human Resources Management
Contact/Registration Information: Ben Boish, bboish@csudh.edu, X3694
Staff Only

- 16 Benefits Orientation

11:30 a.m. – 1:00 p.m.
WH A 410-C
Presented by Chanel Shorter, Human Resources Management
Contact/Registration Information: Chanel Shorter, cshorter@csudh.edu, X2858
Staff or Faculty Welcome

- 23 Managing a Multigenerational Workplace
9:30 a.m. – 11:30 a.m.
WH D-176
Presented by Mark Seigle, Human Resources Management
Contact/Registration Information: Ben Boish, bboish@csudh.edu, X3694
Staff or Faculty Welcome

February 2008

- 14 New Employee Orientation
8:30 a.m. – 12:00 noon
WH A 410-C
Presented by Mark Seigle, Human Resources Management
Contact/Registration Information: Ben Boish, bboish@csudh.edu, X3694
Staff Only
- 20 Benefits Orientation
11:30 a.m. – 1:00 p.m.
WH A 410-C
Presented by Chanel Shorter, Human Resources Management
Contact/Registration Information: Chanel Shorter, cshorter@csudh.edu, X2858
Staff or Faculty Welcome

March 2008

- 13 New Employee Orientation
8:30 a.m. – 12:00 noon
WH A 410-C
Presented by Mark Seigle, Human Resources Management
Contact/Registration Information: Ben Boish, bboish@csudh.edu, X3694
Staff Only
- 19 Benefits Orientation
11:30 a.m. – 1:00 p.m.
WH A 410-C
Presented by Chanel Shorter, Human Resources Management
Contact/Registration Information: Chanel Shorter, cshorter@csudh.edu, X2858
Staff or Faculty Welcome
- Retirement Workshop
TBD
Presented by Human Resources Management
Contact/Registration Information: Chanel Shorter, cshorter@csudh.edu, X2858
Staff or Faculty Welcome

April 2008

- 10 New Employee Orientation
8:30 a.m. – 12:00 noon
WH A 410-C
Presented by Mark Seigle, Human Resources Management
Contact/Registration Information: Ben Boish, bboish@csudh.edu, X3694
Staff Only
- 16 Benefits Orientation
11:30 a.m. – 1:00 p.m.
WH A 410-C
Presented by Chanel Shorter, Human Resources Management
Contact/Registration Information: Chanel Shorter, cshorter@csudh.edu, X2858
Staff or Faculty Welcome
- Fee Waiver Workshop
TBD
Presented by Human Resources Management
Contact/Registration Information: Chanel Shorter, cshorter@csudh.edu, X2858
Staff or Faculty Welcome

May 2008

- 8 New Employee Orientation
8:30 a.m. – 12:00 noon
WH A 410-C
Presented by Mark Seigle, Human Resources Management
Contact/Registration Information: Ben Boish, bboish@csudh.edu, X3694
Staff Only
- 21 Benefits Orientation
11:30 a.m. – 1:00 p.m.
WH A 410-C
Presented by Chanel Shorter, Human Resources Management
Contact/Registration Information: Chanel Shorter, cshorter@csudh.edu, X2858
Staff or Faculty Welcome

June 2008

- 18 Benefits Orientation
11:30 a.m. – 1:00 p.m.
WH A 410-C
Presented by Chanel Shorter, Human Resources Management
Contact/Registration Information: Chanel Shorter, cshorter@csudh.edu, X2858
Staff or Faculty Welcome