

TRAINING OPPORTUNITIES GUIDE

for the Stanford University Community

Winter 2006

IN THIS ISSUE

COURSE LISTINGS:

- * **Computing & Computer-Related (ITS Series)**
- * **Employee & Organizational Effectiveness**
- * **Finance & Research Administration**
- * **For New Employees**
- * **Safety, Health & Environmental Protection**
- * **Student Administration**

STANFORD
UNIVERSITY



COURSE REGISTRATION INFORMATION

STARS ENROLLMENT INSTRUCTIONS

STARS

STANFORD TRAINING AND REGISTRATION SYSTEM

<http://axess.stanford.edu/>

Online course registration is accomplished with the Stanford Training and Registration System (STARS), the web-based tool intended to help faculty, staff, and visitors find and register for the training they need. STARS replaces Prism Training Registration.

This *Training Opportunities Guide* lists courses from the following on-campus training providers: Administrative Systems, Environmental Health & Safety, Finance, ITS, Research Administration, and Training & Organizational Development, and the Stanford Center for Professional Development. For the most current and comprehensive listing of classes from all Stanford on-campus training providers, refer to the STARS online catalog.

LOGGING IN TO STARS

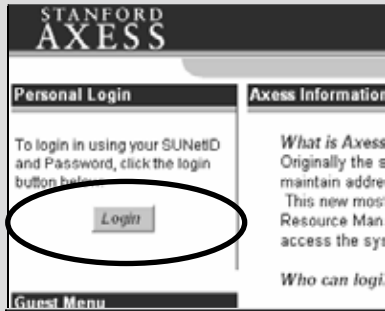
1. Collect the titles of the courses you want to take, either by reading this Guide, or by following the instructions outlined below.

2. Turn off any pop-up blockers in your browser or antivirus programs. (In your browser, look for another information bar beneath the address field, and right-click on it to see your options.)

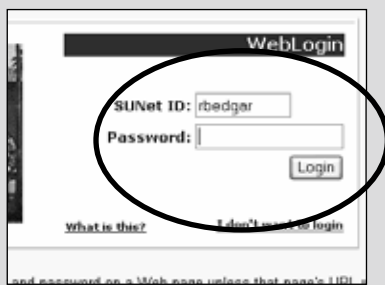
3. Point your web browser to <http://axess.stanford.edu/>.



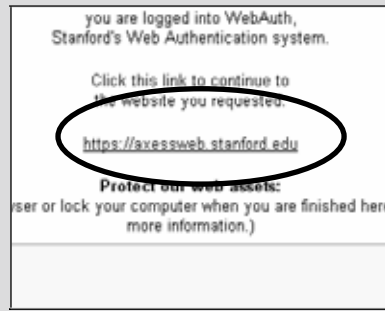
4. Click the *Login* button in the upper left portion of the screen.



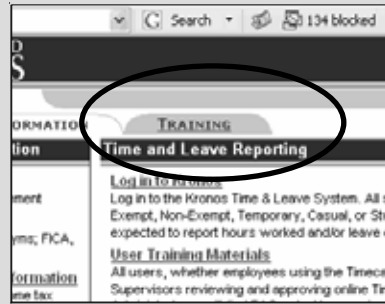
5. At the WebLogin prompt, enter your own SUNet ID and password, then click the Login button.



6. On the WebAuth screen, click on the URL hyperlink to proceed to AXESS.

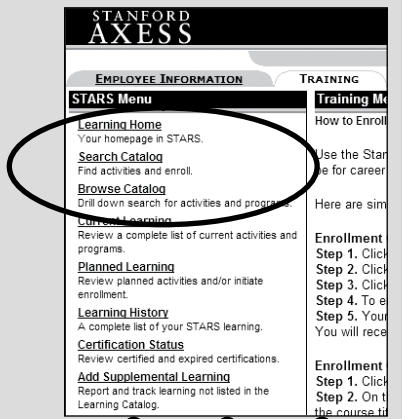


7. Click the TRAINING tab near the top of the AXESS screen, just below the red header.



8. Now that you are on the TRAINING tab, you will see three helpful functions provided by STARS that will assist you in enrolling for courses: **Learning Home, Search Catalog, and Browse Catalog.** (You will find them listed at the top of the STARS menu on the left-hand side of your screen.)

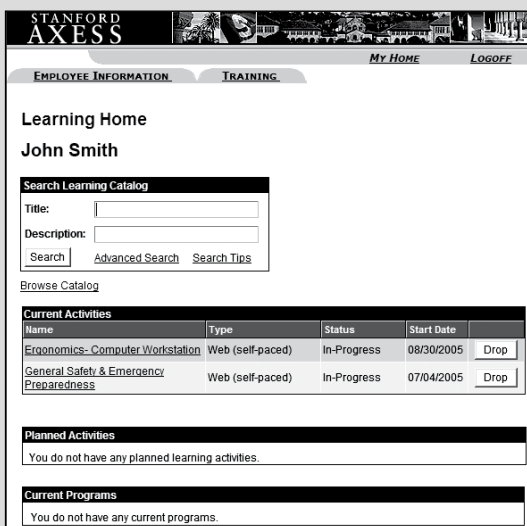
See the three sections below for instructions on how to use each function! *You can always return to this screen by clicking the TRAINING tab.



LEARNING HOME

A. Click the Learning Home link in the STARS Menu.

B. Learning Home is your homepage within STARS. It shows what Activities (i.e., courses) you are currently enrolled in, as well as Activities/courses you're planning on taking in the future. It will also display information on Certificate Programs that you have completed.



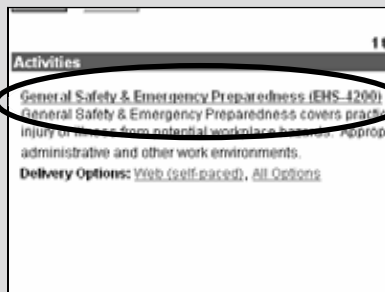
SEARCH CATALOG

A. Click the Search Catalog link in the STARS Menu.

B. Enter a title -- or primary words in the title -- for a course in the Title field of Basic Search, then click the Search button.



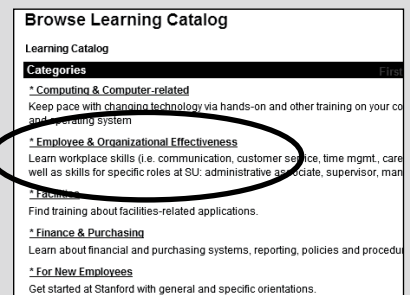
C. Click on the course title link (in blue, underlined text) in the Activities listing that is generated from your search.



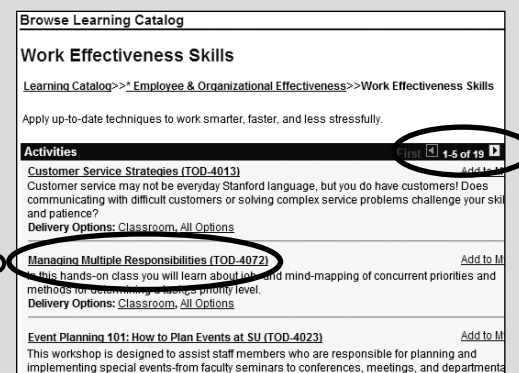
BROWSE CATALOG

A. Click the Browse Catalog link in the STARS Menu.

B. Click on the Category relevant to the type of training for which you would like to enroll.



C. A list of Related Categories will appear. Click on your desired Related Category, then click on the title of the Activity (course) you want to take. If you wish to see all the Related Categories or Activities that are available, click on the left and right arrows at the right side of the blue heading.



ENROLLING IN A COURSE

9. Find the courses you would like to take by reading this Guide, or by using the Search Catalog and Browse Catalog functions in STARS, as outlined above. Click on the Activity (course) title.

10. One or more Activity Options for different dates and times will appear for every course you find on STARS. Find the Activity for which you want to enroll, then click the Enroll button.

11. WAIT! You're not enrolled yet! Let the next page load, check the details to make sure you chose the correct Activity, then click the Submit Enrollment button in the bottom left.

12. You're enrolled! You will see a confirmation page and receive an e-mail with the details of your course. If you have questions, please reach the Contact for your course (click on the course under Current Activities on your Learning Home page [see above], and look in the upper right-hand corner).

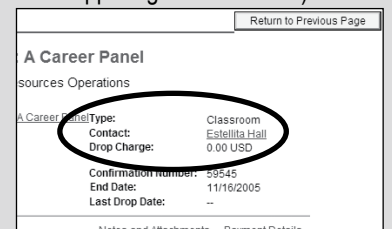
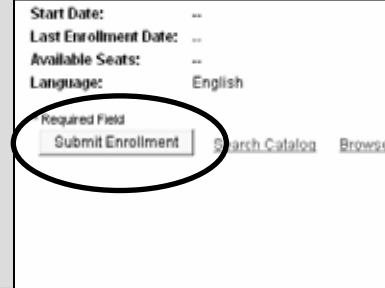
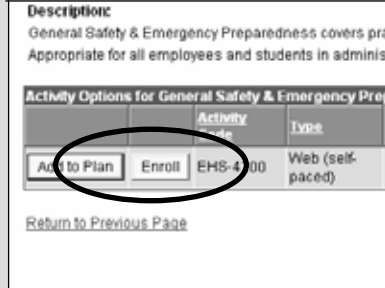
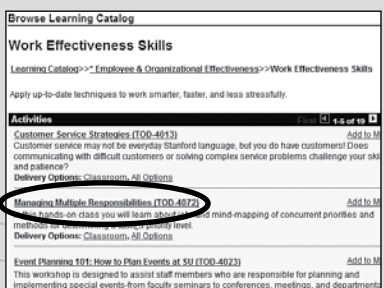


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ELIGIBILITY, FEES, AND COURSE ATTENDANCE

ELIGIBILITY

Eligibility for courses listed in this publication is limited to employees of Stanford University, Stanford Hospital, Lucile Packard Children's Hospital (LPCH), Stanford Linear Accelerator Center (SLAC), and students (undergraduate, graduate, and post-doctoral). If you do not fall clearly into one of these categories and want to determine your eligibility, contact the training provider of the course(s) in which you are interested.

*Note: TOD courses are offered for University staff only.

FEES

SLAC, Stanford Hospital, and LPCH employees should follow the special instructions in their respective departments for acquiring training. University staff, faculty, and students may pay for courses through any combination of STAP funds (see below), University department account, or personal check.

IMPORTANT: If you are paying wholly or partially by check, you must add an 8% surcharge to the total course fee. For example, if you are registering for a course with a \$275 fee and are paying wholly or partially by check, you must pay a total of \$297 (\$275 + \$22). Make checks payable to Stanford University, and write a separate check for each class.

STAP FUNDS

If you are a University employee (other than a faculty member) and are working at least half time, the Staff Training Assistance Program might pay your course fees up to \$800 per fiscal year. For more information about STAP, call Training and Organizational Development at (650) 723-0657. SLAC staff should call the SLAC Training and Development Office at ext. 2265.

ATTENDANCE

If you cancel a fee class at least three working days prior to the start of the class, you will receive a full refund. No refunds will be given after this grace period. Substitutions might be possible, however, if arrangements are made in advance. Call the training provider offering the class for more information.

ACCOMODATIONS FOR DISABLED LEARNERS

If you have special needs, every effort will be made to make training facilities accessible to you. To request disability accommodations, contact the appropriate training provider at least 10 days prior to the start of class.

EDITION CREDITS

The Training Opportunities Guide for the Stanford University Community is produced by the Training & Organizational Development Department, in cooperation with other campus training providers who choose to publish course information in the Guide.

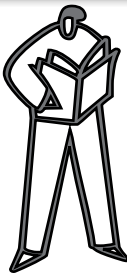
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- Dwain Sparling** | Graphic Design + Typsetting + Layout
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- Jia Li** | Business Software Developer
- Stanford Report** | Distributor (via Campus Mail)
- Southwest Offset** | Printer
- Human Resources** | Editorial Office



A special thanks to **Robert Edgar** of EH&S Training and Communications for his assistance in providing a portion of the content found in the STARS Enrollment Instructions (Page 2), as well as *Getting To Your OnLine Class: Launching Web-Based Training* (Page 16).

HOW TO USE THE NEW AND IMPROVED GUIDE

THE NEW COURSE LISTING FORMAT



Course Listing Header

Course Description

Course Details and Registration Information

ANATOMY OF A COURSE LISTING

NEW!

FOCUS: ACHIEVING YOUR HIGHEST PRIORITIES (TOD-4083)

This 1-day FranklinCovey course teaches productivity skills integrated with a powerful planning system that helps you to clarify, focus on, and execute the highest priorities personally and professionally.

Included in the course:

- How to integrate and use planning tools such as the Franklin Planner, PDA, and PlanPlus for Microsoft Outlook
- Establishing a goal-setting process to help you become more focused
- Achieving balance and renewal in your life to avoid burnout and cycles of frustration
- Gaining control of the competing demands of e-mail, voice mail, meetings, and interruptions

Pre-Class Assessment: Online; instructions are available as an attachment in STARS when you register.

Prerequisites: None | **Course Fee:** None

Activity Options: Tuesday, January 31 @ 8:30 - 4:30

Location: ABA&B | **Instructor:** Chris Arnold, a Senior Consultant with FranklinCovey, has a diverse business background that helps him to create solutions for clients. His business experience includes marketing, software and hardware engineering, interpersonal and leadership skills training, and project management.

Course Location: This is where your class will be meeting. Where possible, full locations are given, but mostly abbreviations are used. To find out what the abbreviation means, where it is on campus, and how you can get there, see the new map on Page 16.

Course Title / Subtitle

Activity Code
This is the number that you can use in STARS to help you locate and register for your courses online (for instructions, see Page 2).













Course Description
The new course descriptions are much like the old ones, but now easier to read; bullet points give details about the salient points and amenities provided by the course, and any pre-class preparation instructions or tests are highlighted for importance.

Course Details
This new section takes the information included in the old listings and breaks each piece out for ease of reading. You can now visually determine what you need and what options you have for scheduling each course. Most of the symbols that serve as cues are labeled in the listing, but you can always get help by reading the key provided at the right.

Activity Options
This is a list of the date(s) and time(s) the course is offered, or times the course might be unavailable. Each watch bullet listing a course time is an activity for which you can register in STARS (see instructions, Page 2). Be aware that some courses are multi-part, and may meet several times, OR the course may be offered online in Web-Based Training (see instructions, Page 16).

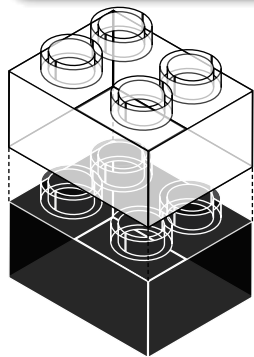
SYMBOL KEY

Each course listing contains symbols that relay important information about fees, times, locations, etc. For descriptions of each one used in this Guide, see the list below:

-  **Course Title Checkbox:** Use this box to visually see each course listed on the page, and to help keep track of which ones you want to take!
- NEW!** **New Course Offering:** This label, appearing in the course listing header, means a new course is being offered this quarter.
-  **Complementary Course (COMPUTING & COMPUTER-RELATED Section):** This graphic means you can reference the Complementary Courses Matrix (located at the bottom of this page) to see what other course(s) can be combined with the current one.
-  **Complementary Course (EMPLOYEE & ORGANIZATIONAL EFFECTIVENESS Section):** This graphic means you can reference the Complementary Courses Matrix (located at the bottom of this page) to see what other course(s) can be combined with the current one.
-  **Prerequisites Required & Recommended:** This symbol advises if you need to have taken any other courses before you can register for the current one listed.
-  **Course Fee:** This sign relays information about the costs associated with taking a course. For more information, see the Eligibility, Fees, and Course Attendance Section on Page 3.
-  **Activity Option:** This bullet point is a scheduled time when the class meets. Some courses have multiple options, and/or multiple parts.
-  **Location:** The building symbol has information for where classes are meeting. See the map on Page 16 to find your way.
-  **Instructor:** Learn the name(s) of your instructor(s) before you get to class; where available, bios are given.
-  **Web-Based Training:** When you see this symbol, you know that you can attend and complete your course online. All you need is an internet-ready computer and a SUnet ID!
-  **Special Information:** Some courses have special contacts for registration, or course details that may change over time. Make sure you read this information closely!
-  **Pre-Class Preparation:** This graphic means that you must complete an online test or survey before your class meets; reading assignments may also be listed.
-  **See Also:** A paragraph beside this symbol holds information that directs you to another listing within the Guide that will provide you with more information about the course.

How do you like the new Guide? Send your comments to TrainandOD@Stanford.edu.

COMPLEMENTARY COURSES

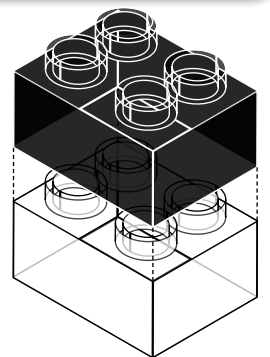
















IDEA:

Take a Technology (ITS) course to complement the Employee & Organizational Effectiveness (TOD) course, and you'll have more of the tools you need to grow and succeed.

Training & Organizational Development is working with IT Services Technology Training to identify pairs or sets of courses that we think are complementary – soft skills supported by technical skills. For example, a course in Project Management is well paired with hands-on training in Microsoft Project, the software tool that helps you plan and track projects.

The matrix below is a sampling of complementary courses. Within the complementary set, the courses can be taken in any order.



EMPLOYEE & ORGANIZATIONAL EFFECTIVENESS COURSES	COMPUTING & COMPUTER-RELATED COURSES
 <ul style="list-style-type: none"> <input type="checkbox"/> How to Design, Write, and Edit Attention-Grabbing Brochures, Catalogues, Ads, Newsletters, and Reports (TOD-3619) 	 <ul style="list-style-type: none"> <input type="checkbox"/> InDesign, Levels 3 & 4 (ITS-1452) <input type="checkbox"/> Illustrator courses in TechPort [see TechPort: Online Technology Training for Stanford (ITS-0611)]
 <ul style="list-style-type: none"> <input type="checkbox"/> Organize Yourself & Your Office (TOD-4033) 	 <ul style="list-style-type: none"> <input type="checkbox"/> Tips and Tricks in Sundial (ITS-2301) <input type="checkbox"/> Introduction to Eudora (ITS-2101) <input type="checkbox"/> Tips and Tricks in Eudora (ITS-2102) <input type="checkbox"/> Using Technology to Manage the Ever-Increasing Workload at Stanford (ITS-0801)
 <ul style="list-style-type: none"> <input type="checkbox"/> Effective Presentations I (TOD-3029) 	 <ul style="list-style-type: none"> <input type="checkbox"/> PowerPoint, Level 1 (ITS-1321) <input type="checkbox"/> Presentation Skills Using PowerPoint (ITS-1322) <input type="checkbox"/> PowerPoint, Level 2 (ITS-1323) <input type="checkbox"/> PowerPoint courses in TechPort [see TechPort: Online Technology Training for Stanford (ITS-0611)]
 <ul style="list-style-type: none"> <input type="checkbox"/> Effective Presentations II (Advanced) (TOD-3046) 	 <ul style="list-style-type: none"> <input type="checkbox"/> PowerPoint, Level 1 (ITS-1321) <input type="checkbox"/> Presentation Skills Using PowerPoint (ITS-1322) <input type="checkbox"/> PowerPoint, Level 2 (ITS-1323) <input type="checkbox"/> PowerPoint courses in TechPort [see TechPort: Online Technology Training for Stanford (ITS-0611)]
 <ul style="list-style-type: none"> <input type="checkbox"/> Process Improvement (TOD-4076) 	 <ul style="list-style-type: none"> <input type="checkbox"/> Project, Levels 1 & 2 (ITS-2102) <input type="checkbox"/> Project courses in TechPort [see TechPort: Online Technology Training for Stanford (ITS-0611)]
 <ul style="list-style-type: none"> <input type="checkbox"/> Project Management for Faculty Affairs Administrators (TOD-4084) 	 <ul style="list-style-type: none"> <input type="checkbox"/> Project, Levels 1 & 2 (ITS-2102) <input type="checkbox"/> Project courses in TechPort [see TechPort: Online Technology Training for Stanford (ITS-0611)]
 <ul style="list-style-type: none"> <input type="checkbox"/> Writing Effective E-mail (TOD-3610) 	 <ul style="list-style-type: none"> <input type="checkbox"/> Tips and Tricks in Sundial (ITS-2301) <input type="checkbox"/> Introduction to Eudora (ITS-2101) <input type="checkbox"/> Tips and Tricks in Eudora (ITS-2102) <input type="checkbox"/> Using Technology to Manage the Ever-Increasing Workload at Stanford (ITS-0801)

COMPUTING & COMPUTER-RELATED



Keep pace with changing technology via hands-on and other training on your computer's applications and operating system. For more details, be sure to check out the IT Services Technology Training Website at <http://techtraining.stanford.edu/>.

*NOTE: The COMPUTING & COMPUTER-RELATED listings here do not contain all details for the courses offered. Prerequisites, Activity Options, Locations, Instructors, and Special Information can be found in the listings published online in STARS (see the instructions outlined on Page 2).

FUNDAMENTALS OF COMPUTING

Windows and Mac operating systems; survey courses; TechPort online training.

COMPUTER BASICS FOR NEW WINDOWS USERS (ITS-0301)

For novices with a new computer, or for beginners planning to use a computer in the future, this is the course for you! De-mystify the computer, overcome those fears! Gain confidence by learning jargon, and using a mouse. Learn the very basics, from how to start a computer to finding your way around the operating system and programs.

Course Fee: \$150 | Half-day course

MAC OS X FUNDAMENTALS (ITS-0401)

This hands-on training is directed toward the first-time Mac OS X user. You'll learn all the basics necessary to get started using your Macintosh features productively.

Course Fee: \$150 | Half-day course

USING TECHNOLOGY TO MANAGE THE EVER-INCREASING WORKLOAD AT STANFORD (ITS-0801)

Pick up tips and tricks on using technology, such as keyboard shortcuts, search tips, screen captures, file management, organizing email, and security issues.

Course Fee: \$150 | Half-day course, offered monthly

TECHPORT: ONLINE TECHNOLOGY TRAINING FOR STANFORD (ITS-0611)

Access thousands of IT texts at Books24x7, in addition to over 1,000 self-paced courses online. Technology topics range from Windows and Office basics to training for technical support certifications.

Course Fee: Fee applies

EXPLORE TECHPORT.STANFORD.EDU (OPEN LAB) (ITS-0601)

Register for one or more of these open labs to learn about the 1,000+ online courses and thousands of books available online at techport.stanford.edu.

Course Fee: None | Half-day open lab, offered monthly

WORD PROCESSING

Microsoft Word, beginning to advanced.

WORD, LEVEL 1 (ITS-0921)

Learn how to produce professional-looking documents! Create, edit, and format text, run spell-check, and print. Enhance your productivity with shortcuts, toolbars, and special characters. Use tabs and indents.

Course Fee: \$275 | 1-day course

WORD, LEVEL 2 (ITS-0922)

Put a professional polish on your documents by learning more about tables, columns, headers, footers and great shortcuts. Get creative with graphics, color, and fonts. Use and create styles, insert symbols and files.

Course Fee: \$275 | 1-day course

WORD, LEVEL 3 (ITS-0923)

Learn advanced techniques for working with styles, using the AutoFormat feature, and linking styles. Create and use templates and forms with fields. Use graphic effects like dropped caps, clip art, WordArt, and drawings. Manage long documents by adding a table of contents, an index, bookmarks, cross-references, and odd/even headers/footers. Adjust margins for binding. Manage different versions, track changes, add comments, and accept/reject changes.

Course Fee: \$275 | 1-day course

SPREADSHEETS

Microsoft Excel, beginning to advanced.

EXCEL, LEVEL 1 (ITS-1121)

Create simple spreadsheets, then format numbers and text, rows and columns. Utilize borders, shading, fonts, and alignment for greater impact and clarity. Learn how to copy, move, insert, and delete data. Insert functions and use basic formulas. Create simple charts!

Course Fee: \$275 | 1-day course

EXCEL, LEVEL 2 (ITS-1122)

Success starts with having important business information at your fingertips. Expand your spreadsheet skills by using powerful functions. Link multiple worksheets, use range names, and create lists.

Course Fee: \$275 | 1-day course

EXCEL: MASTERING PIVOT TABLES (ITS-1123)

Pivot Tables are a unique and powerful tool within Excel for quickly summarizing data. Learn the basics of Pivot Tables from a Microsoft-designated Excel expert.

Course Fee: \$150 | Half-day course

EXCEL TIPS AND TRICKS (ITS-1124)

This course for experienced users includes introductory through advanced tips and tricks for Excel, presented by an Excel expert!

Course Fee: \$150 | Half-day course

EXCEL, LEVEL 3 (ITS-1125)

Apply conditional formatting to highlight data based on specified criteria. Create and apply data validation rules to help ensure accurate data entry. Create and apply custom date and number formatting. Move and copy worksheets and export data from Excel for use in Word. Create PivotTable reports. Password protect at the worksheet and workbook level. Record and run macros and view and edit VBA code.

Course Fee: \$275 | 1-day course

EXCEL FOR SCIENCE AND ENGINEERING (ITS-1126)

Learn high-powered tools for data analysis and advanced charting techniques. Taught by one of only 40 Microsoft Excel MVPs (certified experts); if you have an Excel question, this instructor knows the answer.

Course Fee: \$275 | 1-day course

PRESENTATIONS & PUBLICATIONS

Microsoft PowerPoint; Adobe Acrobat, InDesign, Photoshop; Macromedia Flash.

POWERPOINT, LEVEL 1 (ITS-1321)

Turn a lackluster meeting into a memorable presentation by creating slides, overheads, and exciting on-screen special effects. Learn to organize your presentation, then add text, background templates and formatting. Choose effective fonts, type styles, bullets, colors for clarity - then add graphics for greater impact! Create and import graphs and organizational charts.

Course Fee: \$275 | 1-day course

PRESENTATION SKILLS USING POWERPOINT (ITS-1322)

Learn basic presentation techniques, such as overcoming stage fright, how to prepare the setting, reading the audience, tuning your voice, and many other methods for effective presentations.

Course Fee: \$150 | Half-day course

POWERPOINT, LEVEL 2 (ITS-1323)

Learn how to design Slide Master templates and custom slide shows. Insert objects from other applications, like Excel. Use advanced techniques and features to give your presentations in a variety of professional formats.

Course Fee: \$150 | Half-day course

ADOBE ACROBAT: THE BASICS OF USING THE FULL VERSION (ITS-1401)

It's more than just the Reader! This hands-on class introduces the basic features of the full Adobe Acrobat product - like forms, collaboration tools, and creating PDFs.

Course Fee: \$150 | Half-day course

ADOBE ACROBAT: BEYOND THE BASICS OF USING THE FULL VERSION (ITS-1403)

Topics include adding stamps, creating bookmarks, using the form tool, using the catalog tool to add searching capabilities, attaching sound and other files, using the crop tool, and setting page actions.

Course Fee: \$150 | Half-day course

INDESIGN, LEVELS 3 & 4 (ITS-1452)

Topics include drawing vector graphics, working with transparency, creating interactive documents, combining files into books, printing and print preparation, exporting to PDF, and ensuring consistent color.

Course Fee: \$500 | 2-day course

PHOTOSHOP, LEVELS 1 AND 2 (ITS-1461)

In this intensive 2-day course, you'll learn the basics of Adobe Photoshop CS, including working with images, layers, vector graphics, color; using filters; optimizing images; web image preparation; animation; and more.

Course Fee: \$500 | 2-day course

DATABASE MANAGEMENT

Microsoft Access; FileMaker Pro; database theory and design; SQL.

ACCESS, LEVEL 1 (ITS-1711)

Learn this powerful database program as you design and create tables, enter and manipulate data. Filter and sort records; use queries to select and analyze data.

Course Fee: \$275 | 1-day course

ACCESS, LEVEL 2 (ITS-1712)

Expand your database design skills as you learn more in-depth principles of table design. Learn data validation and defaulting techniques. Enhance the complexity of your queries and calculations.

Course Fee: \$275 | 1-day course

ACCESS, LEVEL 3 (ITS-1713)

Create relationships and learn join types. Design totals and cross tab queries. Create update, append, delete, and make table queries. Learn advanced queries that compare criteria between tables. Create outer join, multiple join, and no join queries.

Course Fee: \$275 | 1-day course

FILEMAKER PRO, LEVEL 1 (ITS-1801)

Learn to harness the power of this flexible and friendly database management program. Create a database and enter data. Learn basic calculations and scripting techniques. Create useful layouts to display information for labels, envelopes, and form letters. Import and Export data.

Course Fee: \$275 | 1-day course

COMPUTING & COMPUTER-RELATED

FILEMAKER PRO, LEVEL 2
(ITS-1803)

Learn how to define and arrange relationships in FileMaker Pro. Create customized reports. Use formulas, calculations, and scripting to streamline tasks. Avoid problems by learning how to back up and repair databases.

Course Fee: \$275 | 1-day course

FILEMAKER PRO, LEVEL 3
(ITS-1805)

Learn how to create advanced tables and perform advanced calculations. Learn advanced scripting techniques, how to create and publish a web database, and techniques for managing your database.

Course Fee: \$275 | 1-day course


SQL BASICS
(ITS-2521)

SQL is the standard programming language for creating, updating, and retrieving information stored in databases. This 1-day workshop will enable students to turn ordinary questions into statements that the database can understand.

Course Fee: \$275 | 1-day course

PROJECT MANAGEMENT

Microsoft Project.

 **PROJECT, LEVELS 1 & 2**
(ITS-2002)

Learn project management concepts and tools. Start a new project, work with tasks, and apply lag/lead times and constraints. Outline tasks, work with views. Assign resources and costs, shorten the Critical Path.

Course Fee: \$500 | 2-day class


E-MAIL & CALENDARING

Eudora, Sundial, etc.

 **INTRODUCTION TO EUDORA:
A HANDS-ON EXPERIENCE**
(ITS-2101)


This course provides basic instruction on using the Eudora Pro e-mail program. Features covered include sending, receiving, and replying to and forwarding mail, in addition to using attachments, creating address book entries, creating and organizing mailboxes, and creating your signature.

Course Fee: \$150 | Half-day course

 **TIPS AND TRICKS IN EUDORA**
(ITS-2102)

This lecture class is intended for those who have been using Eudora e-mail for a while, but who want to refine their skills, with the goal of going beyond the basics of Eudora.

Course Fee: \$100 | Half-day course

 **TIPS AND TRICKS IN SUNDIAL**
(ITS-2301)

Take this no-cost hands-on class to increase your productivity using Sundial, the computerized calendar, to set up meetings and manage your personal schedule.

Course Fee: None | Half-day course

INTERNET / WEB

HTML coding; Macromedia software; Web design, beginning to advanced; PHP; SQL.

WEB DESIGN, LEVEL 1: THE BASICS
(ITS-2501)

Learn how to set up a site, create a basic page, include links and graphics, and upload your page to the Stanford Web server using HTML (HyperText Markup Language).

Course Fee: \$150 | Half-day course

DREAMWEAVER LITE
(ITS-2601)

Learn how to set up a site, create a basic page, include links and graphics, and upload your page to the Stanford Web server using Dreamweaver.

Course Fee: \$150 | Half-day course

WEB DESIGN: TABLES AND CASCADING STYLE SHEETS
(ITS-2502)

Topics in this hands-on HTML class include the presentation of data and page layout design using tables and cascading style sheets, as well as a brief introduction to the concepts of design, Web standards, and accessibility.

Course Fee: \$150 | Half-day course

WEB DESIGN: DESIGNING A WEB SITE
(ITS-2503)

Learn about planning, organizing, and designing a web site in this lecture class. Standards, accessibility, and compliance issues related to web site design will also be discussed.

Course Fee: \$100 | Half-day course

WEB DESIGN: FORMS AND BASIC CGI SCRIPTING
(ITS-2504)

Forms make up the basis of every interactive site. In this hands-on class, you'll create a form in HTML, upload it to your web site, and use CGI scripts to transform your web site into an interactive experience!

Course Fee: \$150 | Half-day course

WEB DESIGN: PROTECTING DOCUMENTS ON THE WEB AND A BONUS LESSON ON JAVASCRIPT
(ITS-2505)

Do you have confidential or other internal documents on the Web for which you want to control access? In this hands-on class you'll learn how to protect those documents by using WebAuth.

Course Fee: \$150 | Half-day course

MASTERING DREAMWEAVER, LEVELS 1 AND 2
(ITS-2603)

This intensive 2-day course provides you with the fundamental tools needed to develop web pages for the Internet using Dreamweaver.

Course Fee: \$500 | 2-day course

MASTERING DREAMWEAVER, LEVEL 3
(ITS-2605)

Topics covered include behaviors using JavaScript for rollover images, layers, customizing Dreamweaver, managing a large site, browser checks, cross browser support, forms, libraries, and inserting and playing media.

Course Fee: \$275 | 1-day course

**PHOTOS, GRAPHICS, AND THE WEB:
THE BASICS**
(ITS-2621)

In this hands-on class, you'll learn basic graphic production skills for the Web using Macromedia Fireworks.

Course Fee: \$150 | Half-day course

FLASH, LEVELS 1 AND 2
(ITS-2631)

With Flash, creative professionals design and author interactive content rich with video, graphics, and animation for truly unique, engaging websites, presentations, or mobile content. In Day 1, learn the basics of the Flash interface; work with graphics, text, layers, animation, the library, actions and Action Script, and movies. In Day 2, approach advanced animation; build complexity; work with video and 3D, timelines and communication, buttons and event detection; control text and sound.

Course Fee: \$500 | 2-day course

PHP WORKSHOP
(ITS-2511)

This intensive 2-day course will teach you how to use PHP, a server-side, cross-platform, HTML-embedded scripting language that lets you create dynamic web pages.

Course Fee: \$500 | 2-day course

NETWORKING

Courses for local network administrators, system administrators and Expert Partners.

No classes in this category offered at time of publication, but check back in STARS for updates.

ADMINISTRATIVE SYSTEMS & REPORTING

ReportMart 1, IT Services Site.

INTRODUCTION TO REPORTMART USING BRIO
(ITS-8401)

Through a combination of lecture, demonstration, and hands-on practice, participants will become familiar with the Brio reporting tool used to generate reports in PeopleSoft applications SA, HR, and STARS; Kronos; TMIS/Pinnacle; Workflow; Resource 25/Events; and iSpace.

Course Fee: None | Half-day course

IT SERVICES SITE TRAINING
(ITS-8301)

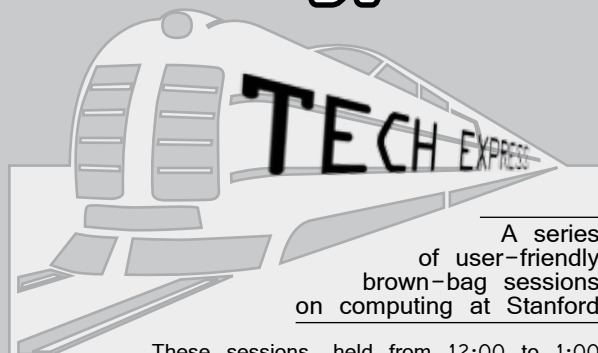
Does your job include viewing your department's monthly ITSS billing statements or placing orders for ITSS Services? If your answer is "Yes," this class is for you.

Course Fee: None | Half-day course

Learning + Technology

TECH BRIEFINGS

Timely Info for Power Users and Stanford's Technology Support Community

WHEN: The Tech Briefings, led by knowledgeable ITSS staff, run from 2:00 to 3:30 P.M. Friday afternoons.**WHERE:** Turing Auditorium (Polya Hall Room 111)**WHAT:** Tech Briefings are informal, interactive seminars on computer-related topics of interest to the Stanford community.**WHO:** These sessions are intended for power users, Expert Partners, and those with IT responsibilities, but are open to everyone - faculty, staff, and students. No registration is required - just come on by and learn something new.**HOW:** No fees. No fuss. See the web site at <http://techbriefings.stanford.edu> for dates, topics, and other information.

A series of user-friendly brown-bag sessions on computing at Stanford

These sessions, held from 12:00 to 1:00 P.M. and led by knowledgeable IT staff, are intended to meet the needs of Stanford staff, but are open to everyone, including faculty and students.

No registration is required - come by and learn something new! Bring your lunch!

Bring your questions!

Drinks and cookies provided.

See the web site at <http://techexpress.stanford.edu> for dates, topics, and other information.

TECHPORT

Over 1000 Online Technology Courses PLUS Thousands of Online Technology Books at Books24x7

Technology changes quickly, but fortunately IT Services has found a convenient way to help you keep up. In partnership with SkillSoft, the leading provider in online training, IT Services offers TechPort: around-the-clock access to over 1000 online, self-paced, technology-related courses, and thousands of online technology-related books.

SUNet ID and Windows computer are required. (Licensed users can take courses from any Windows machine connected to the Web). In addition to the interactive, online instructional material, real-time mentoring is available for many courses. This means quick real-time answers to your specific questions about the curriculum you're studying. You can use your STAP, university department, Hospital Tuition Assistance, or personal funds.

<http://techport.stanford.edu>

EMPLOYEE & ORGANIZATIONAL EFFECTIVENESS



Stanford employees work in an environment that places high value on continuous learning and growth. A variety of courses can assist managers, supervisors, and employees in building skills to enhance job effectiveness and promote career growth. These courses are open to regular university employees. Stanford Hospital employees may take courses on a space-available basis.

Minimum class size is 14 (except where stated otherwise). Courses that lack the minimum number of registrants 1 week prior to start will be cancelled and registrants notified. For more information, call us at (650) 723-0657, visit us at 655 Serra Street, or view our Web site at <http://hrweb.stanford.edu/training/classroom/3courses.html>. See STARS, Stanford's Training and Registration System (<http://axess.stanford.edu>) to register for classes (instructions on p. 2).

* NOTE: Every effort will be made to accommodate attendees who are physically challenged and need special accommodations in the classroom, or who need English translation. Please notify us of any special needs 3 weeks before class begins by calling (650) 723-0657.



EMPLOYEE & ORGANIZATIONAL EFFECTIVENESS courses are offered only to Stanford University Benefits-eligible Staff.

ADMINISTRATIVE ASSOCIATES DEVELOPMENT PROGRAM (AADP)

These courses are offered specifically for Stanford's administrative associates (A1-A5), and assist with issues and challenges faced by the administrative support staff person. See also the listings under the other T&OD categories for courses delivered to the broader Stanford staff population.

NEW! THE ART OF BEING YOUR OWN BEST COACH (TOD-5020)

Learn the techniques of coaching to practice on yourself as you empower, mentor, and motivate those around you. Through some simple processes, you can be your own best coach!

Topics include:

- Coaching process and techniques
- The change process
- Overcoming obstacles
- Motivational action planning

Prerequisites: None | **Course Fee:** None

Thursday, January 19 @ 8:30 - 12:30

Location: ABB | **Instructor:** *Kenda Swartz*, founder of NRG Communications, has nearly 16 years human relations experience, which includes general business consulting, employee training and development, management and counseling. She earned her M.A. from the College of Notre Dame in Art Therapy Psychology. Kenda is a certified professional coach and applies the skills from her education, training and work experience to create innovative, fun and interactive classes that facilitate the adult learning process. She is also involved in several Bay Area advisory boards helping non-profits and small businesses develop and maintain business plans.

NEW! THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE® INTRODUCTORY WORKSHOP FOR ASSOCIATES: BUILD A FOUNDATION OF EFFECTIVENESS THROUGHOUT YOUR ORGANIZATION (TOD-5019)

Successful organizations and teams depend on personal performance; and personal effectiveness is nowhere more important than with your non-managerial, administrative, and staff-level employees. True, fully aligned workforce performance demands that all employees share a common vision around your organization's mission, values, and goals, and that individuals are effective, both personally and professionally. With FranklinCovey's one-day *7 Habits of Highly Effective People Introductory Workshop for Associates*, you can achieve sustainable, superior performance across your entire organization. The universal principles taught in this workshop allow you to develop a common framework for improving character and harnessing the capacity of your workforce. This is even more critical as a new generation enters the workplace with a new set of values, perceptions, and expectations.

Prerequisites: None | **Course Fee:** None

Thursday, March 9 @ 8:30 - 4:30

Location: ABA&B | **Instructor:** *Chris Arnold*, a Senior Consultant with FranklinCovey, has a diverse business background that helps him to create solutions for clients. His business experience includes marketing, software and hardware engineering, interpersonal and leadership skills training, and project management. Chris graduated from Cal Poly, San Luis Obispo, with a bachelor's degree in Computer Engineering and a minor in Psychology. He later earned a certificate in Project and Program Management from the University of California, Santa Cruz.

CAREER DEVELOPMENT / JOB ENRICHMENT SKILLS

Career Management Program for Stanford Staff (COMPASS Program)

The courses in the COMPASS program are designed to help Stanford staff manage their career process, development, and path as well as grow and thrive in their current position. The program offers classes, Career Snacks (lunchtime sessions), and online tools to help employees navigate their career stages: self-assessment, career exploration, goal setting, and self-promotion. For more information about these offerings, visit:

<http://hrweb.stanford.edu/training/desktop/careerselfset.html>

COMPASS CAREER SNACK LUNCHTIME SERIES

NEW! JUMPSTART YOUR CAREER (TOD-2053)

Got the winter blues? Don't let it get you down. This course will discuss many different options to help you get pumped up and jumpstart your career in 2006! Whether you're looking to enrich your current position, change careers, retire, or something in between, this course will get you started.

Prerequisites: None | **Course Fee:** None

Activity Options: (choose one)

Wednesday, January 25 @ 12:00 - 1:00 | Hartley Conference Room, Mitchell Earth Sciences Building

Thursday, January 26 @ 12:00 - 1:00 | Medical School Office Building (MSOB), Room 303

Instructor: *Jill Klees* has 15 years of experience in human resources, having worked in staffing, employee relations, training, and career development.

BRIEFCASE TO BABY CARRIER AND BACK (TOD-2006)

You thought you had it figured out—the perfect balance between career and family—but now you're less certain. You are not alone! Meet other working moms on campus. Gain insight into what is best for you and your own family. Learn strategies to maximize personal and professional development for any career situation.

This course covers work-life balance issues through the following topics:

- Introductory values exercise to look at "Who am I personally and professionally?"
- Survival tips and strategies
- A list of resources (campus, community, books, internet)
- Starting to build that support network

Take away specific tips that have helped other working moms meet the demands of multitasking. Join us for a frank discussion about career and family life balance issues facing women with children. Bring a photo of your child(ren) to share with the group (for expectant moms, ultrasound photos are acceptable!).

Co-Sponsor: WorkLife Office

Prerequisites: None | **Course Fee:** None

Activity Options: (choose one)

Wednesday, February 8 @ 12:00 - 1:00 | Hartley Conference Room, Mitchell Earth Sciences Building

Thursday, February 9 @ 12:00 - 1:00 | Medical School Office Building (MSOB), Room 303

Instructor: *Marlene Scherer Stern* has an undergraduate degree from the University of California at Davis and a master's degree in College and University Administration from Michigan State University. With 16 years of experience working with university undergraduates, graduate students, and alumni, she has served as a university career counselor at three different universities and presented numerous lectures on all aspects of career development, including family-life balance issues. She herself balances part-time work at Stanford University with raising her 3 children.

NEW! NETWORKING AND MENTORING: HOW IT CAN WORK FOR YOU (TOD-2054)

Have you ever wondered how to start a mentoring relationship? Networking is the key. This course will discuss the "how-to's" of networking, informational interviewing, and mentoring, and will give you tips and suggestions for being successful on your journey.

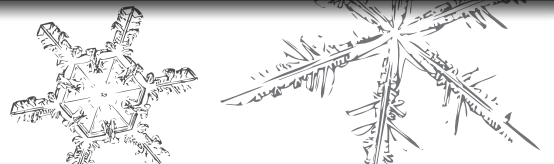
Prerequisites: None | **Course Fee:** None

Activity Options: (choose one)

Wednesday, March 8 @ 12:00 - 1:00 | Hartley Conference Room, Mitchell Earth Sciences Building

Thursday, March 9 @ 12:00 - 1:00 | Medical School Office Building (MSOB), Room 303

Instructor: *Jill Klees* (see *Jumpstart Your Career*).



COMPASS CLASSES

WHAT'S NEXT IN YOUR LIFE? LAUNCHING THE NEXT CHAPTER FOR BABY BOOMERS (TOD-2020)

As a baby boomer, you like to do things your own way and you want to make a difference in the world. Now can be the time for a new career adventure. It's not too late to discover your passions and focus on what you want to do next. Right now, there are millions of people choosing to work and upgrade their skills beyond retirement. In this workshop, you will examine current hiring trends and needs in the workplace. Learn and explore a model for career transition. Examine your skills, interests, and values that are important for planning your future work. You will experience a process for setting goals that moves you into action and to creating the life you want to live after you retire.

Prerequisites: None | **Course Fee:** None

Thursday January 19 @ 1:00 - 4:30

Location: ABA | **Instructor:** *Linda Warren* is a Career Counselor and Training Specialist with over 12 years of experience helping hundreds of people to discover a new job or career.

CAREER SELF-ASSESSMENT (TOD-2016)

This two-part course will help you develop criteria for finding satisfying work or improving your current job through career enrichment. By completing several career and personality assessments (SII, MBTI, SkillScan, and Values Driven Work), you will get ideas for enriching your current job or planning your next career step.

Pre-Class Assessment: Please take all four online tests by no later than February 21; instructions are available as an attachment in STARS when you register.

Participants are welcome to bring their dinner or a snack with them to class!

Prerequisites: None | **Course Fee:** None

Parts 1 & 2 | **Tuesdays, February 28 & March 7 @ 4:45 - 7:45**

Location: ABA | **Instructor:** *Stephanie Eberle* earned her B.A. in Psychology and Sociology and her M.Ed. in Clinical Counseling. A Career Counselor at Stanford's Career Development Center for four years, with a primary focus on graduate student issues and career assessments, she is also co-instructing a class in career and life planning.

COMPASS listings continued on Page 8

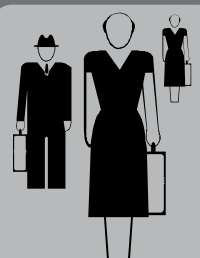
Administrative Associates

Coming This Spring!

The Administrative Advantage course series is tailored specifically for benefits-eligible Administrative staff (A1-A5), and will be open to a maximum of 15 participants this spring. The series includes topics on project management, change management, career management, communicating, and influencing.

Interested staff must submit a brief application, with their supervisor's approval, to the Program Manager, Jackie S. Ward, Training and Development Specialist in the department of Training and Organizational Development. Please keep a look out for more detailed information about the application process, deadline, and course schedule on the Training & OD website and via email announcements.



Save the Date for the 2006 Administrative Professionals Day Conference: Tuesday, April 18, 8 - 12:30, Arrilliga Alumni Conference Center. Details to follow in the Spring issue of the Training Opportunities Guide.





EMPLOYEE & ORGANIZATIONAL EFFECTIVENESS


MENTORING OTHERS
(TOD-2047)

Leaders today are learning that mentoring is an essential, cost-effective skill for developing and retaining talent. With the baby-boom generation fast retiring, leaders face the question of how to pass down valuable knowledge, traditions, and core values to the next generation. A good mentor leverages the skills, talents, and wisdom of each person and team while sustaining the organizational culture and its valuable resources. This course will teach you how to become a successful mentor. You will learn about the character qualities, principles, and skills of successful mentors, in addition to common mistakes made along the way. The course is highly interactive and experiential, providing direct practice and practical tools that you will be able to use immediately in the workplace.

 Prerequisites: None |  Course Fee: None

 Wednesday, March 22 @ 8:30 - 12:00


 Location: ABA |  Instructor: **Kate Powers** is a charismatic speaker, master facilitator, and change agent, with 20 years of experience developing business leaders who have integrity, creative genius, and soul.


CORE CONFLICT RESOLUTION SKILLS
(TOD-3043)

The cost of unresolved conflicts can be measured in time spent in communication logjams and turf wars. Conflict happens in the normal course of everyone's day and cannot be avoided; different human beings have competing needs. However, when communication breaks down, having the proper tools to resolve the situation can make all the difference. Furthermore, productivity increases when clear communication replaces expressions of anger and disappointment. This course teaches the tools you need to resolve and reduce conflict and repair damaged relationships. Practice during the session is customized to reflect real-life issues. You will gain awareness of your approach to conflict, and then be coached to improve your skill in handling conflict more effectively.

 Prerequisites Recommended: *Core Communication Skills* (TOD-3007)

 Course Fee: None

 Tuesday, February 28 @ 1:00 - 4:30

 Location: ABA

 Instructors: **Rossella Derickson** and **Krista Henley, M.A., L.M.F.T.** (see *Core Communication Skills*).


LANGUAGE SKILLS

These courses assist Stanford staff in improving their language skills.


ENGLISH FOR NON-NATIVE SPEAKERS (ESL)
(BERLITZ ENGLISH®)
(TOD-3804)

Be able to speak with confidence in real-life situations through lively classroom conversations and practical exercises, including pronunciation. All classroom instruction is in English only, using the proven conversational Berlitz Method®. Students develop and actively practice business conversation skills through regular dialogue with trained native-fluent instructors, supplemented with relevant reading and writing exercises. Materials include a printed textbook with audio supplement. Course participants will also gain access to the Berlitz English® web site for supplemental self-study, and will receive *English Passport* magazine. Classes are offered for beginner through advanced levels. Students are evaluated before progressing to a higher level, so all students can feel comfortable in the classroom setting.

*NOTE: Level assessments will be conducted on the first night of class.

 Parts 1-10 | Wednesdays, January 11 to March 15 @ 4:45 - 7:00

 Location: ABA & ABB & Sycamore Conference Room



 Instructors: **Berlitz-trained native-fluent instructors.**

COMMUNICATION SKILLS



These courses assist Stanford staff in improving communication skills such as listening, giving and receiving feedback, dealing with challenging situations and people, and influencing others.


CORE COMMUNICATION SKILLS
(TOD-3007)

This class provides the foundation for understanding different communication styles and core competencies. Participants use customized tools to examine open and closed communication styles and their direct effect on performance. Participants explore challenges that come from belief systems and blind spots. They learn the building blocks of good communication, including reflective listening, giving and receiving feedback, communicating an assignment, and collaborative problem solving.



 Prerequisites: None |  Course Fee: None

 Tuesday, January 24 @ 1:00 - 4:30



 Location: ABA |  Instructors: **Rossella Derickson** has worked for more than 22 years in dynamic corporate roles, transforming individuals, teams, and business processes. **Krista Henley, M.A., L.M.F.T.** received her master's degree in 1989 in Counseling Psychology, and has more than 14 years of experience in applying theoretical learning to real-life problems.


ASSERTIVENESS COMMUNICATION SKILLS
(TOD-3001)

In this course, you will learn practical assertiveness skills and techniques that can be applied in everyday situations. Role-playing and other exercises will reinforce techniques for communicating assertive messages. Emphasis will be placed on the essential elements of assertive behavior. Participants will practice handling communication challenges with confidence and self-esteem.



 Prerequisites: None |  Course Fee: None

 Wednesday, January 25 @ 8:30 - 12:00



 Location: ABA |  Instructor: **Michelle A. Carroll** has more than 18 years of experience in the human resources field, working as an in-house HR manager, and as a training and organizational consultant. She consults with organizations to increase their effectiveness and facilitates a variety of workshops, including career development, communication skills, leadership and team development, time management, and workspace organization. She has a B.A. in Personnel and Industrial Relations, and is certified to teach a broad range of management and leadership programs.


EFFECTIVE PRESENTATIONS I
(TOD-3029)

Clear, organized, stimulating, credible, concise. Do these words describe your presentations? Whether you make formal or informal presentations to colleagues, management, clients, or other staff as part of your job, this class will help you make them more successfully. You will become skilled in getting and keeping your listeners' attention, persuading them to buy into your ideas, and gaining commitment to follow up on proposed actions. Through the use of video feedback, you will see yourself as others do, and learn strategies to become a more interesting, confident, and influential communicator. Learn to use eye contact, gestures, and your voice to enhance your personal style; prepare and use visuals to get your ideas across; and diffuse hostile questions while remaining calm. Space is limited, so register now!

 Prerequisites: None |  Course Fee: None

 Tuesday, February 7 @ 8:30 - 4:30



 Location: ABA |  Instructor: **Mayla Clark, M.A.**, is a Management and Employee Development Trainer with over 20 years of experience working with corporate, university, and nonprofit-sector clients. She has created a portfolio of half-day to 2-day workshops that emphasize practical knowledge and skill development.


SAYING NO TO MAKE ROOM FOR YES
(TOD-3044)



This is a highly interactive workshop that introduces a practical 5-step approach to saying "No" constructively in almost any situation, without damaging relationships or compromising what is most important to us.


So many of us struggle with saying "No." Too often we accommodate Others' requests or offensive behavior or, at the end of our ropes, lash out in anger. But how do we say "No" without damaging important relationships? Although it is challenging, learning to set constructive limits while respecting the Other reduces burnout, frustration, and resentment, and creates space for our deepest commitments.

In this workshop, we will explore a practical approach for saying "No" in a constructive way—without damaging our relationships or compromising what is most important to us. We will apply a conceptual framework developed by Dr. William Ury for his upcoming book *Saying No and Still Getting To Yes*, in addition to tools and techniques from Ms. Doty's own work with systemic thinking, story, and learning communities.

 Prerequisites: None |  Course Fee: None

 Thursday, March 2 @ 1:00 - 5:00

 Location: ABA |  Instructor: **Elizabeth Doty**, founder of WorkLore, a consulting firm, helps individuals and groups take charge of their gifts and fully engage in the systems of which they are a part. She received her M.B.A. from Harvard in 1991, and has presented at the *Systems Thinking in Action* and *Story in Organizations* conferences. She is currently working with leaders at Intuit and Hewlett-Packard and assisting author William Ury with his book, *Saying No and Still Getting to Yes*.



EFFECTIVE PRESENTATIONS II
(ADVANCED)
(TOD-3046)

Are you an experienced presenter who would like to take your skills to the next level? Would you like to go beyond the basics and get a current assessment of your strengths and areas needing improvement?

Topics covered in this workshop include:



- Spontaneity - "Thinking on Your Feet"
- Developing Powerful Openings and Closings
- Techniques for Engaging Your Audience
- Regaining Control - Managing Questions and Interruptions
- Strategies to Increase Influence and Get Buy-in

People may forget you as soon as you walk out the door, unless you make your presentations memorable, relevant, engaging and motivating. This workshop provides you with practical strategies that are paramount to success in any communication situation.

 Prerequisites Required: A first-level class, or some presentation experience


 Course Fee: None

 Wednesday, March 8 @ 8:30 - 4:30



 Location: ABA |  Instructor: **Mayla Clark, M.A.** (see *Effective Presentations I*).


SUPERVISION AND MANAGEMENT AT STANFORD



Classes geared towards Managers and Supervisors.


THE MANAGER OR SUPERVISOR'S ROLE IN LEADING CUSTOMER SERVICE IN YOUR ORGANIZATION OR DEPARTMENT
(TOD-6402)

Do you manage people who provide service to students, faculty, or other departments? Are your front-line service employees supported by your departmental procedures and culture? This class will teach you practical ways to support your unit's employees and ease interdepartmental service problems. Learn what the world's great managers do differently. The class will give you a university perspective on customer service and will cover managing customer service, standards for customer service managers and supervisors, and how to get your employees involved and eager to improve their skills.

 Prerequisites: None |  Course Fee: None

 Thursday, February 16 @ 8:30 - 12:00


 Location: ABA |  Instructor: **Susan Christy, Ph.D.** and Certified Management Consultant (C.M.C.), helps academic teams improve customer satisfaction, increase productivity, and resolve difficult people problems. Her clients appreciate the unique combination of skills her two degrees provide her. Christy's background as a business owner, corporate VP, tenured psychology professor, and TV talk show host give depth, flexibility, and creativity to her work. She currently teaches customer service and other programs at many universities.




INNOVATION: LEVERAGING EXISTING RESOURCES
(TOD-6421)

We live and work at a juncture in time where we need to solve problems with existing and frequently limited resources—yet leaders have few guideposts for accomplishing this. A healthy future calls for leaders to re-imagine and reinvent business by creating groundbreaking innovative solutions. This course is designed especially for seasoned directors and managers who want to move beyond simple brainstorming and problem solving to leading creative innovation throughout their organizations.



Course curriculum includes the following copyrighted topics:

- Principles of creativity and innovation
- The seven modes of creative intelligence
- The art of creating possibility
- Strategies for leveraging existing resources
- Exploration of the wisdom of teams and the organization
- Practical tools and how to apply them

 Recommended Reading: *The Medici Effect: Breakthrough Insights at the Intersection of Ideas, Concepts, and Cultures*, by Frans Johansson. Harvard Business School Press, 2004.

 Prerequisites: None |  Course Fee: None

 Wednesday, March 15 @ 8:30 - 12:00

 Location: ABA |  Instructor: **Kate Powers** is a charismatic speaker, master facilitator, and change agent, with 20 years of experience developing business leaders who have integrity, creative genius, and soul.

EMPLOYEE & ORGANIZATIONAL EFFECTIVENESS

MENTORING OTHERS (TOD-2047)

See course listing under **COMPASS CLASSES** section.

Prerequisites: None | Course Fee: None

Wednesday, March 22 @ 8:30 - 12:00

Location: ABA | Instructor: *Kate Powers* (see *Innovation: Leveraging Existing Resources*).

STANFORD 130: NEW SUPERVISOR ORIENTATION

See course listing under **FOR NEW EMPLOYEES**.

SEXUAL HARASSMENT TRAINING FOR SUPERVISORS AND FACULTY

California law now requires that all supervisors complete a mandatory 2-hour sexual harassment training course every two years. Supervisors who are in place by July 1, 2005 must complete this training no later than January 1, 2006. After January 1, 2006, supervisors must complete on-going sexual harassment training within six months of becoming a supervisor, and every two years thereafter.

Given the broad definition of "supervisor" under California law, all tenure-line faculty members qualify as supervisors in light of their roles over-seeing TAs, RAs, post docs, staff or other faculty. In addition, any staff or academic staff member who supervises or evaluates other employees or student employees must comply with the required training.

The training programs demonstrate how supervisors can recognize harassment and discrimination, handle complaints, and avoid retaliation in related workplace situations.

Since multiple training options may be offered, please contact Charita Clay of the Sexual Harassment Policy Office at Charita.Clay@Stanford.edu to find out how supervisors can access the training programs, which are not currently listed on STARS.

SUPERVISORY ESSENTIALS II

Supervisory Essentials II is a series designed for further mastery in the skills required for effective management of employees. The courses in this series might change from quarter to quarter, and classes may be taken individually and in any order. It is recommended that participants take Supervisory Essentials I classes before enrolling in courses in the Supervisory Essentials II series.

NEW! RESOLVING CONFLICT FACE TO FACE (TOD-6262)

Addressing conflict is an inevitable part of a supervisor's role. Participating in this course will increase the ease and effectiveness of supervisors in bringing employees together to resolve new or long-standing conflicts, or in working through situations where the supervisor might find himself or herself in a conflict with someone else.

The course covers 7 techniques for face-to-face conflict resolution, provides language that supports conflict resolution, and gives information about ways to increase the ability of everyone in a workplace to engage in skillful conflict management.

Prerequisites: None | Course Fee: None

Thursday, February 9 @ 9:00 - 12:00

Location: ABB | Instructors: *Elizabeth Douthitt*, who studied mediation programs in higher education as part of her Ph.D. work, is a mediator in the Palo Alto Mediation Program, where she works to resolve neighborhood and housing disputes. As Associate Director for Administration in the Medical School's Department of Medicine, she also manages human resources for the department. *Judith Moss*, a Stanford employee and Organizational Development Specialist, works with university departments to create and deliver training in supervision, change management, and personnel policies. The author of management texts for professional organizations, she also works as a mediator in the Palo Alto Mediation Program.

NEW! CULTURAL PROFICIENCY IN A DIVERSE WORKPLACE (TOD-6241)

Diversity provides opportunities as well as challenges for supervisors. This workshop focuses on cultural proficiency, which consists of knowledge and skills for interacting effectively in an environment with staff and clients from different cultures, age groups, and backgrounds.

Topics included in this workshop:

- Stages of developing cultural identity
- The cultural proficiency continuum (cultural destructiveness, incapacity, blindness, pre-competence, competence, proficiency, democracy)
- How to expand cultural knowledge and pay attention to the dynamics of difference

Prerequisites: None | Course Fee: None

Thursday, February 23 @ 9:00 - 12:00

Location: ABB | Instructor: *Rania H. Sanford* is the Director of Academic Services in the School of Education. In her 10-year career at Stanford, she has developed various programs to enhance, support, and facilitate cross-cultural stereotypes and immigration, and she presents regularly at national conferences. She received her M.A. in Intercultural Communication and is currently pursuing an Ed.D. in Organizational Leadership.

WORK EFFECTIVENESS SKILLS

These courses help Stanford staff work more effectively. Skills covered include time management, event planning, change management, project management, meeting management, customer service, critical thinking, and self-management.

NEW! FOCUS: ACHIEVING YOUR HIGHEST PRIORITIES (TOD-4083)

This 1-day FranklinCovey course teaches productivity skills integrated with a powerful planning system that helps you to clarify, focus on, and execute the highest priorities personally and professionally.

Included in the course:

- The Focus Assessment, a pre- and post-workshop evaluation to infuse greater meaning of the course content and to measure productivity improvement
- How to integrate and use planning tools such as the Franklin Planner, PDA, and PlanPlus for Microsoft Outlook
- Establishing a goal-setting process to help you become more focused
- Achieving balance and renewal in your life to avoid burnout and cycles of frustration
- Gaining control of the competing demands of e-mail, voice mail, meetings, and interruptions
- Reducing stress by recognizing and eliminating low-priority activities and distractions

Pre-Class Assessment: Online; instructions are available as an attachment in STARS when you register.

Prerequisites: None | Course Fee: None

Tuesday, January 31 @ 8:30 - 4:30

Location: ABA&B | Instructor: *Chris Arnold*, a Senior Consultant with FranklinCovey, has a diverse business background that helps him to create solutions for clients. His business experience includes marketing, software and hardware engineering, interpersonal and leadership skills training, and project management. Chris graduated from Cal Poly, San Luis Obispo, with a bachelor's degree in Computer Engineering and a minor in Psychology. He later earned a certificate in Project and Program Management from the University of California, Santa Cruz.

SUPERVISORY ESSENTIALS I

Supervisory Essentials I (SEI) is a series of classes for anyone who supervises others at Stanford. These courses focus on the processes required to manage individual employee performance effectively. Several of the SEI classes lead to a certificate; these classes may be taken individually and in any order (see following section for more information on the SEI certificate).

The SEI Series will return in Spring Quarter 2006; for more information on course options, see below.

SUPERVISORY ESSENTIALS I CERTIFICATE

*Not all SEI classes are offered each quarter, but each will be offered at least twice a year.

Choose 6 out of the program's 8 classes:

- Establishing Performance Expectations
- Assessing and Evaluating Employee Performance
- Working with Problems
- Managing Difficult Problem-Solving Processes
- Supervisor as Coach
- Delegating Work
- Creating a Retention-Rich Workplace
- COMPASS Class: Career Development Dialogues: A Supervisor's Role

Certificate requirements:

- Take 6 classes total.
- Classes taken since Spring 2001 can be applied toward this certificate.

*NOTE: Classes cannot be doubled-counted for use in multiple certificates. Please notify the Training and Organizational Development Department when you are eligible for a certificate by calling us at: (650) 723-0657.

Subscribe to *Supervisors' Update*, Training and Organizational Development's e-mail newsletter for supervisors, which is sent periodically to update readers on new training opportunities and human resource policies, and also to provide tips on effective supervision. Subscription instructions are on SOURCE at: <http://hrweb.stanford.edu/source/newsletter/subscribe.html>.

HOW TO MANAGE INTERRUPTIONS & OTHER STRESSFUL SITUATIONS (TOD-4067)

Are too many interruptions stressing you out? Trying to accomplish everything you need to do can be challenging when you are constantly interrupted. In this workshop, you will learn how to manage stressful situations—specifically, interruptions. You will step back from your daily schedule, examine your current stressors, and create solutions that are best for you.

The class will help you to:

- Understand the causes of stress in your life.
- Apply effective stress-management techniques.
- Practice communication techniques for managing stressful situations.
- Devise strategies to handle interruptions such as visitors, telephone calls, and e-mail messages.

Prerequisites: None | Course Fee: None

Thursday, February 2 @ 8:30 - 12:00

Location: ABA | Instructor: *Michelle A. Carroll* has more than 18 years of experience in the human resources field, working as an HR manager in-house and as a training and organizational consultant. She consults with several organizations to increase their effectiveness, and facilitates a variety of workshops, including career development, communication skills, leadership and team development, time management, and workspace organization. She has a B.A. in Personnel and Industrial Relations and is certified to teach a broad range of management and leadership programs.

Work Effectiveness listings continued on Page 10

Have you been promising yourself you'd start an exercise program?

Want to feel and look your best?

HAVE MORE ENERGY?

Reduce your risk for chronic disease?

HIP

STANFORD UNIVERSITY HEALTH IMPROVEMENT PROGRAM

Winter 2006 classes begin Jan. 9th

Register online @ <http://hip.stanford.edu> beginning Dec. 12th

For those of you who have found it difficult to start and/or maintain a healthier lifestyle, HIP now offers personal Wellness Coaching and Health Behavior Consultations. These individualized approaches may be just what you need to get started on achieving a healthier lifestyle.

For more information, call 725-4416.

You will feel better, and your body and mind will thank you.

Eligible employees may use STAP funds for these and many other HIP programs.



EMPLOYEE & ORGANIZATIONAL EFFECTIVENESS


 **NEW!**  **PROJECT MANAGEMENT FOR FACULTY AFFAIRS ADMINISTRATORS (TOD-4084)**



Managing multiple projects in today's business environment is a challenge. To expertly manage multiple projects, you need to recognize priorities and delegate wisely. In this course, you'll learn techniques for establishing priorities, identifying risks generated by the multi-project environment, sharing resources and maximizing your leadership skills.

This course will focus on:

- Understanding the structure of, and relationships among, multiple projects
- Structuring the planning and management of multiple projects
- Adapting the project life cycle to manage multiple projects for maximum benefit
- Using multiple systems development approaches

 **Prerequisites:** None |  **Course Fee:** None

 Tuesday, February 7 @ 8:30 - 4:30

 **Location:** ABA |  **Instructor:** *Fred LaFontaine* has been consulting for 12 years, and he excels at reengineering businesses, operational, and information processes/systems. He specializes in team-focused implementation at all levels using Project Management, Six Sigma, Lean, and Change Management tools. He is an ASQ Certified (and Motorola Master) Six Sigma Black Belt, and PMI PMP trained project manager, holding a B.S. in Chemical Engineering from the University of Massachusetts, an M.S. in Management Science and Engineering from Worcester Polytechnic, and an Executive Management Certificate from U.C. Irvine.



 **USING THE ENNEAGRAM SYSTEM OF PERSONALITY TYPES FOR EFFECTIVE DECISION MAKING IN THE WORKPLACE (TOD-4017)**


A powerful system of practical psychology for the workplace. Learn about 9 personality types to identify your own point of view, your blind spots, your style of making decisions, and how the different personality types can work together.



This workshop will explore how understanding your personality type can lead to more effective decision making in the workplace.



In this workshop you will:

- Discover your Enneagram type, and learn more about it.
- Learn ways to improve the accuracy and success of your decisions.
- Increase your effectiveness in working with different personality types.

 **Prerequisites:** None |  **Course Fee:** None



 Thursday, February 16 @ 1:00 - 5:00


 **Location:** ABA |  **Instructor:** *Peter O'Hanrahan* is a leading teacher of the Enneagram who has provided public workshops and trainings to businesses, schools, and community organizations since 1981. He is the Program Director and an Associate Trainer for the Enneagram Professional Training Program with Helen Palmer and David Daniels M.D., which trains business professionals and psychologists in countries around the world. He is the co-author of the *Transformational Leadership* handbook, which he uses in his Enneagram seminars for team building, communication, and leadership development.

  **ORGANIZE YOURSELF AND YOUR OFFICE (TOD-4033)**



In this workshop, you will gain knowledge that will increase your productivity and effectiveness. Emphasis will be placed on how to manage paperwork, classify file information for easy retrieval, and creating and maintaining a productive work environment.

Most people waste several hours each month trying to locate things on their desk or in their filing system. If this describes you, then this is a workshop you won't want to miss. This session teaches essential organizational skills.

 **Prerequisites:** None |  **Course Fee:** None

 Thursday, February 23 @ 8:30 - 12:00



 **Location:** ABA |  **Instructor:** *Michelle A. Carroll* (see *How to Manage Interruptions & Other Stressful Situations*).


 **NEW!**  **CUSTOMER SERVICE EXCELLENCE: THE FISH PHILOSOPHY (TOD-4085)**

This interactive course offers practical, positive customer service strategies for working with internal and external customers in a variety of university situations. The FISH video will energize you and inspire teamwork and customer service.

Come, enjoy, put the FISH principles into action for YOU, YOUR workplace, and YOUR CUSTOMERS:

- Who are your customers? What are their needs?
- Build appropriate relationships—quick transactions or ongoing relationships.
- Catch the energy, release the potential.
- Talk the talk, walk the walk.
- Create a plan for YOU.

 **Prerequisites:** None |  **Course Fee:** None

 Thursday, March 2 @ 8:30 - 12:00

 **Location:** ABA |  **Instructor:** *Susan Christy* (see *The Manager or Supervisor's Role in Leading Customer Service in Your Organization or Department in the SUPERVISION AND MANAGEMENT AT STANFORD* section, Page 8.)



  **PROCESS IMPROVEMENT (TOD-4076)**


This course is intended for managers or work group members who have little formal training in process improvement, but want to explore how that approach might benefit their group or department. It is equally relevant for those who have attempted some process improvement but didn't achieve the desired results. The course will avoid an exclusive focus on techniques (such as process mapping or statistical process control), and will instead provide a broader perspective in which to assess when, where, and how to apply process improvement strategies.



After defining a range of process types and the appropriate approaches to each, the class will explore the basic principles that should shape the design of any work process, and the different cultures of work groups and how they respond (or don't respond) to process improvement. The techniques are broadly applicable and do not require statistical expertise.

Participants will leave understanding how to:

- Define and assess a process
- Pick an appropriate improvement target
- Design a strategy that fits their work group's unique culture
- Select an appropriate methodology for process capture and improvement

 **Prerequisites:** None |  **Course Fee:** None

 Tuesday, March 7 @ 8:30 - 12:30



 **Location:** ABA |  **Instructor:** *Jerry Talley*, on the faculty of Stanford's Sociology Department for 15 years, is now Principal of JLTalley & Associates, a consulting practice focused on visioning, strategic planning, organizational problem solving, and work process design. He has worked with high tech, hospitality, publishing, pharmaceuticals, and others in the for-profit and nonprofit sectors, and ran a professional association serving HR, training, and OD practitioners for 16 years. A licensed family therapist, Talley still lectures at Stanford, De Anza, and Santa Clara University.


 **PERSONAL RESILIENCE: DEALING WITH AMBIGUITY AND UNCERTAINTY IN THE WORKPLACE (TOD-4074)**



When there's uncertainty or ambiguity in the workplace, we face a dilemma: control or trust? When we must make decisions without having all the information we need, or when there isn't agreement, it can be stressful. Personal power, accountability, and responsibility are the core values that help us respond to uncertain conditions, and when these core values are strong, we have more personal resilience. By exploring the values that underlie our beliefs and actions, we can question ourselves about the structures we have created to make sense out of the world. This class will explore how people think about things, why people make decisions in different ways, and why personal values drive actions. Through coaching, drill and practice, participants will learn to make wiser decisions while managing ambiguity more comfortably.

Participants will learn to:

- Let go of outdated beliefs and protocols and procedures.
- Understand core values and how they affect behavior.
- Be curious rather than fearful of the unknown, and increase their tolerance of ambiguity.
- Make decisions without having complete information.
- Surrender control; welcome the unexpected.

 **Prerequisites:** None |  **Course Fee:** None

 Tuesday, March 14 @ 1:00 - 4:30

 **Location:** ABA |  **Instructors:** *Rossella Derickson* has worked for more than 22 years in dynamic corporate roles, transforming individuals, teams, and business processes. *Krista Henley, M.A., L.M.F.T.*, received her master's degree in 1989 in Counseling Psychology, and has more than 14 years of experience in applying theoretical learning to real-life problems.





WRITING SKILLS



These courses assist Stanford staff in improving their written communication skills.

 **BUSINESS CORRESPONDENCE (TOD-3615)**

This class teaches business correspondence writing strategies. It covers how to organize, write, and respond to complaint letters and e-mail messages, requests for information, explanations of complex material, requests for donations, letters of denial, and more. Participants may bring live correspondence from their jobs for review and revision during the class. There will be individual, small-group, and partner writing exercises.



 **Prerequisites:** None |  **Course Fee:** None

 Thursday, January 19 @ 8:30 - 12:00



 **Location:** ABA |  **Instructor:** *Patricia Haddock* develops and provides training programs and train-the-trainer programs for educational institutions, corporations, government organizations, and associations. She also offers editorial services and communications management. Haddock is the author of 11 books and more than 600 articles for print and web. Before starting her business in 1986, she was an Assistant Vice President and Senior Communications Manager for a major California bank.

 **GRAMMAR AND PUNCTUATION (TOD-3606)**

This workshop provides an intensive review of English grammar and punctuation rules. It helps participants create grammatically correct documents that will be understood by readers. The workshop covers nouns, pronouns, verbs, adjectives, adverbs, and much more.



 **Prerequisites:** None |  **Course Fee:** None


 Tuesday, January 24 @ 8:30 - 12:00



 **Location:** ABB |  **Instructor:** *Patricia Haddock* (see *Business Correspondence*).

  **HOW TO DESIGN, WRITE, AND EDIT ATTENTION-GRABBING BROCHURES, CATALOGUES, ADS, NEWSLETTERS, AND REPORTS (TOD-3619)**

With the graphic design and editing skills you learn in this all-day class, you will be able to create products that attract and hold attention. You'll learn how to choose a typeface that communicates the right tone and image, use interesting design elements rather than merely clutter the page, use charts and graphs to communicate concisely, avoid design mistakes that scream "amateur" and diminish your message's impact, and choose the desktop technology that fits your organization's needs and budget. You'll see how planning what you want to say and how you say it will lead to great results, and you'll learn to write attention-grabbing headlines. You'll learn about creative-type techniques, enhancing your message with color, and the latest technology.

 **Prerequisites:** None |  **Course Fee:** None

 Thursday, January 26 @ 9:00 - 4:00



 **Location:** ABA |  **Instructor:** *Lyn Dahl* has more than 20 years of training and management experience. At TransAmerica Airlines in Oakland, where she worked for 17 years, her duties ranged from editing department newsletters to preparing and managing a \$1.2-million annual budget. An independent contractor since 1988, she has conducted business seminars in the United States, Canada, and the United Kingdom. Her training agendas focus on enhancing individuals' skills while reducing organizational costs.


 **WRITING EFFECTIVE POLICIES AND PROCEDURES (TOD-3611)**

Well-written policies and procedures are easy to understand; but the easier they are to understand, the harder they are to write. Procedures writing requires an understanding of how people learn and follow instructions, and an ability to think like a beginner. This 2-part class will sharpen your writing skills and help you develop clear, focused policies and procedures. It will provide an intensive review of sentence and paragraph construction to help you create focused, well-organized documents that make a positive impression on readers.

You will learn how to:

- Identify content.
- Write in a way that sounds conversational, yet conveys necessary information.
- Organize large documents for maximum understanding and utility.
- Reduce misinterpretation of policies and procedures.
- Update manuals and handbooks without rewriting them.
- Handle changes in company policies and procedures.

 **Prerequisites:** None |  **Course Fee:** None

 **Parts 1 & 2** | Wednesdays, February 8 & 15 @ 8:30 - 12:00



 **Location:** ABA |  **Instructor:** *Patricia Haddock* (see *Business Correspondence*).

  **WRITING EFFECTIVE E-MAIL (TOD-3610)**



E-mail is just another form of communication, used instead of the phone, in-person meetings, or regular mail. Because e-mail is a form of communication, it's up to each of us to make sure our e-mail messages are read and responded to. Unfortunately, we often write in a way that is hard (or boring) to read, and thus hampers good communication. If you want to write effective e-mail messages—and manage e-mail productively—this course will help you.

After taking this course, you will:

- Understand e-mail requirements.
- Write useful, compelling subject lines.
- Target your content to get your message across succinctly.
- Use formatting to make your e-mail messages easy to read.
- Know when and how to attach documents.
- Use greetings, signatures, and e-mail abbreviations.
- Understand and apply e-mail etiquette.
- Insert web links.
- Use appropriate tone.
- Sort, read, and store e-mail for greater productivity.

 **Prerequisites:** None |  **Course Fee:** None

 Wednesday, February 22 @ 8:30 - 12:00

 **Location:** ABA |  **Instructor:** *Patricia Haddock* (see *Business Correspondence*).

FINANCE & RESEARCH ADMINISTRATION

Finance, Purchasing, Research & Regulatory Compliance training is available to all Stanford University faculty and staff. Use the table below to find classes pertinent to your needs. Find comprehensive course descriptions online in STARS (Stanford Training and Registration System), Cardinal Curriculum and the Finance Systems Online Classroom.

*NOTE: The FINANCE & RESEARCH ADMINISTRATION listings here do not contain all details for the courses offered. Prerequisites, Course Fees, Activity Options, Locations, Instructors, and Special Information can be found in the listings published online in STARS (see the instructions outlined on Page 2).

REGISTRATION INSTRUCTIONS

1. **STARS:** From <http://axess.stanford.edu/>, select the Training Tab, then Browse or Search for classes (for complete instructions, see Page 2).
2. **Financial Systems Online Classroom:** From <http://learnoracle.stanford.edu/>, select a course from the drop down menu.
3. **Cardinal Curriculum:** From <http://www.stanford.edu/dept/ORA/cardinal/certification/index.html/>, select a course from the list.

	If you do this...	Take these classes...	Where?...			
			STARS	Financial Systems Online Training	Cardinal Curriculum Online Training	
FINANCE FUNDAMENTALS	Initiate, review or approve financial transactions	<input type="checkbox"/> COST POLICY AND CHART OF ACCOUNTS (Required for signature authority in Oracle Financials)	ORA-1101	✓	✓	✓
		<input type="checkbox"/> INTRO TO STANFORD FINANCE & RESEARCH ADMINISTRATION	FIN-0120	✓		
	Approve Oracle transactions	<input type="checkbox"/> APPROVING FINANCIAL TRANSACTIONS IN ORACLE	FIN-0140	✓	✓	
AUTHORITY MANAGEMENT	Grant or delegate financial approval or view authority	<input type="checkbox"/> AUTHORITY MANAGER TUTORIAL	FIN-0150	✓	✓	
PURCHASING	Initiate purchases of goods and services using campus wide agreements, standard and rapid purchase orders	<input type="checkbox"/> PURCHASING USING CAMPUS WIDE AGREEMENTS	FIN-0410	✓	✓	
		<input type="checkbox"/> NON-CATALOG (STD-RPO) PURCHASE REQUISITIONS	FIN-0415	✓	✓	
	Act as PCard Custodians or transaction Verifiers	<input type="checkbox"/> COST POLICY AND CHART OF ACCOUNTS	ORA-1101	✓	✓	✓
		<input type="checkbox"/> PCARD POLICY & PROCEDURE TUTORIAL	FIN-0450	✓		
REIMBURSEMENTS	Initiate reimbursement requests	<input type="checkbox"/> REIMBURSEMENT REQUESTS	FIN-0420	✓	✓	
	Initiate travel reimbursement requests	<input type="checkbox"/> TRAVEL POLICY COMPLIANCE	FIN-0480	✓		
	Administer department petty cash funds	<input type="checkbox"/> PETTY CASH TUTORIAL	FIN-0440	✓		
TRAVEL	Invite foreign visitors	<input type="checkbox"/> INVITING FOREIGN VISITORS	FIN-0485	✓		
RECEIVING	Enter receiving information	<input type="checkbox"/> NON-CATALOG (STD-RPO) PURCHASE REQUISITIONS	FIN-0415	✓	✓	
JOURNAL ENTRIES	Initiate expense/income journals or journal transfers	<input type="checkbox"/> INTRODUCTION TO iJOURNALS	FIN-0210	✓	✓	
REPORTING	Run Oracle financial reports in ReportMart3	<input type="checkbox"/> REPORTMART3 FOR ORACLE FINANCIALS	FIN-0320	✓		
LABOR DISTRIBUTION	Allocate employee labor costs	<input type="checkbox"/> LABOR SCHEDULES	FIN-0510	✓		
	Initiate salary transfers	<input type="checkbox"/> LABOR DISTRIBUTION ADJUSTMENTS	FIN-0520	✓		
TIME & LEAVE REPORTING	Administer time and leave records in Kronos	<input type="checkbox"/> KRONOS TIME AND LEAVE POLICIES AND PROCEDURES	FIN-0655	✓		
PROPERTY MANAGEMENT	Administer department property and capital assets	<input type="checkbox"/> PROPERTY POLICIES AND PROCEDURES	ORA-1310	✓		
		<input type="checkbox"/> CREATE AND MAINTAIN ASSET RECORDS IN SUNFLOWER	ORA-1320	✓		
		<input type="checkbox"/> EXCESS AND REPORTING IN SUNFLOWER ASSETS	ORA-1330	✓		
RESEARCH ADMINISTRATION	Administer sponsored research projects	<input type="checkbox"/> SPONSORED PROJECTS ADMINISTRATION: OVERVIEW	DOR-0650	✓		
	Act as Principal Investigator	<input type="checkbox"/> STEWARDSHIP/COMPLIANCE FOR PRINCIPAL INVESTIGATORS	DOR-0680	✓		
		<input type="checkbox"/> HUMAN EMBRYONIC STEM CELL RESEARCH TUTORIAL (hESC)	ORA-1127	✓		✓
	Administer sponsored research projects seeking Cardinal Curriculum Level I certification	<input type="checkbox"/> COST POLICY AND CHART OF ACCOUNTS (Required for signature authority in Oracle Financials)	ORA-1101	✓		✓
		<input type="checkbox"/> OVERVIEW OF RESEARCH AND THE REGULATORY ENVIRONMENT	ORA-1102	✓		✓
	Administer sponsored research projects seeking Cardinal Curriculum Level II certification	<input type="checkbox"/> PROPOSAL AND BUDGET PREPARATION	ORA-1120	✓		✓
		<input type="checkbox"/> THE AWARD PROCESS	ORA-1121	✓		✓
		<input type="checkbox"/> SUBAWARDS: RECOGNIZING, PROCESSING, AND MANAGING	ORA-1122	✓		✓
		<input type="checkbox"/> NATIONAL INSTITUTES OF HEALTH (NIH): A GUIDED TOUR	ORA-1123	✓		✓
		<input type="checkbox"/> FASTLANE TRAINING	ORA-1124	✓		✓
<input type="checkbox"/> SU SERVICE CENTERS: POLICIES AND PRACTICES		ORA-1125	✓		✓	
	<input type="checkbox"/> HUMAN EMBRYONIC STEM CELL (hESC)	ORA-1127	✓		✓	



Are you an Oracle User? Do you need hands-on help?

Drop-in practice labs are available every Friday (except holidays) from 9:00 AM until noon, in the Encina Modular B ITS Instructional Labs. Knowledgeable staff is on hand to answer questions about the Oracle system. No registration is required.

For the latest Oracle news, information and job aids, visit the Oracle Financials Learning Center website at: <http://www.stanford.edu/services/oracle/index.html/>

FOR NEW EMPLOYEES



Get started at Stanford with general and specific orientations. These information-filled sessions will show you how to find what you need to know about your employment and your specific job at Stanford. They will also introduce many resources – people, offices, print and web information – where you can go to get questions answered readily. You'll get acquainted with other new staff with interests similar to yours in these "jump starts" to your Stanford career.

NEW EMPLOYEE ORIENTATIONS

These courses are designed to successfully launch new employees at Stanford.

 STANFORD 101: STARTING OUT AT STANFORD / NEW EMPLOYEE ORIENTATION (TOD-0100)

Stanford's employee orientation program is for newly hired regular or academic staff members. New staff will learn about Stanford's organization and mission, health and safety programs, transportation, personnel policies and resources, and health and retirement choices.

*NOTE: For a copy of the agenda, please look under the *Notes & Attachments* tab for this course in STARS (see Page 2).

🔑 Prerequisites: None | 💰 Course Fee: None

🕒 Every Monday @ 8:45 - 2:45

📍 Location: ABA & ABB

👥 Instructors: T&OD and BenefitSU Staff

 STANFORD 120: INTRODUCTION TO STANFORD ADMINISTRATION AND FINANCE (FIN 0120)

This course provides an introduction to Stanford's general business processes and related financial accounting and management concepts. This course is recommended for new employees who will be involved in financial accounting transactions, including buying or paying for goods and services; in research administration; or in financial reporting.

The morning session provides an overview of Stanford's lines of business, its financial systems, basic accounting and research concepts, and the compliance environment.

The afternoon session provides hands-on training for those who will be working with financial systems. Individuals whose responsibilities include buying and paying for goods and services will learn about the various methods available, the relevant policies, and additional resources. Participants will practice entering purchase requisitions, ordering items, and creating reimbursement requests.

📖 See STARS, Stanford's Training and Registration System (<http://axess.stanford.edu>), for the most up-to-date information on class description, locations and times, and to register for the class. Instructions are on Page 2.

 STANFORD 130: NEW SUPERVISOR ORIENTATION (TOD-0130)

The orientation for Stanford supervisors is held on the third Wednesday of every month. Supervisors who are new to Stanford receive first priority for enrollment, followed by longer-term employees who are new to a supervisory role.

*NOTE: For a copy of the agenda, please look under the *Notes & Attachments* tab for this course in STARS (see Page 2).

🔑 Prerequisites: None | 💰 Course Fee: None

Activity Options: (choose one)

🕒 Wednesday, January 18 @ 8:30 - 12:00

🕒 Wednesday, February 15 @ 8:30 - 12:00

🕒 Wednesday, March 15 @ 8:30 - 12:00

📍 Location: ABB | 👥 Instructors: Specialists from Human Resources, Employee & Labor Relations, and Environmental Health & Safety.

SEXUAL HARASSMENT TRAINING

Understand Stanford's sexual harassment policy and resources.

 SEXUAL HARASSMENT BRIEFINGS FOR STAFF (TOD-0201)

All new staff are expected to attend a briefing on the university's sexual harassment policy and our resources for addressing concerns. Newly hired supervisors, although welcome at this briefing, have a separate sexual harassment training requirement; see the course listing for *Sexual Harassment Training for New Supervisors and Faculty* below.

🔑 Prerequisites: None | 💰 Course Fee: None

Activity Options: (choose one)

🕒 Wednesday, January 11 @ 1:30 to 3:00

🕒 Wednesday, January 25 @ 1:30 to 3:00

🕒 Thursday, February 9 @ 1:30 to 3:00

🕒 Tuesday, March 7 @ 1:30 to 3:00

🕒 Tuesday, March 21 @ 10:30 to 12:00

📍 Location: ABA & ABB | 👥 Instructors: *Judith Moss*, a Stanford employee and Organizational Development Specialist, works with university departments to create and deliver training in supervision, change management, and personnel policies. The author of management texts for professional organizations, she also works as a mediator in the Palo Alto Mediation Program. *Keith Smith* is the Manager of Labor Relations in Human Resources. He is responsible for university policy development, the negotiation and administration of collective bargaining agreements with labor unions, and the interpretation of labor and employment statutes. *Emery Teranishi* is a Senior Employee Relations Representative. He assists local human resource officers in interpreting and applying university policies, and is also a resource for employees on work-related matters.

 SEXUAL HARASSMENT TRAINING FOR NEW SUPERVISORS AND FACULTY

California law now requires that all supervisors complete a mandatory 2-hour sexual harassment training course every two years. Supervisors who are in place by July 1, 2005 must complete this training no later than January 1, 2006. After January 1, 2006, supervisors must complete on-going sexual harassment training within six months of becoming a supervisor, and every two years thereafter.

Given the broad definition of "supervisor" under California law, all tenure-line faculty members qualify as supervisors in light of their roles over-seeing TAs, RAs, post docs, staff or other faculty. In addition, any staff or academic staff member who supervises or evaluates other employees or student employees must comply with the required training.

The training programs demonstrate how supervisors can recognize harassment and discrimination, handle complaints, and avoid retaliation in related workplace situations.

📖 Since multiple training options may be offered, please contact Charita Clay of the Sexual Harassment Policy Office at Charita.Clay@Stanford.edu to find out how new supervisors can access the training programs, which are not currently listed on STARS.

STANFORD ADVANCED PROJECT MANAGEMENT

The Stanford Center for Professional Development invites Stanford faculty and staff to register for online courses in the Stanford Advanced Project Management certificate program at a special discounted rate. The program combines emerging concepts in project management with practical applications, and will be of benefit to professionals looking for powerful approaches to enhancing their own project management skills or those of their organization.

These courses are available at your convenience, as they can be taken online at any time, day or night!

Courses Available:

- CONVERTING STRATEGY INTO ACTION
- DESIGNING THE ORGANIZATION FOR EXECUTION
- THE EFFECTIVE PROJECT MANAGEMENT OFFICE
- FINANCIAL MASTERY FOR PROJECTS
- LEADERSHIP FOR STRATEGIC EXECUTION
- LEVERAGING THE CUSTOMER RELATIONSHIP
- MANAGING WITHOUT AUTHORITY
- MASTERING THE INTEGRATED PROGRAM
- MASTERING THE PROJECT PORTFOLIO
- PROJECT RISK MANAGEMENT
- STRATEGIES FOR CONTEMPORARY TEAM LEADERSHIP

Register at any time and take the courses via Stanford Online. Course videos and presentation materials are streamed directly to each participant's desktop — at work, at home, or while traveling. Cost per course is \$400 for SU faculty/staff, and STAP funds may be applied toward the program fees.

To apply for online courses at the special Stanford faculty/staff pricing, please contact **Holly Lewin** at:

hlewin@stanford.edu

or

725-4694

<http://apm.stanford.edu>

GENERAL SAFETY, FIRE & EMERGENCY PREPAREDNESS

Health & Safety courses for all employees, covering basic safety skills that are useful in any occupation at Stanford and at home.

 GENERAL SAFETY & EMERGENCY PREPAREDNESS (EHS-4200)

This class covers practices and procedures for preventing employee injury or illness from potential workplace hazards. The class is appropriate for all employees and students in administrative and other work environments.

🔑 Prerequisites: None | 💰 Course Fee: None

🖥️ Web-Based Training

📖 See the SAFETY, HEALTH, & ENVIRONMENTAL PROTECTION section for additional course information.

HIPAA TRAINING

Learn how to protect the privacy and security of health information.

 INTRODUCTION TO HIPAA (HPAA-0100)

HIPAA is a federal law that requires Stanford to protect the privacy and security of health information. This training is for everyone who comes into contact with health information in his or her job, or works with a department that has access to health information.

If you're unsure whether you are required to take this training, please see your supervisor or HR manager, who will determine if you are required to take HIPAA training. Depending on your level of contact with health information, you may be required to take additional, more specialized training on Stanford's HIPAA policies, and the specific procedures adopted by your department to comply with HIPAA.

📖 Visit the HIPAA website @ <http://hipaa.stanford.edu>.

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SAFETY, HEALTH & ENVIRONMENTAL PROTECTION



Learn how to prevent accidents and to protect yourself and the environment with safety and health training.

Courses are for all staff, faculty, and students.

Please contact **EH&S at 723-0448** for questions or training.

GENERAL SAFETY, FIRE & EMERGENCY PREPAREDNESS

Health & Safety courses for all employees, covering basic safety skills that are useful in any occupation at Stanford and at home.

BACK CARE / SAFE LIFTING AND CARRYING (EHS-1400)

Back Care is a hands-on course where attendees learn and practice techniques for safe lifting and carrying to prevent back injuries on the job. Recommended for employees who perform material handling tasks, or who have back health concerns.

Prerequisites: None | Course Fee: None

Wednesday, February 15, 2006 @ 09:30 - 10:00

Location: ESF, Lecture Hall A27 | Instructor: Staff

DOT: SHIPPING HAZARDOUS MATERIALS (EHS-2600)

Shipping Hazardous Materials trains an employee to properly package and ship hazardous materials on commercial carriers. The Department of Transportation (DOT) administers strict regulations regarding the shipment of hazardous materials. Certification is issued upon completion of the class which allows personnel to ship hazardous materials.

*NOTE: Persons who ship hazardous materials are required to take regulated training and be certified every three years.

Prerequisites: None | Course Fee: None

Instructor: Staff

TO REQUEST TRAINING, contact Kevin Kinast at 723-5069. Do not register in STARS.

DOT: SHIPPING DANGEROUS BIOLOGICAL GOODS (EHS-2700)

Shipping Dangerous Biological Goods trains an employee to properly package, label and document shipments of hazardous biological materials for transportation by common carriers such as the US Postal Service, Federal Express, and United Parcel Service.

Prerequisites: None | Course Fee: None

Web-Based Training

ERGONOMICS: COMPUTER WORKSTATION (EHS-3400)

This training provides tips on how to prevent ergonomic problems that can arise from everyday computer use.

Topics presented include:

- Proper setup of computer workstation
- Body postures
- Healthy work habits
- Office stretch exercises

Prerequisites: None | Course Fee: None

Wednesday, February 15, 2006 @ 10:00 - 11:00

Location: ESF, Lecture Hall A27 | Instructor: Staff

ERGONOMICS AWARENESS (EHS-3600)

Ergonomics Awareness is specific training that will help staff to perform frequent and repetitive operations in such a way as to avoid pain and injury.

TO REQUEST TRAINING, contact EH&S at 723-3209. Do not register in STARS.

FIRE EXTINGUISHER USE (EHS-3700)

Fire Extinguisher Use gives hands-on experience using a portable fire extinguisher. Learn about the types of fire extinguishers and how to use them; general fire safety topics will also be covered.

Prerequisites: None | Course Fee: None

Wednesday, February 22, 2006 @ 10:00 - 11:00

Location: ESF, Lecture Hall A27 | Instructor: Staff

GENERAL SAFETY & EMERGENCY PREPAREDNESS (EHS-4200)

General Safety & Emergency Preparedness covers practices and procedures for preventing employee injury or illness from potential workplace hazards. Appropriate for all employees and students in administrative and other work environments.

Prerequisites: None | Course Fee: None

Web-Based Training

SUPERVISOR HEALTH AND SAFETY RESPONSIBILITIES (EHS-5400)

This course informs supervisors of their responsibility to prevent and respond to workplace injuries by implementing the Injury and Illness Prevention Program (IIPP), including training, reporting, identifying and correcting hazards, and keeping records.

*NOTE: You do not need to take this course if you have already taken *New Supervisor Orientation* (TOD-0130), because the material covered is the same.

Prerequisites: None | Course Fee: None

Web-Based Training

RESEARCH & LABORATORY SAFETY

Learn safety procedures specific to working in a laboratory at Stanford. Also learn to comply with local, state, and federal safety regulations.

BIOSAFETY (EHS-1500)

Biosafety covers the safe use, handling, and disposal of bio-hazardous agents, and reviews emergency procedures for an occupational injury or a spill of a biological material.

Prerequisites: None | Course Fee: None

Web-Based Training

BLOODBORNE PATHOGENS (EHS-1600)

Bloodborne Pathogens identifies procedures to minimize or eliminate occupational exposure to infectious agents. It covers the regulatory standard, emergency procedures, and medical waste management. Refresher training is required annually.

Prerequisites: None | Course Fee: None

Web-Based Training

BLOODBORNE PATHOGENS (ANNUAL UPDATE) (EHS-1601)

Required annual refresher training for Bloodborne Pathogen Certification.

Prerequisites: None | Course Fee: None

Web-Based Training

CHEMICAL SAFETY FOR LABORATORIES (EHS-1900)

Chemical Safety covers the University's Chemical Hygiene Program for the safe handling of chemicals in the lab. It provides resources for assessing and controlling hazards using specific safety practices and guidelines. Intended for laboratory workers.

Prerequisites: None | Course Fee: None

Web-Based Training

COMPRESSED GAS SAFETY (EHS-2200)

Compressed Gas Safety covers the general safety procedures for the proper use, storage, and handling of compressed gases.

Prerequisites: None | Course Fee: None

Web-Based Training

HAZ MAT RESPONSE CLEANUP LABS/SHOPS (EHS-4400)

This class is for laboratory and shop workers. It provides instruction in the methods and personnel protection needed for cleaning up small spills of hazardous materials using readily available equipment and normal lab/shop protective gear. Summary of waste disposal methods for spill cleanup materials is included. This training is NOT intended for emergency response.

TO REQUEST TRAINING, contact Kevin Kinast at 723-5069, or cesare@stanford.edu. Do not register in STARS.

HAZARDOUS WASTE ACCUMULATION AREA (WAA) (EHS-4600)

This course provides specialized training for persons managing a Waste Accumulation Area. It is required for persons responsible for managing areas where hazardous waste is accumulated under any of the following conditions:

- The amount exceeds 55 gallons of waste.
- The waste is accumulated in a tank.
- Wastes that are generated at different locations are brought to one central area.

*NOTE: Annual refresher training is required.

Prerequisites: Chemical Waste Management

Course Fee: None

TO REQUEST TRAINING, contact Craig Barney at 725-7529. Do not register in STARS.

LABORATORY ERGONOMICS (EHS-4800)

Laboratory Ergonomics is for employees and students who perform repetitive tasks such as microscope use, pipetting, and miscellaneous hand tool use.

Provides tips on:

- Equipment setup
- Postures
- Healthy work practices
- Manual lifting techniques

Prerequisites: None | Course Fee: None

Instructor: Staff

TO REQUEST TRAINING, contact EH&S at 723-3209. Do not register in STARS.

LASER SAFETY (EHS-4820)

This training covers laser types and hazards, safety practices, and controls.

TO REQUEST TRAINING, contact Health Physics at 725-1411. Do not register in STARS.

ORIENTATION FOR LABORATORY SAFETY COORDINATORS (EHS-5200)

This course provides guidance on how to effectively manage or coordinate laboratory health and safety compliance requirements. It includes managing chemical inventory, conducting laboratory self-inspections, and how to survive a county hazardous materials inspection. This course is intended for lab managers or those responsible for health and safety in their laboratory. Staff must have previously completed *Chemical Safety for Laboratories* (EHS-1900).

Prerequisites Required: EHS-1900

Course Fee: None

Instructor: EH&S Staff

TO REQUEST TRAINING, contact EH&S at 723-7487. Do not register in STARS.

RADIATION SAFETY TRAINING (EHS-5250)

This two-part course includes an introduction to the science and technology of ionizing radiation. Topics include: sources, fundamentals of measurement, bioeffects, regulations, good work practices, and accident recovery. This course is offered monthly in two sessions. Participants MUST attend both sessions and successfully complete homework assignments and an open book test.

Prerequisites: None | Course Fee: None

Activity Options: (choose one)

- Thursdays, January 12 & 19 @ 1:00 - 5:00
- Tuesdays, February 7 & 14 @ 1:00 - 5:00
- Thursdays, March 2 & 9 @ 1:00 - 5:00

FOR TRAINING REGISTRATION, contact Rosa Manfredi at 723-3202. Do not register in STARS.

SAFETY, HEALTH & ENVIRONMENTAL PROTECTION

RESPIRATOR USE AND FIT
(EHS-5300)

Respirator Use and Fit covers the purpose of respiratory protection to mitigate hazards. Topics covered are: proper fit, inspection, cleaning, disinfection, and storage of respirators. Requires workplace and tasks evaluation by EH&S, and a medical evaluation.

🔑 **Prerequisites:** None | 💰 **Course Fee:** None

📞 TO REQUEST TRAINING, please call EH&S at 725-3209. Do not register in STARS.

TIER III SAFETY TRAINING FOR
CHEMICAL LAB RESEARCH
(EHS-5500)

Tier III in-laboratory training is offered to researchers who are conducting experiments with potentially serious life-safety hazards that might involve chemicals that are extremely flammable, pyrophoric, water-reactive, explosive, or highly toxic. The training is customized for individual lab settings and can include performing an experimental process review, hazards analysis, risk evaluation, writing experimental protocols containing safety and health aspects, pre- and post-surveys, practice sessions, and ongoing consultations.

📞 TO REQUEST TRAINING, please call EH&S at 725-3209. Do not register in STARS.

MAINTENANCE, SHOPS, TRADES
& CONSTRUCTION

Safety information for employees who are engaged in maintenance, shops, trades, and construction occupations at Stanford.

ELECTRICAL SAFETY
(EHS-2800)

Electrical Safety is a 30-minute introductory course on electrical safety that covers general precautions regarding the use and care of electrical equipment. The course also addresses issues with facility wiring, and considerations regarding research systems design.

🔑 **Prerequisites:** None | 💰 **Course Fee:** None

📞 TO REQUEST On-Site TRAINING, contact EH&S at 723-3209. Do not register in STARS.

ASBESTOS AWARENESS
(EHS-1100)

Asbestos Awareness is for employees whose job includes maintenance or renovation tasks that may impact Asbestos Containing Materials (ACMs).

This course covers asbestos

- Forms and uses
- Health effects
- Location on campus
- Hazard recognition, and
- Safety procedures

🔑 **Prerequisites:** None | 💰 **Course Fee:** None

📞 TO REQUEST TRAINING, please call EH&S at 723-0448. Do not register in STARS.

CONFINED SPACE ENTRY
(EHS-2300)

Confined Space Entry teaches participants to recognize, evaluate, and safely work inside confined spaces. Includes regulatory defined permit-required confined space, hazards, monitoring, entry team duties, etc.

🔑 **Prerequisites:** None | 💰 **Course Fee:** None

📞 TO REQUEST TRAINING, please contact EH&S at 723-3209. Do not register in STARS.

CONFINED SPACE ENTRY REFRESHER
(EHS-2400)

Confined Space Refresher training is intended for employees who are required to be involved in permit-required confined space entry work, including entrants, attendants, and entry supervisors. Must have taken Confined Space Entry within two years.

🔑 **Prerequisites:** EHS-2400 | 💰 **Course Fee:** None

👤 **Instructor:** Staff

📞 TO REQUEST TRAINING, please contact EH&S at 723-3209. Do not register in STARS.

DOT: SHIPPING HAZARDOUS MATERIALS
(EHS-2600)

Shipping Hazardous Materials trains an employee to properly package and ship hazardous materials on commercial carriers. The Department of Transportation (DOT) administers strict regulations regarding the shipment of hazardous materials. Certification is issued upon completion of the class, which allows personnel to ship hazardous materials.

*NOTE: Persons who ship hazardous materials are required to take regulated training and be certified every three years.

🔑 **Prerequisites:** None | 💰 **Course Fee:** None

📞 TO REQUEST TRAINING, contact Kevin Kinast at 723-5069. Do not register in STARS.

FORKLIFT SAFETY
(EHS-4100)

Forklift Safety covers operating rules and pre-operational safety/maintenance inspection of forklift equipment. Required for all employees who operate forklifts as part of their job.

🔑 **Prerequisites:** None | 💰 **Course Fee:** None

📞 TO REQUEST TRAINING, please contact EH&S at 723-3209. Do not register in STARS.

HAZARD COMMUNICATION
(EHS-4300)

Hazard Communication covers basic chemical safety information, personal protection equipment (PPE), and the rights and duties of employees working with or around hazardous chemicals in non-laboratory settings.

🔑 **Prerequisites:** None | 💰 **Course Fee:** None

📅 Wednesday, February 15, 2006 @ 09:00 - 09:30

📍 **Location:** ESF, Lecture Hall A27 | 👤 **Instructor:** Staff

STUDENT ADMINISTRATION



Gain knowledge in the administrative systems used for student administration: PeopleSoft, ReportMart, and Worklist Manager.

PEOPLESOFT:
STUDENT ADMINISTRATION BASICS
(AS-8005)

Learn the fundamentals of the PeopleSoft Student Administration system, including viewing student personal and academic information. This course fulfills the training requirement for access to the PeopleSoft SA system.

Topics covered in this course include:

- System overview
- Viewing student demographic information
- Assigning service indicators, and
- Viewing academic information, including transcripts

🔑 **Prerequisites:** None | 💰 **Course Fee:** None

Activity Options: (choose one)

📅 Wednesday, January 11, 2006 @ 01:00 - 05:00

📅 Wednesday, February 08, 2006 @ 01:00 - 05:00

📅 Wednesday, March 08, 2006 @ 01:00 - 05:00

📍 **Location:** POST G6 | 👤 **Instructor:** Staff

PEOPLESOFT: GRADUATE ADMISSIONS
(AS-8020)

This course is designed for staff who handle graduate admissions for their department. Topics include: searching for applicants, maintaining applicant information, entering departmental decisions, and entering applicant decisions.

🔑 **Prerequisites Required:** AS-8005

💰 **Course Fee:** None

Activity Options: (choose one)

📅 Wednesday, January 18, 2006 @ 01:00 - 04:30

📅 Thursday, February 16, 2006 @ 01:00 - 04:30

📍 **Location:** POST G6 | 👤 **Instructor:** Staff

PEOPLESOFT: COURSE MAINTENANCE
(AS-8015)

This course is designed for department staff responsible for maintaining course scheduling information. Participants will learn the policies regarding courses and classroom scheduling and have hands-on training to learn how to update course schedule info.

🔑 **Prerequisites Required:** AS-8005

💰 **Course Fee:** None

📅 Wednesday, February 15, 2006 @ 10:00 - 12:00

📍 **Location:** POST G6 | 👤 **Instructor:** Staff

PEOPLESOFT: GFS READ ONLY
(AS-8025)

This online course provides training on GFS policy and navigation. Completion of this course fulfills the training requirement for view-only access to GFS data. The course is available at <http://www.stanford.edu/services/peoplesoft/learning-center.html>, and you can register for this class in STARS. Completion will be updated after you submit the form at the end of the tutorial.

PEOPLESOFT: GFS POLICY AND ENTRY
(AS-8030)

This course provides a foundation in Graduate Financial Support policy and entry. Students learn to set up financial support for grad students and postdoc scholars. Completion of this course fulfills the training requirement for entry access to GFS data.

Please note that this course is taught in two parts. Both parts are on the same day, but in different locations. The *Policy* portion of the course (morning) includes topics such as assistantships, fellowships, eligibility, restrictions, and salary guidelines. The *Entry* portion of the course (afternoon) includes topics such as aid year activation, entering fellowships, entering assistantships, and viewing summary data. If you only want to attend part of the course, please contact the instructors before the class. Remember, to get entry access to GFS, you must complete the entire class.

🔑 **Prerequisites Recommended:** AS-8005

💰 **Course Fee:** None

Activity Options: (choose one)

📅 **Part 1. Policy Training** | Wednesday, January 18, 2006 @ 09:00 - 12:00 | 📍 Encina Modular B

📅 **Part 2. Entry (System) Training** | Wednesday, January 18, 2006 @ 01:00 - 04:30 | 📍 Encina Modular B

📅 **Part 1. Policy Training** | Wednesday, February 15, 2006 @ 09:00 - 12:00 | 📍 Encina Modular B

📅 **Part 2. Entry (System) Training** | Wednesday, February 15, 2006 @ 01:00 - 04:30 | 📍 Encina Modular B

📅 **Part 1. Policy Training** | Wednesday, March 15, 2006 @ 09:00 - 12:00 | 📍 Encina Modular B

📅 **Part 2. Entry (System) Training** | Wednesday, March 15, 2006 @ 01:00 - 04:30 | 📍 Encina Modular B

👤 **Instructors:** Ann George, Nancy Aguilar, and Sarah Straight.

PEOPLESOFT:
STUDENT RECORDS FOR THE DEPT USER
(AS-8010)

This course is designed for student services staff who update student records. Topics include: assigning advisors, updating milestone information, granting candidacy, and maintaining student progress.

🔑 **Prerequisites Required:** AS-8005

💰 **Course Fee:** None

Activity Options: (choose one)

📅 Wednesday, January 25, 2006 @ 01:00 - 04:30

📅 Thursday, February 23, 2006 @ 01:00 - 04:30

📅 Wednesday, March 15, 2006 @ 01:00 - 04:30

📍 **Location:** POST G6 | 👤 **Instructor:** Staff

INDIVIDUAL DEVELOPMENT PLAN (IDP) TOOL



Your professional development can result in increased effectiveness, productivity and career growth. And you are the driver of your professional and career development goals. This IDP form is a tool to help you create a prioritized set of steps to achieve your goals.

Committing your developmental goals to paper results in a clear action plan that you can share with your supervisor. Your plan can help you identify necessary resources, clarify expectations and measure achievements. It can also serve as a guide in choosing which courses, listed in the Training Opportunities Guide, will help you fulfill your plan.



THE IDP PROCESS

1. Consider the following questions as you develop your plan:

- a) How do I want to develop professionally?
- b) What are some short-term goals for taking on new tasks and responsibilities in my current position? What skills do I need to acquire?
- c) What might be some long-term career goals and what skills would I need to develop to achieve those goals?
- d) What are new demands in my job (or career) that require me to gain additional skills?

You might need to do some research to determine the answers to these questions.

Ways to research include:

- Self-assessment tests (i.e. Skillscan on the T&OD COMPASS website)
- Reviewing skills in job descriptions
- Looking over your performance reviews
- Conducting informational interviews
- Talking with your supervisor

2. What are the best way(s) to learn and/or develop these skills?

Training classes are only one way to develop new skills.

Consider alternatives which may serve your developmental efforts as well:

- Mentoring
- Cross-training
- Coaching
- Stretch assignments at work
- Leading a project team
- Serving on a university committee
- Involvement in a professional development association
- Attending a conference
- Self-paced learning via the Internet (webinars, computer based training, virtual blackboards)
- Books
- Academic degree programs

3. What resources do you need to achieve your developmental goals?

- a) Do you need funds to attend a training class, conference, or participate in an academic degree program? Consider STAP and STRP funds (go to <https://hrweb.stanford.edu/training/stap/index.html>).
- b) Do you need to discuss/review this plan with your supervisor for their support?

4. Set realistic priorities:

- What's achievable this quarter?
- This year?
- Within 5 years?

Then develop a timeline and concrete action steps so you can mark your progress. Be sure to celebrate your successes along the way!

5. Training & Organizational Development has provided a Individual Development Plan (IDP) form below for you to use in your development and career planning. It's a tool to help you map out your short to long term goals and what resources you'll need to achieve these goals. Consider discussing your plans and completing the form with your supervisor.

The form is intended to be cut out and posted on your wall or incorporated into your files, so that you can frequently monitor your progress in achieving your goals. You can also place the bottom of this page on a copier and make 8½" x 11" landscape copies, or download the form from: <https://hrweb.stanford.edu/training/desktop/job.html>.

Be sure to remember that there are many resources available to Stanford staff that will assist you in reaching your career and development goals, and the *Training Opportunities Guide* is always a great place to start your journey!



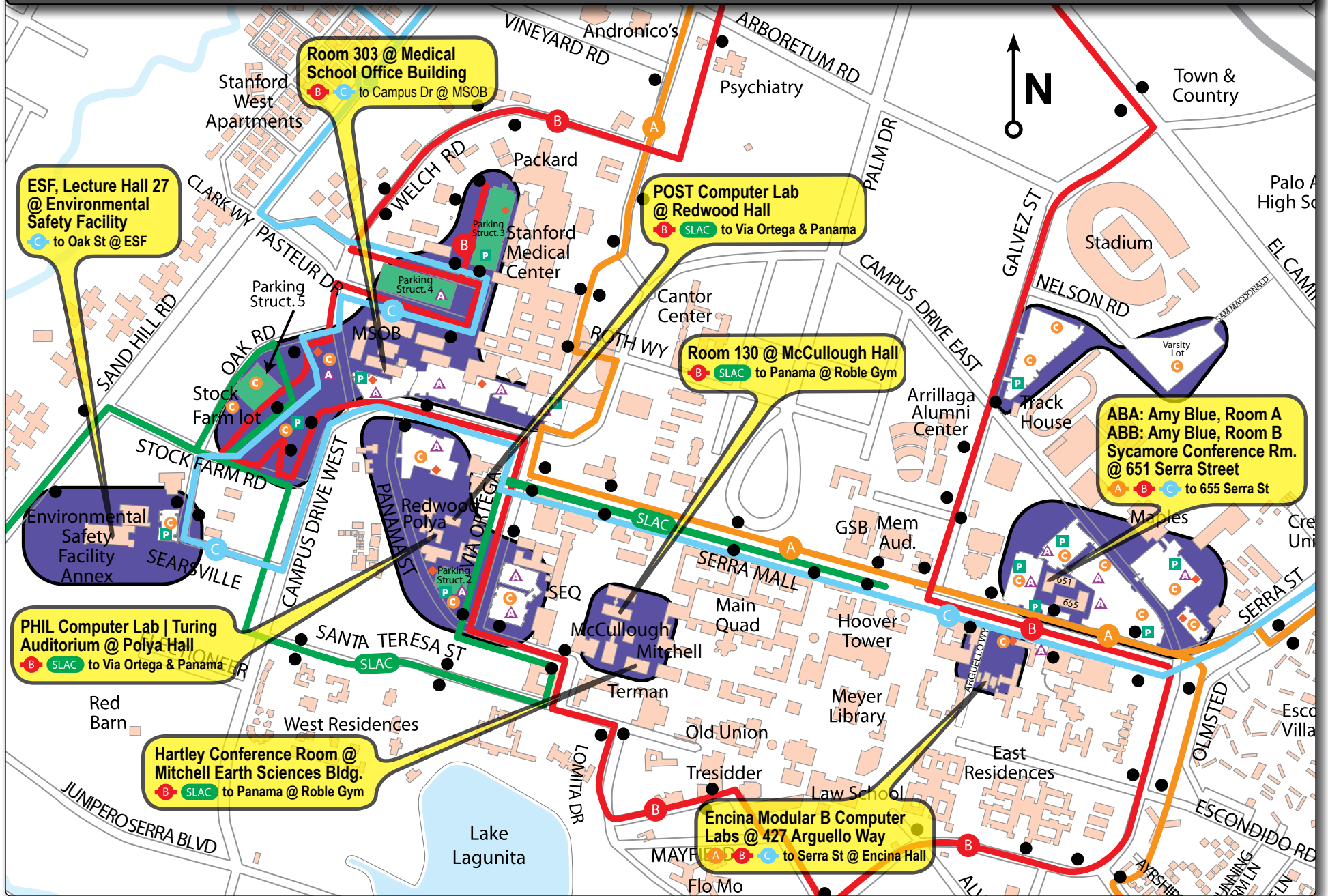
INDIVIDUAL DEVELOPMENT PLAN FORM

Name: Job Title: Date:

	GOALS	SKILLS (To Be Learned / Developed)	RESOURCES NEEDED (Money, Time, Support)	YOUR ACTION STEPS (Training, Other Opportunities)	TIMELINE (Anticipated Start & Completion Times)
SHORT-TERM GOALS [1 year -Critical within present position]:	1.				
	2.				
	3.				
MID-RANGE GOALS [2 years -Important for growth within present position]:	1.				
	2.				
	3.				
LONG-TERM GOALS [3 to 5 years -Helpful for achieving career goals]:	1.				
	2.				
	3.				

YOUR ROADMAPS TO LEARNING

GETTING TO YOUR CLASS: CLASSROOMS, PARKING, AND TRANSIT



CAMPUS TRANSIT: MARGUERITE SHUTTLE

A A Line	6am - 8:30pm, every 15 min.
B B Line	6am - 8:30pm, every 15 min.
C C Line	6am - 8:30pm, every 30 min.
SLAC SLAC Line	7:30am - 8:30pm, every 40 min.

● Marguerite Stop

PARKING ACCOMMODATIONS

P Visitor Parking	Pay or time limit 8am - 4pm (M-F)
M Motorcycle Parking	6am - 4pm (M-F)
A Permit	8am - 4pm (M-F)
C Permit	8am - 4pm (M-F)

*Note: This map shows only selected Marguerite Lines and parking areas close to classroom sites. More comprehensive maps can be found at <http://transportation.stanford.edu/>.



The Blue Marble
This photo of Earth was taken en route to the Moon by Apollo 17's Harrison Schmitt on December 7, 1972. This is our beautiful home... let's take care of it!

BE ECO FRIENDLY! TAKE THE MARGUERITE!

Parking on campus is very, very limited. Therefore, we strongly urge the use of alternative modes of transportation to get to your classrooms. You will save yourself trouble, and protect the environment at the same time! Here are some suggested alternatives:

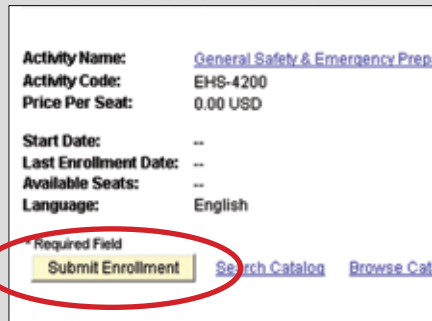
- Take the Marguerite Shuttle: Use the map above to easily find your classrooms, and which shuttle lines take you there, or visit http://fops-cf.stanford.edu/stanford_ivl/ for a real-time map.
- Carpool with your colleagues/classmates.
- Bike, scooter, or walk -- the campus is very accessible.

We look forward to seeing you soon!

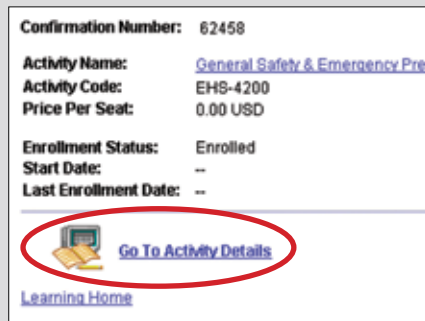
GETTING TO YOUR ONLINE CLASS: LAUNCHING & RE-LAUNCHING WEB-BASED TRAINING

LAUNCHING WEB-BASED TRAINING

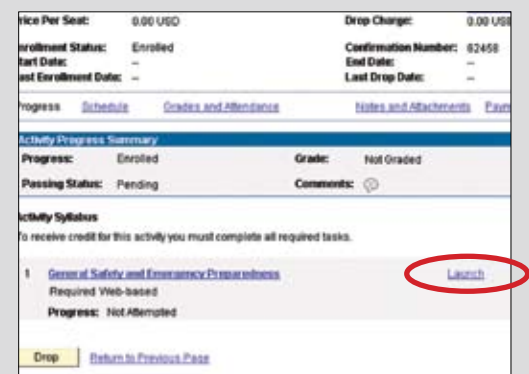
14. On Page 2, follow the STARS Enrollment Instructions Steps #1 - 11 to enroll in a course. **At Step #11, you will be at the screen below where you will click on the Submit Enrollment button to complete your registration in the course.**



15. After you click on the Submit Enrollment button, you will be directed to a new page. **Once there, click on the Go to Activity Details link in the lower-left portion of the page.**

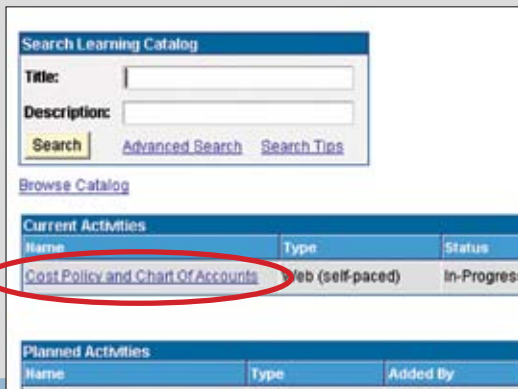


16. From the Activity Syllabus section of the page, you need to click on the Launch button to start the online course.



RE-LAUNCHING WEB-BASED TRAINING

17. Once you have registered for and previously launched a course, it automatically shows up on your Learning Home page (see Page 2, STARS Enrollment Instructions Steps #1 - 8 A&B, to get to your Learning Home). **From your Learning Home page, find the course title under Current Activities, and click on the blue course title link.**



18. On the new page summarizing your activity in the course, click on the Re-Launch link near the bottom of the window. The course will launch in a new window. You can now continue taking the course!

