Getting the Most from Microsoft Outlook

This hands-on training class provides useful techniques for managing your email inbox. Users will discover how to use Microsoft Outlook features more effectively, including the calendar, task manager, and One-Note. This session also covers how to create folders, appoints, contacts, and distribution lists. Users will also practice creating a signature file, setting up recurring appointments, scheduling meetings, creating and assigning tasks, and customizing Outlook’s features. Two sessions will be offered.

Wednesday, February 3, 2010
10:00 am—11:30 am
NMB Education Bldg., Room 304
Rebekka Garvey, Trainer

“Ambassadors of Fischler” Workshop

This workshop is designed to enhance awareness on how to build and sustain relationships with alumni and friends of the Fischler School of Education and Human Services and NSU. Participants will receive strategies and quick tips on how to identify others’ passions, making the right connections, and highlighting the successes and vision of FSEHS-NSU. Role playing activities will be incorporated to highlight the do’s and don’ts of development interaction. This workshop is ideal for anyone who represents the organization at conferences, social activities, and networking events.

Wednesday, February 10, 2010
10:00 am—12:00 pm
NMB Ballroom, Main Bldg.
Dianne Aucamp & Brian Weinblatt, Facilitators
WebCT Training for Faculty

This training session offers an introduction to WebCT, a web based course management system. Instructors log in to a WebCT course, and are able to explore the tools as they are being demonstrated. Level 1 (beginners) and Level II (advanced) training will be offered on the same day.

Thursday, February 11, 2010
9:30 am—10:30 am- **LEVEL 1**

**OR**

10:45 am—11:45 am- **LEVEL 2**
NMB Education Bldg., Room 304
Deborah Seepersaud, Trainer

“Innovation at the Verge” Workshop

Joel Barker, futurist, describes *innovation at the verge* as the point where something meets something different. In this two-part series, participants will practice how to recognize new opportunities as a source of organizational growth by merging existing knowledge and experience with new, creative ideas. Attendees will walk away with insight on how to use innovation and creativity to add value and maintaining competitive advantage.

Tuesday, February 16, 2010
10:00 am—11:30 am
NMB Main Bldg., Room 210
Brian Croswhite & DeAndra Clark, Facilitators

“Thinking in the Yellow Zone” Workshop

In this workshop, those with an HBDI Thinking Preference in the Yellow Quadrant will discover new ways to capitalize on strengths, stretch oneself in other quadrants, and learn techniques for better communication. There will also be focus on how to capitalize on strengths and minimize weaknesses in the Yellow Quadrant. Participants will explore ways to enhance team contributions, improve conflict management skills, and give effective input.

Thursday, February 25, 2010
10:00 am—10:30 am
NMB Main Bldg., Conference Room B
Dianne Aucamp, Facilitator
INDIVIDUAL TRAINING SESSIONS AVAILABLE!

Beginning February 17\textsuperscript{th}, individualized technology training sessions will be offered every \textit{third Wednesday}. Topics include WebCT, Elluminate, Wimba; Microsoft Access, Excel, Outlook, Publisher, and Word.

\textit{Sessions offered in 45-minute increments. To reserve a space, call Ext. 28599.}

\textbf{REGISTER FOR TRAINING TODAY!}

\begin{center}
\textbf{……..Coming Soon……..}
\end{center}

\textbf{MARCH}
\begin{itemize}
\item Conducting Successful Meetings Workshop
\item Elluminate Training for Faculty (onsite and online training)
\item Library Resources Training for Faculty (onsite and online training)
\item Professional Image Workshop: \textit{Enhancing Your Presentation Skills}
\end{itemize}

To register or receive additional information about any of the upcoming workshops, please email the Office of Training and Organizational Development at fsetraining@nova.edu. Please obtain supervisor approval to attend.

\textbf{Departmental Contacts}

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