Office Communicator
Office Communicator is a unified communications application that helps end users be more productive by enabling them to communicate and collaborate easily through the corporate Instant Messenger system. This hands-on training session is ideal for anyone who did not attend previous training, and for those who would like review. Two sessions will be held.

Tuesday, August 18
10:00 am—11:00 am OR 2:00 pm—3:00 pm
NMB Education Bldg., Room 306
Sonia Smith, Trainer

LiveMeeting
This hands-on session will allow users to practice using Live Meeting 2007 to host web conferences, online meetings, training sessions, and other events. Training will be offered on two separate days. Both sessions will be held in the NMB Education Bldg., Room 306.

Session 1
Wednesday, August 19
9:00 am—11:00 am
Sonia Smith & Dean Khialani, Trainers

Session 2
Wednesday, August 26
2:00 pm—4:00 pm
Sonia Smith & Dean Khialani, Trainers

Microsoft Office Publisher
The Microsoft Office Publisher 2007 training session is ideal for anyone who wants to learn how to design and create a wide range of publications materials, including newsletters, announcements, invitations, and more. In this hands-on training session, users will practice how to customize publications to meet specific needs using a collection of intuitive design, layout, typography, and graphic tools. Two sessions will be offered.

Thursday, August 27
10:00 am—11:30 am OR 2:00 pm—3:30 pm
NMB Education Bldg., Room 304
Rebekka Garvey, Trainer
The Golden Personality Assessment

The Golden provides information on individuals’ unique personality characteristics, strengths, motivators, demotivators, and potential opportunities for growth commonly associated with these characteristics. Likely outcomes of the Golden include:

- Appreciation of differences in others
- Stronger interpersonal relationships
- Increased effectiveness at home and work
- Clearer career direction

The Golden assessment takes approximately 30 minutes, and can be taken from your own computer. You will receive the results via email. Then, there will be a debrief session and workshop where participants can discuss how to utilize the Golden in personal and professional interactions. For more information, call Sonia Smith at Ext. 28520 or email fsetraining@nova.edu to get started.

REGISTER FOR TRAINING TODAY!

……..Coming in SEPTEMBER……..

- Administrative Support Skills Workshop
- Business Writing Basics: Grammar, Word Choice, Tone, etc.
- Golden Personality Workshop Debrief
- Professional Image Workshop: “Business Attire for the Fall”

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.