EMPLOYEE LEARNING & DEVELOPMENT

SACRAMENTO STATE
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Please visit the Campus Calendar to enroll: https://www.trumba.com/calendars/sac-state-learning-and-development

Accessibility

If you need a reasonable accommodation to participate in any workshop, please notify us.

Contact

learn-dev@csus.edu
Organizational & Learning Development (O&LD) supports the University’s mission and the Hornet Honor Code by fostering a culture of learning and improvement by facilitating a variety of high-quality growth opportunities while nurturing an inclusive and holistic approach to individual learning and institutional development.

To learn more about O&LD, visit our website at [www.csus.edu/aba/old](http://www.csus.edu/aba/old) or check out our video!

Follow us on LinkedIn!
The work of Organizational & Learning Development is centered around the Five Elements of Wellbeing. This model is based on significant research into the universal factors of professional and personal life, and represent the five primary categories that are essential to people's wellbeing.

- **Community**: Support the Anchor University Initiative by serving as a bridge between Sac State employees and the greater Sacramento area.
- **Social**: Create an inclusive sense of community for our Sacramento State employees.
- **Physical**: Facilitate a relevant and engaging physical wellness program.
- **Financial**: Provide employees with empowering financial wellness learning opportunities.
- **Career**: Advocate for career exploration, development, and growth for employees.
ENGAGEMENT

O&LD supports Sacramento State’s goal of supporting individual and team engagement. We know that engaging with your workplace contributes to positive performance and job happiness. Elements that can support this goal include team building activities, communication, and self-reflection for growth.

Two programs we offer individuals and teams are CliftonStrengths and True Colors. Both programs are offered for team-specific delivery as well as open individual-contributor sessions.
CliftonStrengths for Teams

For more than 50 years, CliftonStrengths has guided millions of people in discovering what they do best. O&LD is here to guide Sac State teams through a process of discovery, reflection, and engagement. Our Gallup certified Strengths coaches offer the following options for teams:

- **Team sessions** - a series of four engaging, interactive workshops designed specifically for building your team; these sessions are scheduled for your team based on team availability
- **Team retreats** - O&LD offers a half-day or full-day retreat program to take teams on a journey of personal and team growth; retreats are scheduled for your team based on your availability
- **Individual coaching** to supplement teams workshops - personal and confidential coaching based on a person's Strengths; helpful for employees experiencing career changes, burnout, or simply want to go farther with Strengths.

All options include a free assessment for all team members. Your team's Strengths coaches take care of all logistics and provide content and materials.

Registration: If you are interested in bringing CliftonStrengths to your team, email learn-dev@csus.edu.
CliftonStrengths for Personal and Career Development

O&LD believes in the power of CliftonStrengths-based individual development, and the program has been successfully utilized for personal growth with transformational results. Employees who focus on using their Strengths are three times as likely to report having an excellent quality of life, and are six times more likely to be engaged in their jobs.

Our Gallup certified Strengths coaches facilitate a series of three workshops designed to help employees focus on their personal and career development through a process of identifying, investing in, and applying their talents.

Registration is limited to 20 participants. Attendance at all three sessions is required.

Schedule: Tuesdays, April 5, 12 and 19, 10:30 a.m. -12:00 p.m.

Registration: CliftonStrengths for Personal & Career Development
True Colors Personal Success Workshop

Schedule: This two-hour workshop is offered ad-hoc several times during each semester.

Description: True Colors is an easy and fun way to identify your spectrum of personality preferences. For over 40 years, this temperament and personality assessment program has helped people of all ages understand and recognize differences that lead to miscommunication and conflict. The process establishes a common language by which we can communicate core motivations, behaviors, and esteem. Key benefits of this interactive process include enhanced understanding of self and others, and the appreciation of differences within each of us. The process can result in reduced conflict and more productive relationships.

For more information, click on the following link: True Colors at Sac State

Schedule: Wednesday, March 16, 10:00 a.m. -12:00 p.m.

Registration: True Colors
True Colors for Teams

Schedule: Your team’s Certified True Colors Facilitator will work with you to schedule this two-hour workshop to fit in with your team’s needs and will provide all of the content and materials.

Description: True Colors is an excellent team building experience! 97% of employees and executives believe lack of alignment within a team impacts the outcome of a task or project. True Colors can help teams become more collaborative by either teaching inefficient teams to be more productive or by helping efficient teams reach their optimal best. The methodology facilitates team building by helping members understand not only their own strengths and challenges, but also those of their teammates. It can also help teams with communication and conflict navigation. (https://truecolorsintl.com/team-building-workshops/)

True Colors is an easy and fun way to identify your spectrum of personality preferences. For over 40 years, this temperament and personality assessment program has helped people of all ages understand and recognize differences that lead to miscommunication and conflict. The process establishes a common language by which we can communicate core motivations, behaviors, and esteem. Key benefits of this interactive process include enhanced understanding of self and others, and the appreciation of differences within each of us. The process can result in reduced conflict and more productive relationships.

Registration: If your team is interested in True Colors as a team-building experience, email learn-dev@csus.edu.
Mission - Vision - Values Workshop

Scheduled on an as requested basis, many campus organizations need assistance with their planning, team building and consensus building. Organizational Development has found that to be successful there must be clarity and agreement on the group's purpose. Allow us to help you establish your core mission, vision, and values through a variety of facilitated workshops and free you to achieve your goals.

Registration: If your team is interested in a Mission, Vision, Values workshop, register at the following link: Mission, Vision, Values
The following programs are designed for our Sac State employees who currently serve in a leadership role or aspire to do so. The various programs O&LD offers meet different demands, but collectively serve as a pathway to the skill and competencies needed to be an effective leader.

Throughout our programs, participants learn about leadership mindset, navigating crucial leadership challenges, and how to build and manage an effective team.

Additionally, participants will discover how to master the leadership opportunities found at every turn: inclusive leadership competencies, compliance and process training for managers, mentorship from campus leaders, and the basic principles of supervising team members.
Learning with a Leader Series

Schedule: Offered virtually via Zoom once per month on scheduled Fridays, from 9:00 - 10:00 a.m.

Description: Facilitated one-on-one fireside chat forum with an O&LD team member and a carefully selected campus leader, across all divisions and expertise. Each month, the highlighted campus leader shares personal stories from their leadership journey with a live Zoom audience. These forums are an open space for all campus employees to learn more about what leadership is and what it looks like at Sac State.

Registration: Visit our campus calendar to register for each session. Visit our website for recordings of previous Learning with a Leader sessions.

Learning with a Leader Sessions

<table>
<thead>
<tr>
<th>Month</th>
<th>Leader</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Danielle Ambrose, M.S.</td>
<td>1/14/22</td>
</tr>
<tr>
<td>February</td>
<td>Danielle Munoz, M.S.</td>
<td>2/11/22</td>
</tr>
<tr>
<td>February</td>
<td>Carlos Nevarez, Ph.D.</td>
<td>2/25/22</td>
</tr>
<tr>
<td>March</td>
<td>Chela Cholula</td>
<td>3/11/22</td>
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<tr>
<td>April</td>
<td>Peggy Kay, M.A.</td>
<td>4/8/22</td>
</tr>
<tr>
<td>May</td>
<td>Boatamo Mosupyoe, Ph.D.</td>
<td>5/13/22</td>
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MPP 101 Series

Schedule: Offered three times a year over five and a half weeks. Days and times may vary from semester-to-semester.

Description: This is a mandatory series which all MPPs must complete. Each session flows throughout the employee lifecycle--from the design of a position description, recruitment, and onboarding basics, through the basics of managing and evaluating people. The content has a compliance focus but ultimately will build on the knowledge, skills, and abilities needed to effectively lead people and teams.

More information on the MPP 101 requirement can be found here:
MPP 101 Requirement

If you feel you might be an exception to the mandatory requirement, please direct your concerns through your appropriate administrator.

Registration: Click on the individual session title on the next page or visit the campus calendar for a complete listing.

Designed For: State-side MPPs Only

MPP 101 completions are tracked in CSU Learn. For information on how to check which sessions you've completed and which still need to be completed, visit the MPP 101 FAQs.
## MPP 101 Sessions

<table>
<thead>
<tr>
<th>Module</th>
<th>Topic</th>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Position Descriptions</td>
<td>2/15/22</td>
<td>1:00 - 3:00 p.m.</td>
</tr>
<tr>
<td>1B</td>
<td>Position Desc. Optional Workshop</td>
<td>2/15/22</td>
<td>3:00 - 3:30 p.m.</td>
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<tr>
<td>2</td>
<td>Performance Evaluations</td>
<td>2/17/22</td>
<td>12:30 - 3:00 p.m.</td>
</tr>
<tr>
<td>3</td>
<td>Classification &amp; Compensation</td>
<td>2/22/22</td>
<td>1:00 - 3:00 p.m.</td>
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<tr>
<td>4</td>
<td>Managing in Unionized Environments</td>
<td>2/24/22</td>
<td>12:30 - 3:00 p.m.</td>
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<tr>
<td>5</td>
<td>Managing Safely</td>
<td>3/1/22</td>
<td>1:00 - 3:00 p.m.</td>
</tr>
<tr>
<td>6</td>
<td>Office of Equal Opportunity</td>
<td>3/3/22</td>
<td>12:30 - 3:00 p.m.</td>
</tr>
<tr>
<td>7</td>
<td>Fiscal Responsibility</td>
<td>3/8/22</td>
<td>1:00 - 3:00 p.m.</td>
</tr>
<tr>
<td>8</td>
<td>Recruitment &amp; Onboarding</td>
<td>3/10/22</td>
<td>1:00 - 3:00 p.m.</td>
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<td>9</td>
<td>Information Security</td>
<td>3/15/22</td>
<td>1:00 - 3:00 p.m.</td>
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<tr>
<td>10</td>
<td>Family Medical Leave &amp; Benefits</td>
<td>3/16/22</td>
<td>1:00 - 3:00 p.m.</td>
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<tr>
<td>11</td>
<td>Wage &amp; Hour</td>
<td>3/17/22</td>
<td>1:00 - 3:00 p.m.</td>
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</tbody>
</table>
Principles of Supervision Series for MPPs

Schedule: Offered once during the spring semester.

Description: This seven-module workshop series is tailored for MPPs and focuses on developing supervisory skills with higher education in mind. Through learning, discussion, practice, and reflection, participants will gain a greater awareness of their own supervisory skills and learn strategies for more effectively leading others.

Registration: Click on the link below to register for the cohort.

Designed For: MPPs Only. Enrollee's status will be verified and will be removed if they are not registered for the appropriate series.

Principles of Supervision Cohorts for MPPs

Cohort 1 (Virtual)
Tuesdays & Thursdays, March 8 - March 29, 9:30 a.m. - 12:00 p.m.
Principles of Supervision Series for Lead Staff

Schedule: Offered three times over the spring semester. Dates and times vary.

Description: This seven-module workshop series is tailored for Lead Staff and focuses on developing supervisory skills with higher education in mind. Through learning, discussion, practice, and reflection, participants will gain a greater awareness of their own supervisory skills and learn strategies for more effectively leading others.

Registration: Click on the links below to register for that cohort.

Designed For: Lead Staff Only. Enrollee’s status will be verified and will be removed if they are not registered for the appropriate series.

Principles of Supervision Cohorts for Lead Staff

Cohort 1 (Virtual)

Tuesdays & Thursdays, February 1 - February 22, 9:30 a.m. - 12:00 p.m.

Cohort 2 (In-Person)

Thursday & Friday, April 14 - April 15, 8:00 a.m. - 5:00 p.m.

Cohort 3 (Virtual)

Tuesdays & Thursdays, May 3 - May 17, 8:30 a.m. - 12:00 p.m.
Organization & Learning Development is pleased to offer content, workshops, and seminar series, as well as curated and internally-developed learning opportunities.

These learning opportunities vary semester to semester, but the topics are timely and relevant to that semester. This spring, we are offering a Book Circle, a Learning Circle Series and a Wellness Circle with campus subject matter experts, a cohorted Train the Trainer program, and the Five Elements of Wellbeing.
Book Circle - Finding Confidence in Conflict, Kwame Christian

Schedule: Fridays, April 22 - May 13, 1:00-2:00 p.m.

Description: The best things in life are on the other side of difficult conversations. This means that your quality of life is going to be determined by how you handle conflict, both within yourself and with others. Have you ever struggled in a difficult conversation? Have you ever let fear and anxiety prevent you from saying what needed to be said? Have you ever felt as though you didn't know what to say? Finding Confidence in Conflict will show you how to handle these negotiations and difficult conversations using the Compassionate Curiosity Framework. This framework is designed to guide you through all of your difficult conversations, both at work and at home. We often make the mistake of assuming that our primary barriers to success in difficult conversations are strategic and tactical when the true issues are emotional and psychological.

This book utilizes the latest psychological research to help you to overcome these barriers and will also give you the confidence you need to engage in these difficult conversations persuasively and authentically. You’ll learn… How to negotiate with yourself in order to gain control over your emotions, increase clarity, and improve your confidence. How to develop a winning mindset. How to consistently put yourself in the best position for success in your negotiations and difficult conversations. How to defuse potentially explosive conflicts before the conversation breaks down.

Seats limited to 20 participants. Participants will receive a free digital book upon registration.

Registration: Book Circle - Finding Confidence in Conflict
Learning Circle - Digital Body Language: How to Build Trust and Connection, No Matter the Distance, Erica Dhawan

Schedule: Thursdays, February 3 - February 24, 3:00-4:00 p.m.

Description: An instant Wall Street Journal Bestseller! The definitive guide to communicating and connecting in a hybrid world.

People rely on body language and tone to grasp the real meaning of messages. Without these cues, we misunderstand each other more quickly, argue more, and walk away faster from relationships. In the virtual world—where most business is conducted—it’s even harder to communicate. If you want to build closer relationships with colleagues and clients, digital body language is your solution. Join collaboration expert Erica Dhawan as she explains how to use digital body language to close the empathy gap between you and your team. Learn why it’s important to always assume the best intent in others, and find out how to carefully craft your responses, communicate your feelings, and negotiate delicate power dynamics. With these tips, you can take charge of your communications online and off.

Seats limited to 20 participants. Participants can choose to either read the book or watch the course on LinkedIn Learning.

Registration: Learning Circle - Digital Body Language
Train-the-Trainer Series

Schedule: Wednesdays, April 6 - April 27, 10:30 a.m. - 12:00 p.m.

Description: Train the Trainer is intended for our campus subject matter experts who find themselves in a position of creating or delivering presentations. During session one, participants will be introduced to standard formats of training sessions and the basics of adult learning theory. Session two is all about content and learning objectives for presentations or trainings. Session three is dedicated to presentation basics, delivery techniques, and how to lead engaging individual and group activities focused on knowledge retention and application. Session four provides a forum for participants to practice presentation techniques and facilitate engagement activities. Participants must complete all four sessions.

Seats limited to 20 participants.

Registration: Train the Trainer
The Five Elements of Wellbeing

Schedule: This hour-long workshop will be offered twice during the spring semester. Please register for just one of the workshops.

Description: At its very heart, Wellbeing is the difference among thriving, struggling, and suffering. Gallup’s extensive research has identified five elements that encompass how we experience our lives: Career, Social, Financial, Physical, and Community Wellbeing. During this workshop, participants will take the Gallup Wellbeing Index and participate in activities and reflection to help define the gaps between current Wellbeing and the ideal state of thriving Wellbeing.

Registration: Please click on the links below to register for that session.

Friday, February 25, 11:00 a.m. - 12:00 p.m.

Friday, April 8, 3:00 p.m. - 4:00 p.m.
Sacramento State has teamed up with LinkedIn Learning to provide employees the opportunity to take professional development classes on the platform. Courses covering a wide variety of business skills, technology skills, and creative skills are taught by subject matter and industry experts and new content is updated daily. LinkedIn Learning uses data based on industry and workforce trends to provide relevant training courses related to your job or interests in order to take your skills to the next level.

Features

- 14,000+ courses, with new content added weekly
- Unlimited access on desktop, mobile, and tablet devices anywhere with internet
- Explore professional learning paths for in-demand skills
- Convenient mobile app makes it easy to download videos for offline viewing

To learn more and activate your personal learning platform, visit our LinkedIn Learning webpage.
NEW EMPLOYEE EXPERIENCE

Sac State’s onboarding of new employees includes both a policy-centric and personal connection approach by including labor compliance and regulation orientation, as well as cultural acclimation and team building--making it an effective and well-rounded program.

We care about new employees and their success! Most would agree that employees start a new job with a unique sense of excitement and engagement. Here at Sac State, we value the energy that new staff bring and do our best to support them. Research shows that if an organization like us commits to a formal, robust onboarding program that is consistently implemented, staff will be more satisfied in their job, and stay with us longer. A win-win for everyone.
Sac State 101 Series

Sac State 101 is a mandatory series for new, full-time, non-faculty employees with a start date after November 1, 2019. It is dedicated to helping new employees understand the role and function of our campus divisions. While information is geared toward those new to our Hornet family, all Sac State staff and faculty are able to view the content via CSU Learn. The series focuses on the following divisions and departments: Administration & Business Affairs, Academic Affairs, Student Affairs, Inclusive Excellence, Office for Equal Opportunity, Information Resources & Technology, Public Affairs, President’s Office, University Advancement, and University Communications.

All new, full-time, non-faculty employees will be assigned the Sac State 101 Full Series (13 modules) in CSU Learn within a few days of their New Employee Orientation. They will receive an email from the CSU Learn campus administrator with information on how to successfully complete the series as well as an email from the system with information on how to log in and launch the modules. This email will be similar to those received for several other mandatory compliance trainings. New employees will have 30 days to complete the series. Managers will be notified of the requirement and asked to provide sufficient time for their new employee to complete the series.

All Sac State employees are welcome to view the Sac State 101 modules in CSU Learn as well. Once logged into CSU Learn, enter Sac State 101 into the search box in the upper right corner and the full list of modules will populate. Employees can then choose which module they would like to view. (If you are a new employee, please do not use this method as you will be assigned and must complete the full series).

If you have any questions regarding the Sac State 101 program, please email csu-learn@csus.edu.
Organizational Development’s purpose is to facilitate pathways for individuals and sub-organizations to realize their alignment with the University’s mission.
Organizational Development provides solutions to campus organizations so they can improve overall service and excellence.
Change Management

Available on a consultation basis, a Prosci Certified Change Manager can partner with your organization during significant transitions or reorganizations. Trust our change management methodology while we collaborate with campus partners to ensure continuity of service excellence and manage the people side of change better.

Registration: Change Management

Business Process Improvement

OD facilitators, using Lean Six Sigma principles, lead work groups through a series of sessions to identify and assess current processes and desired future state. In such, performance metrics are discussed as well as the development of implementation plans, rooted in change management principles, change recommendations, and tracking mechanisms.

Registration: Business Process Improvement

Organizational Assessments

We can help you design and implement your next employee or customer survey, whether the topic is engagement, performance or satisfaction. Ask us about how we maintain ABA’s onboarding program with life cycle survey data collection and analysis, as we might be able to assist your organization as well.

Registration: Organizational Assessments
O&LD will continue to offer high-quality, virtual physical wellness programs in the spring. We continue to face challenges due to the global COVID-19 pandemic and want to ensure employees are able to spend time during the lunch hour in exercise class, participating in movement and breathing.

We are pleased to continue hosting the very popular employee yoga Asanas and Stretching class. We have also curated two specific LinkedIn Learning wellbeing courses relevant for our employees during that are available for viewing at any time on any device.
Asanas and Stretching

Schedule: Tuesdays and Thursdays, February 1 - May 12, 12:15 - 12:45 p.m.

Description: Live, virtual, instructor-led wellness class focusing on posture exercises and meditation techniques to support your body both mentally and physically. Join Kinesiology faculty Jennifer Park, DPT, as she guides employees through a gentle, half-hour of asanas (yoga postures), breathing exercises, and guided meditation. Participants are encouraged to perform activity from a mat on the floor but alternative movements will be demonstrated for those using a chair.

Registration: Asanas and Stretching

Wellness Circle

Schedule: Wednesdays, March 2, April 6 and May 4, 12:00 - 1:00 p.m.

Description: Organizational & Learning Development invites the campus community to participate in the spring Wellness Circle. The Wellness Circle discussions will be facilitated by Dr. Urvashi Mulasi, Nutrition faculty and Director of the Dietetics program, who has studied and practiced mindfulness for many years, including with author Jon Kabat-Zinn. There will be three Wellness Circle gatherings in spring spaced one month apart, giving Wellness Circle participants time to practice the techniques learned. Topics will include: the seven foundations of mindfulness (non-judging, patience, beginner’s mind, trust, non-striving, acceptance, and letting go); sitting meditation; body scan meditation practice; eating meditation practice; mindful yoga; and incorporating mindfulness on the go.

Seats limited to 40 participants.

Registration: Wellness Circle
Creating Flow

Description: Introducing the concept of flow into your daily life can help create the optimal mindset for success. In this course, expert Christina Vo shows you how to build effective habits to harness the power of flow in all aspects of life. Follow along as Christina clarifies the concept of flow, how to get yourself into the flow state, and how guides such as meditation and reflection can help you connect with your flow state. She also provides instruction on how to find flow in your work by building your flow projects and feedback loops, connecting with passion and purpose, and creating more flow in your daily life through nature and cultivating mindfulness.

Course Access: Available for viewing on LinkedIn Learning at any time on any device at the following link: Creating Flow

Mindful Stress Management

Description: Get a new approach to managing your relationship with on-the-job pressure with the power of mindfulness. Mindfulness strengthens your ability to deal with job-related tensions that can negatively impact your physical, mental, and emotional well-being. In this course, get strategies that can help you identify what causes you to feel pressure, how it gets expressed in your body, and how you can mitigate its negative effects. Discover techniques that can help you control your reactions and walk away from your life’s stressors. Cultivate a healthier relationship to anxiety by learning how to clear your mind and body from its manifestation. Plus, find out how to avoid the chronic strain of rumination and integrate meditation into your life as a habit.

Course Access: Available for viewing on LinkedIn Learning at any time on any device at the following link: Mindful Stress Management
CSU Learn

Please visit our CSU Learn Webpage for more information about compliance trainings, learning bundles, online books and videos:

www.csus.edu/administration-business-affairs/internal/your-hr/organizational-learning-development/csu-learn.html

CSU’s Got Talent Series

CSU Learning & Development presents a series of live webcasts featuring innovative & essential training for your professional and personal success.

https://www.csus.edu/administration-business-affairs/internal/your-hr/organizational-learning-development/partner-org-workshops.html

Fee Waiver Program

www.csus.edu/administration-business-affairs/internal/your-hr/benefits/fee-waiver-reduction.html