

Investing in You



Investing in You 2021



Investing in You 2021 Summary Report

In the calendar year from January 2021 to December 2021, *Investing in You* presented 39 training sessions on a variety of topics, from skills development to work-life balance, with 1,474 individuals from across campus registering to attend. Beginning this year, *Investing in You* began tracking where participants worked on campus to determine if our outreach to the entire campus community had been effective, and the following data was recorded:

- 478 were individuals from Student Affairs
- 674 were staff or administrators from other divisions
- 186 were faculty members
- 2 were people from other CSU's or regional Community Colleges

Session evaluation results indicate that:

- 95% of the attendees agreed the session met their expectations
- 96% of the attendees agreed they learned something during the session that they will incorporate into their personal life and professional life.

The sessions offered during this period are included in the following pages. For additional information or to suggest future topics for inclusion in our offerings, please contact iiy@csusm.edu.

2021 *Investing in You Sessions*

Undocu Ally Student Support Training



To provide accurate and effective support to our undocumented students and students from mixed-status families it is important that CSUSM student service providers have an understanding of the challenges undocumented students and their families may face, and a familiarity with the resources available to address those challenges. The CSUSM Undocumented Student Support Services training addresses this need by offering a workshop tailored specifically for our students, our campus, and our region.

As a result of participating in this training, attendees will be able to adequately assess the needs of undocumented students, or students from mixed-status families, to allow them to identify appropriate campus and/or community resources to address those needs in a culturally sensitive manner.

Presented by Josefina Espino, DREAMer Resource Office Coordinator.

- Professional Staff Session, Monday, January 8 | 8:30 am – 12:00 pm
- Professional Staff Session, Friday, February 12 | 8:30 am – 12:00 pm
- Professional Staff Session, Friday, March 12 | 8:30 am – 12:00 pm
- Professional Staff Session, Friday, April 9 | 8:30 am – 12:00 pm
- Professional Staff Session, Monday, October 25 | 8:30 am – 12:00 pm
- Student Employee Session, Friday, October 29 | 8:30 am – 12:00 pm
- Professional Staff Session, Friday, November 19 | 8:30 am – 12:00 pm

SafeZone Student Support Training



The SafeZone Community at California State University San Marcos creates a visible support network for lesbian, gay, bisexual, transgender, intersex, queer, and questioning individuals at the University and within North San Diego County. SafeZone's educational opportunities are designed to value and reflect the diversity within LGBTQ communities, fostering an environment that is affirming, inclusive, and safe. By nurturing open communication and increasing awareness and knowledge, SafeZone trainings empower community members to serve as allies, resources, and advocates for LGBTQ individuals.

Presented by Robert Aiello-Hauser, LGBTQ Pride Center Director.

- Tuesday, January 19 | 1:00–5:00 pm
- Friday, February 19 | 1:00–5:00 pm
- Tuesday, March 16 | 1:00–5:00 pm

Vet Net Ally Training



The Vet Net Ally program is a faculty, staff and student awareness program designed to:

- Educate members of the university community about the needs and concerns of military service members and veterans;
- Foster a campus atmosphere that supports the academic freedom and professional, personal and social success of service members and veterans;
- Establish a network of visible Allies to provide support, information, and assistance for service members and veterans.

The training focuses on the needs and concerns of military service members and student veterans studying at CSUSM. At the end of the seminar, participants are given a decal to display in their workspace to show that they are Allies of CSUSM's military-connected students.

Presented by Shin Ae Kook, Communications & Outreach Manager, Veterans Services.

- Thursday, March 25 | 10:00–1:00 pm
- Thursday, June 10 | 10:00–1:00 pm
- Thursday, October 21 | 10:00–1:00 pm

Microsoft Teams for Meetings and Collaborations



Microsoft Teams has become a hub for meetings and collaboration across campus, and it continues to gain new features and capabilities. In this session we will discuss how to create and manage a Team, including how to add/remove members, set appropriate permissions, create public/private channels and more.

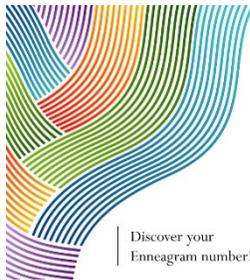
We will also discuss how to schedule and run effective Teams meetings, including some of the recent and upcoming enhancements to the meeting experience.

Presented by Dr. Tasos Lazarides, Director of Academic Innovation & Strategic Solutions.

February 3 | 3:00–4:00 pm

Wednesday, February 17 | 3:00–4:00 pm

What is Your Enneagram Animal - And Other Fun Facts About Your Personality Type



Are you interested in a tool that may help you better understand your core motivations and enhance your emotional intelligence? And in how to apply that knowledge to team dynamics, leadership, conflict resolution -- in all areas of your life? Then this session is for you! The Enneagram is a tool for personality typing that describes patterns in how people interpret the world and manage their emotions. Come learn which of the nine personality types aligns with you!

Presented by Jill Flaa, Dean of Students Office.

- Wednesday, March 3 | 3:00–4:00 pm
- Monday, June 14 | 3:00–4:00 pm

Public Speaking with Presence, Authenticity, and Impact



For most people, public speaking — the act of communicating to an audience in any forum – is a challenging task... for some, it's downright terrifying. No matter your comfort level with speaking in public, there are general principles that can help you hone your effectiveness and ability to connect with audiences, including presence, authenticity, and impact. This session will be an interactive exploration of these principles, focusing on virtual as well as in-person environments. Join the discussion with University Library Associate Dean, Char Booth, to examine/deepen your understanding of your "speaking self" in order to build confidence and overcome common obstacles.

Presented by Char Booth, Associate Dean, Kellogg Library.

- Wednesday, March 10 | 3:00–4:00 pm
- Tuesday, June 15 | 3:00–4:00 pm

CSUSM Hiring Process Overview Sessions: The Lifecycle of a Resume & Cover Letter



Are you looking to take the next steps in your career advancement? Attend this session to learn from a panel of in-house experts about how to prepare your hiring documents (resume, cover letter, supplemental questions). Besides content and formatting advice, participants will gain insight into the CSUSM internal recruitment process and hear from hiring managers about what they are looking for and how to stand out.

Panelists

- Andres Favela, Director, Educational Opportunity Program
- Karin Iwasaka, Associate Director & Career Counselor, Career Center
- Yasuko Shirakawa, HR Analyst, Office of Human Resources

Monday, April 5 | 3:00–4:30 pm

Explore New Meeting Features in Teams



Did you know that you can now host breakout rooms in Microsoft Teams? Teams has become a hub for meetings and collaboration across campus, and new features and capabilities are added frequently. In this session, we take a deeper dive into Teams and some of the new meeting features available, such as breakout rooms, new presenter modes that allow you to see your notes while presenting, new gestures, and more!

Presented by Dr. Tasos Lazarides, IITS.

Tuesday, April 6 | 3:00–4:00 pm

CSUSM Hiring Process Overview Sessions: Preparing for an Interview



Are you looking to brush up on your interview skills? Attend this session to learn from a panel of in-house experts about how to prepare for an interview or campus visit, the different forms an interview may take, what questions to prepare for and prepare to ask, and best practices for following up afterward.

Panelists:

- Andres Favela, Director, Educational Opportunity Program
- Karin Iwasaka, Associate Director & Career Counselor, Career Center
- Yasuko Shirakawa, HR Analyst, Office of Human Resources

Monday, April 26 | 3:00–4:30 pm

Writing Skills Session: The Write Stuff



What are the two things you need to do to be a writer? Find out during this session, which will also cover the basics and importance of producing clear, concise copy for any audience.

Presented by Eric Breier, Communications Specialist, University Communications.

Wednesday, April 28 | 3:00–4:00 pm

Mindful Relationships



How well do we know the folks we work with? What is the quality of our relationships? Can mindfulness deepen our connections? Join us for a session on bringing mindfulness to your daily interactions with colleagues. We will engage in some small group activities, discussion and, of course, mindfulness practice! This session is designed for both newcomers and highly seasoned practitioners.

Presented by Pamela Redela, Mindful CSUSM, Dr. Betina Scott, FACES & Dr. Shannon Nolan-Arañez, Student Leadership & Involvement Center.

Wednesday, May 5 | 3:00–4:00 pm

Coping with the Unknown



While there is hope in our future, there is still a lot of uncertainty about what our life will look like as the year progresses. For many of us the uncertainty of the future can bring up lots of feelings of anxiety and worry. Join us for this workshop to explore how we tend respond to uncertainty, learn strategies to cope with the unknown, and prepare for the future when we feel unsure. This workshop will be didactic and interactive in nature and will give you opportunities to connect with others who have shared in this experience and practice coping skills together.

Presented by Dr. Lissa Lim, Student Health & Counseling Services.

Tuesday, May 18, 2021 | 3:00–4:30 pm

Writing Skills Session: Watch Your Language



What is AP style and why is it important? What are some common writing mistakes to avoid? And why was the Oxford comma at the center of a multimillion-dollar lawsuit? Find out that and more at this workshop.

Presented by Eric Breier, Communications Specialist, University Communications.

Wednesday, June 2, 2021 | 3:00–4:00 pm

Money Management for a Lifetime



Come learn how to better manage your money from an industry expert—and CSUSM CoBA professor! In this brief session you will learn a step-by-step, FREE system on how to achieve your S.M.A.R.T. financial goal, no matter your current situation. Included in this dynamic and engaging presentation will be an overview of the most common investments, as they relate to personal financial goals.

Presented by Dimitris Magemeneas, Lecturer, CoBA.

Wednesday, June 30 | 3:00–4:30 pm

The Brand You: Becoming the CEO of Me, Inc. on LinkedIn



The most common answer that people have when asked about LinkedIn is that “it is a Facebook for professionals.” While many do use LinkedIn like Facebook, LinkedIn is a site to build and manage your personal brands by connecting with the right people, posting relevant and engaging content, and building relationships. In this course you will:

- Understand what professional branding and social capital are and how to build both.
- Evaluate the metrics of LinkedIn through the Social Selling Index, profile views, and post views.
- Evaluate LinkedIn through Social Selling and identify who the right people are, how to post engaging content, and build relationships.
- Create a LinkedIn profile that is relevant to your current brands and your future goals, then leverage that LinkedIn profile to find people who are relevant to your professional brand and future goals.
- Analyze the features provided by LinkedIn Premium to determine if subscribing to LinkedIn Premium is the right move for you.

Presented by Moses Maddox, Veterans Retention Counselor, Veterans Services.

Wednesday, July 7 | 3:00–4:00 pm

Leading Consciously: Changing the Way We Think and Practice



We are wired to connect in very purposeful and intentional ways! Conscious Leadership is a theoretical framework grounded in the sociocultural knowledge of reciprocity, which allows leaders to perceive patterns in the environment, see the interconnectivity of multiple problems, and subscribe to a participatory leadership style, which incorporates the idea of shared responsibility and problem solving. This workshop will help you understand what it means to be a Conscious Leader.

Presented by Dr. Valita Jones, Director, Office of Success Coaching.

Friday, July 9 | 9:00–10:00 am

Managing Difficult Relationships and Conversations

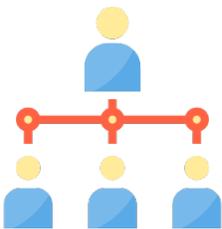


This workshop is a wonderful resource for anyone who may be faced with having to navigate potentially difficult conversations or address difficulties that may arise in professional work relationships. Participants will be introduced to concepts and practices that provide a straightforward framework to manage complications that may arise in relationships and conversation. This workshop reviews what contributes to these challenges, including the intrapersonal, interpersonal, and organizational factors. The workshop aims to demonstrate how to shift these challenging conversations into opportunities to build and improve working relationships.

Presented by Dr. Betina Wofford-Gilmore, Director, FACES.

Wednesday, July 14 | 3:00–4:30 pm

Techniques for Supervising Student Assistants



During this session, panelists with extensive experience in supervising and serving student assistants will answer your questions about interviewing, on-boarding, managing expectations, setting boundaries, training, and day-to-day interactions with student assistants. They will also share about why student employment is important for the students and how it is rewarding for the staff who work with them. In addition to the panelists, there will be a consultant from HR present to address any questions related to CSUSM hiring practices. The session will begin by addressing the topics listed and will wrap up with a 30-minute Q&A section so plan to bring your questions!

Panelists:

- Ashley Fennell, Associate Director of Government Affairs, Associated Students, Inc.
- Erica Xavier, Assistant Director, Systems, Financial Aid & Scholarships Office
- Lisa Dickinson, Associate Director, University Student Union
- Scott Kirby, Director, Facility Operations and Campus Recreation

HR Consultants:

- Chelsea Cross, HR Operations Specialist
- Courtney Tamone, HR Analyst

Wednesday, July 28 | 3:00–4:30 pm

Assertiveness Training



During this 90-minute interactive session, Dr. Lissa Lim will share an overview of common models of assertiveness and share techniques to self-advocate and set boundaries in our work and personal lives. The session will begin by addressing the topics listed and will include opportunities for participants to interact with each other and the presenter, as well as opportunities to practice various techniques in a safe environment!

Presented by Dr. Lissa Lim, Student Health & Counseling Services.

Wednesday, September 15 | 3:00-4:30 pm

Questions You Wanted Answered About Hiring at CSUSM That You Were Afraid to Ask: Anonymous Q&A Session with In-House Career Professionals



CSUSM is hiring! We want you to be prepared for when you see the perfect position for you. The hiring process is confidential, but we do not want it to be shrouded in secrecy. This session will be hosted as a Zoom webinar where your attendance will be confidential and your questions anonymous.

As you think about your career growth at CSUSM, what questions do you have about what our hiring managers look for, how to customize your hiring documents, interview strategies, or about the recruitment process? The session will be tailored to cover what is most helpful for you. You will have an opportunity to submit questions in advance after submitting your RSVP to attend as well as anonymously at the event.

Panelists:

- Andres Favela, Director, Educational Opportunity Program
- Karin Iwasaka, Associate Director, Career Center
- Yasuko Shirakawa, HR Analyst, Human Resource Services

Thursday, October 14 | 3:00–4:30 pm

A Re-Viewing of "The Alumna, the Administrator, and the Advocate"



CSUSM's Investing In You professional development program and the Civility and Free Speech Committee invites faculty, staff, and

administrators to join in a viewing of “The Alumna, the Administrator, and the Advocate: Free Speech on College Campuses”, a panel discussion exploring the balance between free speech and inclusive excellence on college campuses, originally hosted on April 8, 2021. The viewing will be followed by a facilitated conversation unpacking the challenges faced by college campuses today related to free speech.

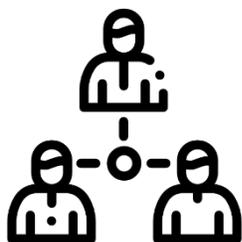
Topics will include a free speech and hate speech, balancing free speech and inclusivity, limitations of free speech, social media and free speech, and student activism.

Panelists:

- Michelle Deutchman, Executive Director of the UC National Center for Free Speech
- Dr. Gregory Vincent, University of Kentucky Professor in the College of Education and Civil Rights Attorney
- Tiffaney Boyd, CSUSM Alumna and Policy and Government Affairs Director at California Commission on the Status of Women and Girls

Tuesday, October 19 | 2:00–3:30 pm

Designing and Sustaining Collaborative Partnerships



Dr. Katherine Brown (Professor and Department of Communication Chair) will introduce a model developed and used by scholars in several disciplines interested in creating, sustaining and studying collaborative activities. We will learn how to use this model as a heuristic device to explore both challenges and barriers to sustainable collaboration and examine strategies and considerations important for success in collaborative efforts. Exploring such a model offers one way to allow those who participate in, or aspire to participate in, collaborative work to understand forces that generate both challenges and invitations to successful collaborative efforts.

Wednesday, November 3 | 1:00 - 2:30 pm

Navigating Virtual Interviews Gracefully as the Candidate



Being a job applicant faced with the prospects of a virtual interview can be daunting. In this session you will receive tips on how to prepare for the virtual interview, ensure your technology is up to the task and hone your approach to effectively answer interview questions. Session content will be based upon established models and will allow participants the opportunity to practice techniques in a safe environment.

Presented by Rowena Casis Woidyla, Director Leadership Development and Employee Enrichment at CSU San Bernardino.

Tuesday, November 16, 2021 | 2:00 – 3:30 pm

Developing Grant-Seeking and Grant-Writing Skills



Writing a grant proposal can be surprisingly simple and straight-forward or it can be bafflingly exhaustive and complex. More than likely it's somewhere in between. In this session, we will demystify the world of grants. We will unpack grant-related jargon, share tips and resources for identifying sources of grant funding, give you strategies for reading the call for proposals, and equip you with some tools for developing compelling content. We'll also share about the review process and remind you, that if at first your proposal isn't funded, to consider picking yourself up to try again.

Presenters:

- Dr. Charles De Leone, Interim Dean, Graduate Studies and Research
- Elizabeth Bell, Grants and Contracts Specialist
- Melissa Teetzel, Manager, Grants and Contracts Development

Thursday, December 2 | 1:00-2:30 pm

The full roster of sessions offered during this period indicating number of registrants is included below.

Session	Date	Presenter	# Registered
Undocu Ally Training	1/8/2021	Josefina Espino	17
SafeZone Training	1/19/2021	Robert Aiello-Hauser	20
Microsoft Teams for Meetings and Collaboration	2/3/2021	Dr. Tasos Lazarides	103
Working with Students with Disabilities in Virtual Environment	2/8/2021	Benjamin Towns & Michelle Saavedra-Diaz	62
Ready, Set, Engage: Using a Virtual Platform for Engagement in the Time of COVID	2/10/2021	Tony Pang	53
Undocu Ally Training	2/12/2021	Josefina Espino	13
Navigating Difficult Conversations with Students	2/17/2021	Juan Alvarez & Katie Ramos	56
SafeZone Training	2/19/2021	Robert Aiello-Hauser	16
What is Your Enneagram Animal - And Other Fun Facts About Your Personality Type	3/3/2021	Jill Flaa	60
Public Speaking with Presence, Authenticity, and Impact	3/10/2021	Char Booth	38
Undocu Ally Training	3/12/2021	Josefina Espino	20
SafeZone Training	3/16/2021	Robert Aiello-Hauser	13
Vet Net Ally Training	3/25/2021	Shin Ae Kook	32
CSUSM Hiring Process Overview Sessions: The Lifecycle of a Resume & Cover Letter	4/5/2021	Panel	56
Explore New Meeting Features in Teams	4/6/2021	Dr. Tasos Lazarides	43
Undocu Ally Training	4/9/2021	Josefina Espino	17
CSUSM Hiring Process Overview Sessions: Preparing for an Interview	4/26/2021	Panel	44
The Write Stuff	4/28/2021	Eric Breier	44

Mindful Relationships	5/5/2021	Pamela Redela & Dr. Betina Scott & Dr. Shannon Nolan-Arañez	49
Coping with the Unknown	5/18/2021	Dr. Lissa Lim	22
Watch Your Language	6/2/2021	Eric Breier	55
Vet Net Ally Training	6/10/2021	Shin Ae Kook	21
What is Your Enneagram Animal - And Other Fun Facts About Your Personality Type	6/14/2021	Jill Flaa	50
Public Speaking with Presence, Authenticity, and Impact	6/15/2021	Char Booth	44
Money Management for a Lifetime	6/30/2021	Dimistris Magemeneas	45
The Brand You: Becoming the CEO of Me, Inc. on LinkedIn	7/7/2021	Moses Maddox	26
Leading Consciously: Changing the Way We Think and Practice	7/9/2021	Dr. Valita Jones	79
Managing Difficult Relationships and Conversations	7/14/2021	Dr. Betina Scott	57
Techniques for Supervising Student Assistants	7/28/2021	Panel	45
Assertiveness Training	9/15/2021	Dr. Lissa Lim	47
Questions You Wanted Answered About Hiring at CSUSM That You Were Afraid to Ask: Anonymous Q&A Session with In-House Career Professionals	10/14/2021	Panel	38
A Re-Viewing of "The Alumna, the Administrator, and the Advocate"	10/19/2021	Panel	7
Vet Net Ally	10/21/2021	Paul Tontz	36
Undocu Ally	10/25/2021	Josefina Espenoza	21
Undocu Ally for Student Employees	10/29/2021	Josefina Espenoza	8
Designing and Sustaining Collaborative Partnerships	11/3/2021	Dr. Katherine Brown	32
Navigating Virtual Interviews Gracefully	11/16/2021	Rowena Casis Woidyla	14
Undocu Ally Training	11/19/2021	Josefina Espenoza	20
Developing Grant-Seeking and Grant-Writing Skills	12/2/2021	Charles De Leone, Elizabeth Bell, Melissa Teetzel	51
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			1474

