

Professional Development Newsletter

As the semester winds down and we begin looking ahead to summer, May offers a natural moment to pause, reflect, and prepare for what comes next. Across campus, teams are closing out projects, supporting final milestones, and beginning to shift focus toward summer priorities.

Summer also brings a different rhythm to campus life, offering space to reset and refocus. It can be a great time to revisit goals, explore professional development opportunities, or think creatively about the work ahead. Many of the same resources that support us throughout the year—training, collaboration, and shared knowledge—continue to be available and can help us make the most of this season.

ASK MY PRONOUNS

Gender Identity and Pronoun Use

May 6 @ 10 am - [REGISTER](#)

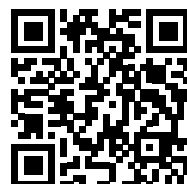
This training will provide foundational information about gender, gender identity, sexuality, attraction, and sex assigned at birth.



ChatGPT for Administrative Efficiency: Building Reusable Workflows That Reduce Rework

May 1 @ 2 pm - [REGISTER](#)

This session explores how CSU staff can move beyond one-off AI use and begin applying ChatGPT through simple, repeatable workflows that reduce rework and improve consistency across everyday tasks.



View the full calendar at humboldt.edu/training/calendar

CSU'S GOT TALENT

SYSTEMWIDE PROFESSIONAL DEVELOPMENT presents a series of LIVE online webcasts featuring innovative best practices for your professional and personal success

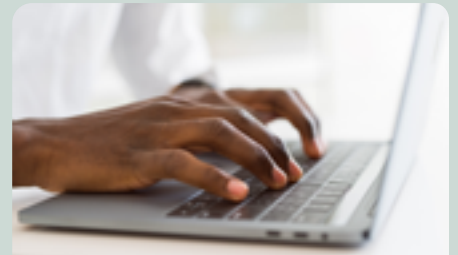


Promoted Into Incompetence

CSU's Got Talent Webcast Training - Promoted into Incompetence - Part 2

May 7 @ 10 am - [REGISTER](#)

This two-part CSU Systemwide webinar examines the "competence trap" and its organizational drivers in Session One, followed by practical, evidence-based solutions in Session Two. Participants will gain insight into how to better identify leadership readiness, strengthen internal mentorship pipelines, and realign promotion systems for long-term organizational success.



Featured CSU Learn Tech Course - [REGISTER](#) Streamlining Communication with Gemini for Google Workspace

This course covers Gemini features in Gmail, Chat, and Meet. First, you'll learn how to use the Gemini side panel and enable smart features across Workspace apps. From there, we'll cover querying and summarizing emails in Gmail, drafting messages with Help me write, and using smart replies. The course then explores Google Chat, including Smart Summaries, the side panel for catching up on conversations, and automatic translation.



Learning Lab Series: Intro to AI

May 4 @ 10 am - [REGISTER](#)

This session introduces participants to artificial intelligence and generative AI, focusing on how these technologies are already shaping everyday life and work in higher education.



Learning Lab Series: The Emotional Intelligence in Action! Part 1 - 3

May 7, 14, 21 @ 3 pm - [REGISTER](#)

This series is made up of 3, 30-minute virtual sessions where we will explore the four core elements of EQ: self-awareness, self-management, social awareness, and relationship management.



Learning Lab Series: AI Unlocked

May 11 & 18 @ 11:30 am - [REGISTER](#)

This session focuses on the practical skill of prompt engineering—how to clearly and effectively communicate with generative AI tools to get better results.



Captioning with Adobe Premiere Pro - [REGISTER](#)

May 7 @ 9 am

You will learn how to correct text, turn it into captions, and export the captions as an SRT file. An SRT file is a common caption format that includes text and the timing needed for it to appear on screen.



Generative AI: Getting Started and Saving Time

May 20 @ 2 pm - [REGISTER](#)

This course walks you through the basics of writing helpful prompts and shares simple, practical ways AI can be used to save time at work. Join us for an interactive, hands-on learning experience.



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Featured CSU Learn Soft Skills Course - [REGISTER](#) Project Management: Fundamental Principles and Processes

Explore how projects create value and align with organizational strategy and learn core principles such as stewardship and stakeholder engagement. Discover the difference between projects, programs, and operations, and learn about the project manager's key roles and competencies. Next, examine the project lifecycle and process groups, governance fundamentals, and how organizational structures impact project authority.



Avoiding Unconscious Bias in the Hiring Process

Weekly every other Tuesday @ 10 am and Friday @ 1 pm

The intent and theme of the workshop are to assist in identifying the various avenues whereby unconscious bias can enter the hiring process and developing strategies to avoid unconscious bias.



The Ethics of Care: Nurturing a Caring Campus Community Culture

May 21 @ 2 pm - [REGISTER](#)

This experiential workshop invites educators (staff and faculty) to activate the principles and practices of care, focusing on an Ethics of Care and its relevance in engaging students. Participants will learn to center care in their approach by incorporating Humble Inquiry, fostering Inclusive Connection, and taking Responsive Action. This training aims to equip participants with the knowledge and skills to provide compassionate, practical support to their students.



Tech Essentials for the Modern Workplace: A CSU Introduction

May 28 @ 10 am - [REGISTER](#)

Are you ready to build confidence with the digital tools essential for success in today's workplace? This beginner-friendly workshop offers a practical introduction to the most commonly used technology platforms at CSU campuses and beyond. Whether you're new to the digital workspace or just need a refresher, this session will help you navigate key tools and concepts with clarity and confidence.



Excel Basics

May 29 @ 11 am - [REGISTER](#)

Learn:

- Excel Shortcuts
- Creating Tables
- Basic Functions
- Best for beginners
- Will Include activities



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