

e-Learning for CSU Employees

Hundreds of professional development
courses to build your career success

Unlimited access for 12 months!

A full year of access from your sign-up date

Available from
Systemwide Professional Development

Training Solutions on Your Desktop

At Systemwide Professional Development we *know* how difficult it is to make training available to every CSU employee who wants or needs it. Every campus has a range of training opportunities in place and we've been supplementing those offerings by bringing a limited number of live training seminars to campus locations during the past seven years. Systemwide Professional Development has also hosted the mandated e-learning training on sexual harassment for supervisors and ethics and conflict of interest. **But we want to make even more options available for you.**

We can do it with e-learning ... anytime and anywhere. But we feel strongly that e-learning can't be effective if learners aren't engaged. With the courses that we've selected for this launch, you'll find an e-learning system that is

Relevant. More than 300 programs are available to you on critical issues including communication, management, change, work lifestyle, service, leadership, and a huge assortment of software applications, including the Microsoft® Office 2007 library.

Engaging. Many of the courses are delivered in video format, delivering content using a variety of innovative methods. Pop-up quizzes, word slides, sound clips and transcripts reinforce learning points.

Credible. Leading content experts and publishers have developed the award-winning content. Each program is based on fundamental learning principles, providing a solid and unique educational experience.

Comprehensive. The programs immerse you in learning. A variety of formats ensure that you'll have a choice in how you learn.



Get **Real** with e-Learning
Real Experts
Real Issues
Real Advice
A **Really** Great Way
to Learn

Keep watching
TheSource.calstate.edu
for video spots starring
real CSU employees.

Systemwide Professional Development

Vice Chancellor for Human Resources
California State University
401 Golden Shore
Long Beach, CA 90802
www.TheSource.calstate.edu

Is CSU e-Learning for you?

Take an assessment and decide for yourself.

Assessment for Managers and Supervisors

Check all that apply.

- A lack of training is stifling my department.
- I need an individual development plan for each employee.
- I'd like to offer essential, affordable, on-going professional development to my staff.
- There are strengths within my team that I can't take advantage of.
- I'm at the center of a leadership void.
- My employees ask for outside training but I can't spare them for a day or two away.
- I need the latest training tools available at the moment they are needed ... not months from now.
- Morale is low due to limited development opportunities.
- Each employee has unique knowledge deficiencies making it hard for one size to fit all.
- I have trouble retaining the most talented employees.

If you checked

0-3—You have the power to make things better.

4-6—Your honesty is commendable. Now you need to do something.

7-10—What are you waiting for?

Assessment for Staff

Check all that apply.

- I don't learn to use all the features of new software applications.
- I have so much to learn that I'm overwhelmed.
- The 8-5 work day is shorter than it used to be.
- Traveling to a training session seems like more of a hassle than a benefit.
- I don't need to sit through an entire day of training to get the knowledge that I need.
- I don't have a development plan that shows my knowledge gaps.
- I could save time if I trained *only* on topics where I lack knowledge rather than everything I already know.
- It's more convenient for me to take short bits of training ... when I need it and when I have the time.
- I'm self-motivated particularly when it will help my job performance and career potential.
- I'd like to learn some things outside of my current job responsibilities. How else can I get ahead?

If you checked

0-3—Life is good!

4-6—It *could* be better.

7-10—Tell your supervisor you really need this opportunity.

System Requirements

- ✓ P500+ Processor, 128MB of RAM
- ✓ Minimum screen resolution of 800x600
- ✓ Windows 2000, 2003, or XP
- ✓ 56K minimum connection; broadband connection recommended
- ✓ Internet Explorer 5.5 or higher
- ✓ Sound card with speakers or headphones
- ✓ Windows Media Player 9.0 or higher
- ✓ JavaScript, DHTML and cookies enabled
- ✓ Flash 8.0 or higher

Note: Because all courses launch in a pop-up window, pop-up blocking software must be disabled. If you have a firewall or cookie management software, please allow www.mindleaders.com as a trusted site.



6 principles that make this e-learning really effective

#1 You'll be actively engaged in the learning.

#2 The training gives you an opportunity to practice in a safe, non-threatening environment.

#3 Immediate and supportive feedback reinforces your learning.

#4 You can demonstrate your competency before, during, and after instruction.

#5 The training is organized and logically sequenced based on your needs.

#6 You control the pace and path of your learning.

\$119

Get it All!

100s of courses from computer desktop productivity to management and leadership topics. (Includes Office 2007)

The *Get It All!* catalog includes over 300 courses.

To access the entire list of courses, see www.TheSource.calstate.edu.

- * Microsoft Office Applications (from 2000–2007)
- * Lotus Notes
- * SharePoint 2003; 2007 coming
- * Windows Vista
- * Business Math
- * Building Relationships
- * Career Development
- * Coaching
- * Communication
- * Customer Service
- * Dealing with Difficult People
- * Effective Business Communication
- * Effective Presentations
- * Fundamentals of Business Management
- * Grammar
- * Leadership
- * Management
- * Managing Change
- * Motivation
- * Negotiating
- * Self-Management
- * Stress Management
- * Teams
- * Time Management
- * Web Development
- * Dreamweaver, Flash, FrontPage, Photoshop
- * Business Ethics
- * Computing Concepts and Security
- * Crystal Reports
- * Instructional Design
- * Interview Skills
- * Managing within the Law
- * Project Management Professional Certification
- * Sexual Harassment
- * Work and Life Balance
- * Workplace Environment



Your Questions Answered

Q: How much does it cost to subscribe?

Subscriptions are \$119 per person for unlimited access to the *Get It All!* catalog. Take a course as often as you like or take a little of everything. Once a subscriber, the entire CSU catalog is yours for 12 months.

Q: Can I share my subscription?

No, we're sorry. Each user needs a unique license, just like with a software application. The personalized nature of the tracking system, the assessments, and the customized learning path are designed to provide a comprehensive learning experience for one individual using a unique access code.

Q: When does my subscription expire?

Your full year subscription begins on the day you sign up and receive your confirmation email, and will expire 12 months from that day.

Q: What are the technical requirements?

Basically, your CSU computer should be able to handle the entire library. You just need to have a sound card with speakers or headphones, a fast internet connection, and a Windows operating system. (This program is not supported on a Macintosh computer.) To see if your computer can handle a course, request a demo course by writing to us at elarning@calstate.edu. Provide your name and department and we'll handle the rest.

Q: How much time do the e-learning courses take?

Programs vary from 2 minutes to 30 minutes. But if you need to start and stop your course, you can easily "bookmark" your place to return later.

Q: Do I need to use the same computer each time I access the courses?

No, but we recommend a high-speed computer connection like you have on campus or DSL or cable access from home.

Q: Can we enroll a large group in this program?

We recommend that everyone in your department have their own subscription. We can even set up a special group so that a departmental administrator or manager can oversee individual learning programs for every member of the team.

Q: Do these courses meet the new ADA requirements?

They sure do.

Q: Who can I speak with to learn more about e-Learning?

Call Robin Innes, Senior Manager, Systemwide Professional Development at (562) 951-4403.

How to Register

Complete your registration and payment online. Go to www.TheSource.calstate.edu and take the link directly to the registration input page. You will need a form of payment at the time of registration.

License Fees

Get It All! The Entire Business and Office Collection:
\$119 per user

Payment Options

Payment must be received before the license can be activated.



Online transactions can be paid with credit card, purchase order, or check. It is your responsibility to print your own invoice and pay from that invoice. Checks should be mailed directly to REGISTRATION CENTRAL ACCOUNTING, Office of the Chancellor, 401 Golden Shore, Long Beach, CA 90802.

Your check payable to CSU TRUSTEES TF047-1058 should accompany your invoice to properly credit your account.

Questions?
To talk to a real person about e-learning, call us toll free at (888) 200-4499 or (562) 951-4403.