

Franklin Covey courses at WSU FALL Semester 2008

- 🕒 The 7 Habits of Highly Effective People Signature Program
- 🕒 The 7 Habits Maximizer
- 🕒 4-Disciplines of Execution
- 🕒 Leadership: Great Leaders, Great Teams, Great Results

September 16, 18, 23, 25, 30

12:00 – 4:00 pm, all five days



Leadership: Great Leaders, Great Teams, Great Results is FranklinCovey's flagship leadership development program. It takes a "mind-set, skill-set, tool-set" approach to developing leaders who can unleash the talent and capability of their teams against the organization's highest priorities.

This workshop teaches skills for building trust and influence with others, the most effective way to define a team's purpose and the "job to be done," how to align the four essential systems that drive success, the proven process for creating a strategic link between the work of the team and the goals of the organization, how to connect the work of the team to the organization's economic model, and the skills to master the three key conversations that will help you break through to greatness. Includes a pre and post Leadership Quotient assessment similar to 360.

October 14, 16, 21, 23, 28, 30

1:00 – 4:00 p.m., all six days



Turn ineffectiveness to effectiveness with The 7 Habits of Highly Effective People Signature Program.

Problems caused by ineffectiveness cannot be solved with the same ineffective thinking that created them. The 7 Habits of Highly Effective People provides the ultimate in productivity training. Learn the power of effectiveness and feel more satisfied with what you accomplish each day. Develop a clear definition of the results you want and live each day with a greater sense of meaning and purpose.

Know where you're going, focus on your top priorities, achieve balance, and increase organization and productivity through a weekly and daily planning process. Discover the secrets to success and fulfillment within you and end self-defeating personal and professional behavior. You'll gain the necessary security to change.

November 12 and 13

12:00 – 4:00 p.m., both days



This is a two-day application experience for past participants of the 7 Habits Signature Program. It makes an ideal "refresher" or renewal course by not only reviewing the principles, but by focusing on specific applications of The 7 Habits in the workplace.

The 7 Habits Maximizer workshop is an ideal solution to help employees make a significant, meaningful contribution to their organization, regardless of their role or position. Employees will create a map for success in the workplace based on the 7 Habits.

December 17 and 18

12:00 – 4:00 p.m., both days



The 4 Disciplines of Execution helps managers and teams identify their highest priorities by separating the merely important from the wildly important. Each discipline taught in the course helps teams stay aligned to the true purpose of the organization.

You'll learn skills for ensuring your team is aligned to the most important work objectives ; ways to encourage your team to tackle challenges with individual commitment ; and how to help team members take ownership of their own performances.

Learn

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Learn



The Training Tracker web application at Weber State University enables faculty and staff to view their transcript of on-campus workshops they have attended, register for future training programs and request other training they have attended off-campus be recorded in their transcript.

To login to Weber's Training Tracker, go to eWeber at <https://www.weber.edu>.

Using your User ID and Password, log into eWeber.

Once logged in, select the tab marked "Staff" or "Faculty". In the folder, click on the channel marked "Training Tracker." (If "Training Tracker" is not shown, click the "Content/Layout" link in the upper left hand corner of the screen, and follow the directions on adding a channel.)

Signing up for a class*

1. From the main menu, you will see a listing of all courses currently scheduled.
2. Click on the course you wish to attend.
(Scroll to the top of the page if no message appears. Your enrollment status will always appear to the left of the first listings in scheduled courses.)
3. Click "add to my schedule."
4. After you click "add to my schedule," you'll receive a message on the screen that you've been either added to the class schedule or put on a waiting list.

Dropping a class

1. Return to the main menu.
2. Select "My current training schedule."
3. Select the class you wish to drop.
4. Click "Drop."

Viewing current training schedule

1. From the main screen, select "My current training schedule."
2. All classes scheduled are displayed.

*When you sign up for Fall Semester classes, please pay attention to the instructions listed for each class. Some classes require that you register a specific number of days in advance and there may be paperwork to be completed before you attend.

Learn

**WEBER STATE SPECIFIC
100 Series**

Volume 6 Issue 1

Course #	Title	Date	Time	Location	Instructor
135-01	Applying for and Using a Staff Development Grant	Aug. 19	10a- 11a	MA 211K	R. Callahan
		Oct. 8	2p- 3p	MA 211K	
110-10	WSU Leave Tracker	Aug. 19	10a- 11a 2:30p- 3:30p	LP 203	J. Evans
		Aug. 20	3p- 4p	LP 203	
		Aug. 21	9a- 10a 10:30a- 11:30a	LP 203	
		Aug. 22	10a- 11a 1- 2p 2:30p- 3:30p	LP 203	
		Aug. 26	11a- 12p	LP 203	
		Aug. 27	2:30p- 3:30p	LP 203	
		Aug. 28	9:30a- 10:30a 11a- 12p	LP 203	
		Sept. 2	2:30p- 3:30p	LP 203	
		Sept. 4	10a- 11a		

**SUPERVISOR TRAINING
200 Series**

Volume 6 Issue 1

Course #	Title	Date	Time	Location	Instructor
201-01	Encouraging the Heart (for Supervisors)	Sept. 10	10a- 11:30a	LP 201	R. Callahan
200-01	Mastering Performance Review (PREP)	Oct. 29, 30	8:30a- 11:30a	LP 201	C. Nelson

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PERSONAL / PROFESSIONAL DEVELOPMENT
300 Series

Volume 6 Issue 1

Course #	Title	Date	Time	Location	Instructor
300-23	Organize Everything in Your Life	Aug. 14	11:30a- 12:30p	West Center	S. Rivkind
350-01	Higer Education Academy 11-Week Lecture Series (see Training Tracker)	Sept. 2 thru Nov 13	3:30p- 6:30p	MA Boardroom	R. Callahan
361-01	Getting Started in your Workplace Retirement Plan (Fidelity)	Sept. 4	11a- 12p	LP 201	Staff
300-24	Everyday Creativity	Sept. 10	1p- 3p	LP 201	S. Rivkind
300-33	Leadership (Covey)- Great People, Great Teams, Great Results	Sept. 16, 18, 23, 25, 30 (all dates)	12p- 4p	LP 201	J. Evans
300-18	Color Code: The Basics	Oct. 1	1p- 3p	LP 201	J. Evans
360-18	Developing an Asset Allocation Strategy (TIAA- CREF)	Oct. 2	11a- 12p	LP 201	Staff
300-21	7-Habits of Highly Effective People (Covey)	Oct. 14, 16, 21, 23, 28, 30 (all dates)	1p- 4p	LP 201	J. Evans
361-02	Finding the Right Investment Strategy (Fidelity)	Nov. 6	11a- 12p	LP 201	Staff
300-23	Organize Everything in Your Life	Nov. 11	1p- 2p	LP 201	S. Rivkind
300-32	7- Habits Maximizer (Covey)	Nov. 12, 13 (all dates)	12p- 4p	LP 201	J. Evans
302-01	Professional Communication	Nov. 27, 28 (all dates)	1p-3:30p	LP 201	R. Callahan

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PERSONAL / PROFESSIONAL DEVELOPMENT
300 Series

Volume 6 Issue 1

Course #	Title	Date	Time	Location	Instructor
360-19	Re-Examining the Rules of Investing (TIAA- CREF)	Dec. 4	11a- 12p	LP 201	Staff
300-38	4 Disciplines of Execution	Dec. 17, 18 (all dates)	12p- 4p	LP 201	J. Evans

WORKING WITH OTHERS
400 Series

Volume 6 Issue 1

Course #	Title	Date	Time	Location	Instructor
460-011	Non-Violent Crisis Intervention	Sept. 17, 19 (all dates)	1p- 4p	West Center	Sgt. Helton R. Callahan
		Oct. 2, 3 (all dates)	1p- 4p	LP 201	
420-01	Tip-Top Telephone Tactics (Brown Bag Lunch)	Sept. 23	12p- 1p	West Center	R. Callahan
410-01	Team Communication: Colour Blind	Oct. 2	10a- 11a	LP 201	J. Evans
420-01	Tip-Top Telephone Tactics	Oct. 7	2p- 3p	LP 201	R. Callahan
400-02	Conflict Resolution	Nov. 19	1p- 3p	LP 201	J. Evans
410-01	Team Communication: Colour Blind	Dec. 10	10a- 11a	LP 201	J. Evans

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COMPUTER / TECHNOLOGY SKILLS
600 Series

Volume 6 Issue 1

Course #	Title	Date	Time	Location	Instructor
670-17	Vista 1- Creating an Online Course	Aug. 11	9a- 12p	LP 203	WSU Online
670-05	Vista - Enhance Your Face-to-Face Classes	Aug. 12	10a- 11a	LP 203	WSU Online
650-11	IT Service Desk Essentials	Aug. 12	11a- 12p	TBA	S. Belflower
610-22	Word - for Faculty	Aug. 12	1p- 3p	LP 203	J. King
675-01	Using Turnitin.com	Aug. 13	2p-3p	LP 203	G. Niklason
620-10	PowerPoint	Aug. 14	10a- 12p	LP 203	B. King
670-03	Captivate/Camtasia/Wimba Voice Tools	Aug. 14	1p- 2:30p	LP 203	T. Bell
670-18	Vista 2- Teaching an Online Course	Aug. 18	1p- 4p	LP 203	WSU Online
670-19	Wimba Live Classroom	Aug. 19	12:30p- 2:30p	LP 203	A. Lore
625-11	Managing WSU Reports in Excel	Aug. 20	9a- 11a	LP 203	J. King S. Rivkind
610-05	Office 2007 (Overview)	Aug. 20	12p- 1p	LP 203	J. King
670-08	Study Mate/ Respondus	Aug. 20	1p- 2:30p	LP 203	M Cain
665-01	Requisitions	Aug. 21	1p- 2p	LP 203	S. Rivkind

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COMPUTER / TECHNOLOGY SKILLS
600 Series

Volume 6 Issue 1

Course #	Title	Date	Time	Location	Instructor
665-02	Budget Queries	Aug. 21	2p- 3p	LP 203	S. Rivkind
675-02	Stewart Library: Online Resources	Aug. 21	2p- 3p	Library, Rm 138	Staff
670-05	Vista - Enhance Your Face-to-Face Classes	Aug. 21	3p- 4p	LP 203	WSU Online
605-07	Groupwise 7.0	Aug. 22	8a- 10a	LP 203	J. King
665-03	INB Navigation	Aug. 26	1p- 2p	LP 203	S. Rivkind
625-09	WSU Crystal Reports	Aug. 27	1p- 2p	LP 203	S. Rivkind
630-04	Site Manager	Aug. 28	1p- 3p	LP 203	J. King
615-02	Excel 2007 II	Sept. 2	12p- 2p	LP 203	J. King
625-09	WSU Crystal Reports	Sept. 3	10a- 11a	LP 203	S. Rivkind
671-02	Testing Center Overview/ Chi Tester Training	Sept. 3	2p- 3p	LP 203	J. Willden
635-01	PhotoShop	Sept. 4	1p- 3p	LP 203	C. Taylor
615-03	Excel 2007 II	Sept. 9	12p- 2p	LP 203	J. King
670-03	Captivate/Camtasia/ Wimba Voice Tools	Sept. 9	2p- 3:30p	LP 203	T. Bell

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COMPUTER / TECHNOLOGY SKILLS
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Course #	Title	Date	Time	Location	Instructor
670-20	Alternate Collaborative Learning Environments	Sept. 11	10a- 12p	LP 203	L. Fernandez
610-30	Word 2007	Sept. 11	12p- 2p	LP 203	J. King
670-08	Study Mate/ Respondus	Sept. 11	2p- 3:30p	LP 203	M. Cain
642-01	Using Endnote Bibliographic Software	Sept. 12	1p- 2p	Library Rm. 138	Staff
675-02	Stewart Library: Online Resources	Sept. 12	2p- 3p	Library Rm. 138	Staff
670-05	Vista - Enhance Your Face-to-Face Classes	Sept. 15	1p- 2p	LP 203	WSU Online
670-19	Wimba Live Classroom	Sept. 15	2p- 4p	LP 203	A. Lore
605-07	Groupwise 7.0	Sept. 16	10a- 12p	LP 203	J. King
675-01	Using Turnitin.com	Sept. 16	1p- 2p	LP 203	G. Niklason
670-17	Vista 1 - Creating an Online Course	Sept. 17	1p- 4p	LP 203	WSU Online
620-10	Powerpoint	Sept. 18	10a- 12p	LP 203	B. King
665-01	Requisitions	Sept. 18	1p- 2p	LP 203	S. Rivkind
665-02	Budget Queries	Sept. 18	2p- 3p	LP 203	S. Rivkind

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Course #	Title	Date	Time	Location	Instructor
665-18	Using E-Weber	Sept. 18	3p- 4p	LP 203	R.Callahan
640-03	InDesign	Sept. 22	2p- 4p	LP 203	J.Francis
605-02	GroupWise Calendaring	Sept. 23	10a- 12p	LP 203	J.King
665-03	INB Navigation	Sept. 23	1p- 2p	LP 203	S.Rivkind
670-18	Vista 2 - Teaching an Online Course	Sept. 24	1p- 4p	LP 203	WSU Online
675-02	Stewart Library: Online Resources	Sept. 24	2p- 3p	Library Rm. 138	Staff
660-02	Dreamweaver for Mac	Sept. 25	1p- 3p	LP 203	G.Tuck
642-01	Using Endnote Bibliographic Software	Sept. 26	9a- 10a	Library Rm. 31	Staff
641-03	Advanced InDesign	Sept. 29	2p- 4p	LP 203	J.Francis
635-01	PhotoShop	Sept. 30	1p- 3p	LP 203	C.Taylor
625-09	WSU Crystal Reports	Oct. 1	10a- 11a	LP 203	S.Rivkind
670-20	Alternate Collaborative Learning Environments	Oct. 1	2p- 4p	LP 203	L.Fernandez
675-01	Using Turnitin.com	Oct. 6	2p- 3p	LP 203	G.Niklason

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Course #	Title	Date	Time	Location	Instructor
630-04	Site Manager	Oct. 7	1p- 3p	LP 203	J. King
660-06	Word for Mac	Oct. 8	1p- 3p	LP 203	A. Lewis
605-01	Groupwise for New Hires	Oct. 9	1p- 3p	LP 203	J. King
671-02	Testing Center Overview/ Chi Tester Training	Oct. 9	2p- 3p	LP 203	J. Willden
665-01	Requisitions	Oct. 14	1p- 2p	LP 203	S. Rivkind
665-02	Budget Queries	Oct. 14	2p- 3p	LP 203	S. Rivkind
675-02	Stewart Library: Online Resources	Oct. 14	4p- 5p	Library Rm. 138	Staff
650-11	IT Service Desk Essentials	Oct. 15	10a- 11a	LP 203	S. Belflower
670-08	Study Mate/ Respondus	Oct. 15	2p -3:30p	LP 203	M. Cain
665-03	INB Navigation	Oct. 21	1p- 2p	LP 203	R. Callahan
665-18	Using E-Weber	Oct. 22	10a- 11a	LP 203	R. Callahan
670-03	Captivate/Camtasia/ Wimba Voice Tools	Oct. 22	2p- 3:30p	LP 203	T. Bell
670-17	Vista 1 - Creating an Online Course	Oct. 23	1p- 4p	LP 203	WSU Online

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Course #	Title	Date	Time	Location	Instructor
642-01	Using EndNote Bibliographic Software	Oct. 24	2p- 3p	Library Rm. 138	Staff
640-05	Publisher 2007	Oct. 28	1p- 3p	LP 203	G.Tuck
671-01	Chi Tester - Advanced	Oct. 28	2p- 3p	LP 203	J.Willden
670-18	Vista 2 - Teaching an Online Course	Oct. 30	1p- 4p	LP 203	WSU Online
660-02	Dreamweaver for Mac	Nov. 4	1p- 3p	LP 203	G.Tuck
625-09	WSU Crystal Reports	Nov. 5	10a- 11a	LP 203	S. Rivkind
670-05	Vista - Enhance Your Face-to-Face Classes	Nov. 5	2p- 3p	LP 203	WSU Online
642-01	Using EndNote Bibliographic Software	Nov. 5	4p- 5p	Library Rm.138	Staff
615-02	Excel	Nov. 11	12p- 2p	LP 203	J. King
670-08	Study Mate/ Respondus	Nov. 11	2p- 3:30p	LP203	M. Cain
625-09	WSU Crystal Reports	Nov. 12	10a- 11a	LP 203	S. Rivkind
620-10	PowerPoint	Nov. 12	1p- 3p	LP 203	B. King
635-01	PhotoShop	Nov. 13	1p- 3p	LP 203	C. Taylor

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COMPUTER / TECHNOLOGY SKILLS
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Course #	Title	Date	Time	Location	Instructor
605-02	GroupWise Calendaring	Nov. 18	10a- 12p	LP 203	J. King
665-01	Requisitions	Nov. 18	1p- 2p	LP 203	S. Rivkind
665-02	Budget Queries	Nov. 18	2p- 3p	LP 203	S. Rivkind
610-30	Word 2007	Nov. 20	10a- 12p	LP 203	J. King
665-03	INB Navigation	Nov. 25	1p- 2p	LP 203	S. Rivkind
615-03	Excel 2007 II	Dec. 2	1p- 3p	LP 203	J. King
625-09	WSU Crystal Reports	Dec. 3	10a- 11a	LP 203	S. Rivkind
625-01	Access 2007	Dec. 9	9a- 12p	LP 203	J. King
625-09	WSU Crystal Reports	Dec. 10	10a- 11a	LP 203	S. Rivkind
665-01	Requisitions	Dec. 16	1p- 2p	LP 203	S. Rivkind
665-02	Budget Queries	Dec. 16	2p- 3p	LP 203	S. Rivkind

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HEALTH AND WELLNESS 800 Series

Volume 6 Issue 1

Course #	Title	Date	Time	Location	Instructor
800-13	Pilates Workshop	Aug. 21	11a- 12:50p	Gym, SB 19	Staff
800-19	Pilates I/II (\$45 Fee)	Aug. 26 thru Dec. 4 Tues. & Thurs.	12p- 12:50p	Gym, SB 19	Staff
800-27	Intuitive Eating I : The Principles (\$45 Fee)	Sept. 3 thru Dec. 3 Wed. Only	12p- 12:50p	Gym, SB 11A	Staff
800-29	Menu Matters	Fridays, Dates Vary	12p- 12:50p	Gym, SB 80	Staff
800-31	Muscle Matters	Dates and Times Vary		Gym	Staff
800-35	Stress Management	Oct. 9, 10 (all dates)	2p- 4p	Gym, SB 62	M. Olpin

FYI COURSES

Volume 6 Issue 1

Course #	Title	Date	Time	Location	Instructor
Open Meeting	What's New at Weber ?	Aug. 20 Aug. 21	10a- 11:30p 2p- 3:30p	Smith Auditorium	Staff

SCTE Meetings

Volume 6 Issue 1

Title	Date	Time	Location	Instructor
Welocome Back Party & Registrars Solution Center	Sept. 16	2:00p	SU 321	C. Stevens
Mail Services/Campus Supplies Bookstore	Oct. 21	2:00p	SU 404A	Staff
Stress Relief	Nov. 18	2:00p	SU 321	R.Chatelain
Christmas Lucheon	Dec. 16	1:00p	SU 404A	Staff

Learn is a publication of Weber State University.

Send suggestions or comments to RC Callahan at:

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