Training Opportunities Guide

Expand your corner of the world! Listed inside are more than 130 courses and workshops to assist in your personal and professional development, or to meet training requirements.

October November December 2009
Stanford Continuing Studies

Stanford Continuing Studies offers a wide range of courses to the university community as well as the general public. Courses are taught primarily by Stanford instructors, and all courses are eligible for STAP funds.

Registration now under way. Most Fall classes begin the week of September 21.

Please visit our website to browse our course catalogue: continuingstudies.stanford.edu or pick up a print copy on campus at various locations.

Stanford staff may use STAP funds for any Continuing Studies course. Staff are asked to verify STAP balance prior to course registration.
Using Technology to Increase Your Computing & Computer-related Fall 2009 TOG

Date/Time Wednesday, October 14 1:00–4:30pm
ITS-0936
Time-saving keyboard and mouse techniques to create great Learn how to use the new Word 2007 interface. Pick up Fee $195

Date/Time Wednesday, November 11 1:00–4:30pm
ITS-0927
WORD PROCESSING
Excel, PowerPoint, and more. Fee $125

Date/Time Tuesday, November 3 1:30–4:30pm
ITS-0803
Learn basic tips and tricks to wisely use your computer. Learn about desktop file management, effectively using e-mail, voicemail, and calendaring programs, security issues, and about collaboration tools (blogs, wikis, etc.).

Date/Time Monday, October 12 1:30–4:30pm
ITS-0305
FUNDAMENTALS OF COMPUTING

Date/Time Tuesday, November 3 1:30–4:30pm
ITS-0927
Learn the basics necessary to use your Mac effectively.

Date/Time Wednesday, November 4 9:00am–12:00pm
ITS-0305
Microsoft Office 2007 is new and different. This lecture class addresses the new user interface and features in Word, Excel, PowerPoint, and more.

Date/Time Wednesday, November 11 1:00–4:30pm
ITS-0927
Learn how to use the new Word 2007 interface. Pick up time-saving keyboard and mouse techniques to create great documents. Gain control of bulleted/numbered lists. Also tips for working with tables, long docs, and multiple docs.

Date/Time Wednesday, October 14 1:00–4:30pm
ITS-0936
Learn some of the most essential features and techniques needed to create professional documents, as well as new ways of moving, selecting and formatting text. Discover keyboard and mouse shortcuts, navigating long documents and simplifying tasks.

Shane Devenshire, Microsoft Excel MVP, has shared his excitement and knowledge about computers and software with thousands of students, developed applications for major corporations, written computer books and over 300 articles in 24 different magazines world-wide. Shane has a large following at Stanford. Come to one of his classes and find out why. He CAN answer your Excel 2007 questions!

- Seven Essential Time-Saving Skills for Effective Excel Use (ITS-1146)
- Pivot Tables (ITS-1147)
- Advanced Pivot Tables (ITS-1156)
- Charting from A to Z (ITS-1150)
- Getting Started with Macros (ITS-1145)
- Advanced Macros (ITS-1155)
- Excel for Finance Level 1 (ITS-1133) and Level 2 (ITS-1134)
- Visio Professional Level 1 (ITS-1480) and Level 2 (ITS-1481)
- Excel to PowerPoint (ITS-1162)
- Integrating Access and Excel (ITS-1161)
- Formatting Professional-Looking Spreadsheets (ITS-1152)

To help accommodate your schedule and commitments and for your convenience, some full-day classes have been split into two, half-day classes (Part A and Part B). Please note that both half-day classes need to be taken to get the full-day class curriculum and experience.
IT-1133  Excel 2007 for Finance Level 1
Date/Time Thursday, November 12 9:00am–4:00pm
Fee $325
Learn advanced features including range names, building formulas, autofilter, lookup functions, advanced charting, managing data, and IF function.

IT-1134  Excel 2007 for Finance Level 2
Date/Time Tuesday, December 1 9:00am–4:00pm
Fee $325
Learn advanced features including database functions, incoming data cleanup, filters/lists, pivot tables, linear regression, and creating functions using VBA.

IT-1161  Excel 2007: Integrating Excel and Access
Date/Time Monday, December 7 9:00am–12:00pm
Fee $195
Access and Excel are well suited to work with each other, providing complimentary capabilities. Learn how to integrate static or dynamic data, enhancing the usefulness of both programs. Learn to build Excel pivot tables directly from Access data, allowing you to work with more records than Excel allows.

IT-1152  Excel 2007: Formatting Professional-looking Spreadsheets (Lecture)
Date/Time Wednesday, November 4 1:00–4:00pm
Fee $125
Beautiful spreadsheets are like everything else, in the eyes of the beholder. Learn about two basic ideas when designing your spreadsheet—the well organized spreadsheet and the attractive one.

IT-1480  Visio Professional 2007: Level 1
Date/Time Friday, October 23 9:00am–4:00pm
Fee $325
Learn to use Visio 2007 drawing and diagramming software to display data. Create data-connected Visio diagrams, with text, format shapes and lines.

IT-1481  Visio Professional 2007: Level 2
Date/Time Wednesday, December 9 9:00am–4:00pm
Fee $325
Build on the concepts and skills taught in Visio 2007 Level 1. Learn how to create and assign layers, work with themes and styles, customize stencil shapes, compare organization charts and other business diagrams/charts. Also learn how to integrate Visio with other Office programs.

PRESENTATIONS AND PUBLICATIONS
IT-1401  Adobe Acrobat & PDFs: Creating, Collaborating, and Saving (The Basics)
Date/Time Thursday, October 22 1:30–4:30pm
Fee $195
More than the Reader, learn about forms, collaboration tools, editing PDF files, and converting docs to PDF files from other applications.

IT-1403  Adobe Acrobat & PDFs: Creating Forms and Automating Tasks (Beyond the Basics)
Date/Time Wednesday, December 2 1:30–4:30pm
Fee $195
Learn to add/use stamps, bookmarks, form tools, crop tool, catalog tool for searching, sound and other files, set page actions, and add security.

IT-1460  Photoshop 101: Start Here (PhotoShop Lite)
Date/Time Tuesday, October 13 9:00am–12:00pm
Fee $195
Learn the basics of Adobe Photoshop to put photos on the Web. No time to take the full-day course? Then this half-day class is for you.

IT-1462  Photoshop Level 1
Date/Time Wednesday, October 21 9:00am–4:00pm
Fee $325
This first in a series of in-depth classes on Photoshop, you'll get hands-on experience with the interface and start editing and re-touching photos.

IT-1463  Photoshop Level 2
Date/Time Wednesday, November 18 9:00am–4:00pm
Fee $325
This follow-up class to Photoshop Level 1 takes you into working with masks, layers, blending, vector tools, and more.

IT-1334  PowerPoint 2007: Essential Time-saving Skills for Effective PowerPoint Use
Date/Time Wednesday, October 14 8:30am–12:00pm
Fee $195
Create impressive presentations in less time. Move information in PowerPoint more efficiently. Learn short cut keys that will speed up your work and increase your productivity. Incorporate charts into presentations easily. Learn the most essential skills you need to prepare, format, and deliver presentations.

IT-1457  InDesign Level 1
Date/Time Monday, October 26 9:00am–4:00pm
Fee $325
Get to know the InDesign work area, set up documents and master pages, work with frames, place and format text, and work with layers. A first great course for a powerful application.

IT-1458  InDesign Level 2
Date/Time Friday, November 20 9:00am–4:00pm
Fee $325
You know the basics. Now work with color, import/edit graphics, work with tables, add special effects, and create documents that are very well laid out and styled.

IT-1405  Web Design: Help! I have to take over my dept website—NOW WHAT?!
Date/Time Monday, October 19 1:30–4:30pm
Fee $125
In charge of your website but have no support & don’t know what to do? Thrust into the “webmaster” role? This lecture provides a roadmap to create, update, and maintain web sites at Stanford. You’ll leave the class knowing what to do (and how to get help).

IT-2500  Web Design Level 1: HTML Your Way to the Web (The Basics)
Date/Time Tuesday, October 27 1:30–4:30pm
Fee $195
Self-taught or looking to learn basic HTML code? Open the doorway for understanding Web 2.0 apps like Blogs and Wikis. In this class, you’ll learn how to create, edit, and manage web pages on the Stanford network using nothing but a text editor and browser.

IT-2501  Web Design Level 2: Enhancing Your HTML Skills (Making Your Website Work)
Date/Time Thursday, November 5 1:30–4:30pm
Fee $195
Ready to learn more after taking Level 1 or Dreamweaver 101? Topics include: web design, search engine optimization, uploading/linking to other files (like Word, PDF, or sound). You’ll be introduced to the website-enhancing scripting language JavaScript.

IT-2506  Web Design Level 3: Cascading Style Sheets (CSS)
Date/Time Tuesday, November 10 1:30–4:30pm
Fee $195
Using Drupal, MediaWiki, or WordPress? Still using a traditional web site? No matter how your site’s set up, you can improve its look and feel by editing the Cascading Style Sheets (CSS) files. We’ll teach you how! Learn this essential Web 2.0 skill.

CLASS ON REQUEST
Training for Work Groups
Technology Training Services can arrange a special class or an entire curriculum for your department or group. It could be an extra session of one of our regularly scheduled courses, or on a topic or level relevant to your group. We can train at your department or in one of our hands-on computer labs. Use STAP, department, or Hospital Tuition Assistance to pay for the class. Whatever your needs, we can provide and customize instruction for your group! http://techtraining.stanford.edu/special

Moving from Office 2003-2007: An Overview
This 90-minute demonstration can help your group or department learn the new common features across the MS Office suite at your department site. For more information, go to http://techtraining.stanford.edu/office2003-2007.
Web Design: The Top 10 Mistakes (sic) in Web Design, and How to Avoid Them!
Date/Time
Thursday, December 3
1:30–4:30pm
Fee
$125
Just learning HTML or Dreamweaver isn’t enough anymore. Anyone can create a
web site, but it takes planning, organizing, and testing to make one useful. Take this
lecture class and you’ll avoid the top 10 web design mistakes—and make great web sites.

Web Design: Forms Using PHP and HTML (formerly Forms and Basics CGI Scripting)
Date/Time
Thursday, November 12
1:30–4:30pm
Fee
$195
Forms are the basis of every interactive site. In this class, you’ll create a form in
HTML, upload it to your Web site, and use CGI scripts to make it interactive. You’ll learn
basic programming skills and write a simple PHP script!

Web: Securing Computers, Documents, and Web Sites
Date/Time
Monday, November 16
1:30–4:30pm
Fee
$195
Learn the basics of computer security and controlling access to confidential or
internal documents.

Dreamweaver 101: Start Here (Dreamweaver Lite)
Date/Time
Thursday, October 15
1:30–4:30pm
Fee
$195
Need to update a web site? Have no experience? Frustrated with configuring
Dreamweaver? Learn how to create a basic web page [with links and graphics] on your personal
Stanford account using Dreamweaver and improve your site’s ranking and presence.

Dreamweaver Level 1
Date/Time
Tuesday, October 27
9:00am–4:00pm
Fee
$325
The first in a series of in-depth classes on this powerful tool, Dreamweaver Level 1 starts
with creating a local site and gets you creating and editing web pages—the basics of
Dreamweaver.

Dreamweaver Level 2
Choose one
Friday, November 6
9:00am–4:00pm
 Fee
$325
Following Dreamweaver Level 1, this Level 2 class deals with Cascading Style Sheets, templates, and more advanced features.

Podcasts: Creating Audio Podcasts at Stanford
Date/Time
Wednesday, October 21
9:00am–12:00pm
Fee
$195
Audio podcasts that can be heard on a computer or mobile device are becoming increasingly popular. Learn the basics of developing your own podcast.

Wikis: Using a Wiki at Stanford
Date/Time
Tuesday, November 17
9:00am–12:00pm
Fee
$195
What are wikis? Why might you want to use a wiki? In this hands-on class, learn how to use this new Web 2.0
technology to communicate, improve collaboration, and update existing wiki web sites quickly and easily, using the MediaWiki markup language.

Ryan Richardson, Software Training Specialist and President of Silicon Bay Training brings
the best of the breed of training to Stanford. Ryan has over 10 years of classroom
experience teaching at a variety of Silicon Valley major corporations. He has written
several training guides and consults on software development. Whether helping you to
understand the many languages of the web or how to use a specific software package more
effectively, his goal is to work with you to make your job easier!

- Photoshop Level 1 (ITS-1462)
- Photoshop Level 2 (ITS-1463)
- Dreamweaver Level 1 (ITS-2610)
- Dreamweaver Level 2 (ITS-2611)
- PHP Workshop (ITS-2511)
- XML Technologies (ITS-2531)
- SQL Basics (ITS-2521)
- JavaScript and Ajax (ITS-2541)
- Perl Programming (ITS-2522)

IT PROFESSIONAL DEVELOPMENT

PHP Workshop
Date/Time
Wednesday, November 4
9:00am–4:00pm
Thursday, November 5
9:00am–4:00pm
Fee
$325
This intensive two-day course teaches how to use PHP—a server-side, X-platform, HTML-embedded scripting language—to create dynamic Web pages.

XML Technologies
Date/Time
Friday, November 13
9:00am–4:00pm
Fee
$325
Extensible Markup Language (XML) is used to mark up platform-, application-, and code-independent data. Topics include XML specification, formatting/schema languages, well-formed/valid XML, DTD’s SML schemas, CSS, XSL, and namespaces.

SQL Basics
Date/Time
Monday, October 19
9:00am–4:00pm
Fee
$325
SQL is the standard programming language for creating, updating, and retrieving information stored in databases. This one-day workshop will enable students to turn ordinary questions into statements that the database can understand.

JavaScript
Date/Time
Monday, November 16
9:00am–4:00pm
Fee
$325
Become familiar with the concepts, terminology, and uses of JavaScript.

Perl Programming
Date/Time
attend both days
Thursday, December 3
9:00am–4:00pm
Friday, December 4
9:00am–4:00pm
Fee
$325
This is a two-day workshop to teach the basics of the Perl scripting language.

JavaScript Advanced: AJAX
Date/Time
Tuesday, December 8
9:00am–4:00pm
Fee
$325
In this course get up to speed with AJAX you will learn how to use standards like JavaScript, XML, CSS, and XHTML, along with the XMLHttpRequest object, to build browser-based web applications that function like desktop programs.

Drupal: An Introductory Workshop
Date/Time
Tuesday, October 13
9:00am–4:00pm
Fee
$395
This introductory hands-on workshop will teach you how to set up, build, and manage a Drupal site in the Stanford environment. You will create your own Drupal site.

Drupal: An Intermediate Workshop
Prerequisite Drupal: Introductory Workshop (ITS-3020) or equivalent experience
Date/Time
Tuesday, November 10
9:00am–4:00pm
Fee
$395
In this hands-on workshop, expand your Drupal knowledge you learned in the Drupal Introductory Workshop by constructing a website in AFS using the Stanford Installer. Learn how to enable the WebAuth module, configure the Stanford Modern theme, and implement new features using provided Drupal “recipes”.

EMAIL AND CALENDARING

Introduction to Stanford Webmail
Date/Time
choose one
Tuesday, October 20
1:30–2:30pm
Wednesday, November 18
1:30–2:30pm
Thursday, December 10
1:30–2:30pm
This course is designed for the busy professional to get the maximum information in the minimum time. The focus is on using the global address list, conversation vs. message view, using tags, folders, and filters.

Stanford Email (Webmail)
Date/Time
choose one
Wednesday, October 7
1:30–4:30pm
Monday, November 2
1:30–4:30pm
Wednesday, December 9
1:30–4:30pm
This hands-on course provides basic instruction on using webmail.stanford.edu, Stanford’s web-based email and calendaring program. In the email segment, topics include sending, receiving, replying and forwarding mail, as well as using attachments, creating and organizing folders, and creating a signature. In the calendaring segment, topics include setting up meetings and managing schedules – for yourself or people you support.

Outlook 2007 Mail
Date/Time
choose one
Wednesday, October 14
1:30–4:30pm
Monday, November 2
1:30–4:30pm
This hands-on course provides basic instruction on using Outlook, a recommended and supported email and calendar program at Stanford.

NO SHOW POLICY FOR IT SERVICES
The Cancellation Policy for IT Services classes is five (5) full business days before the class (not counting the day of the class), otherwise the full course fee will be charged. You will not be charged if you are on the wait list.
TRAINING BY APPOINTMENT ("TBA")
One-on-One, Customized Training

These highly successful, customized one-on-one training sessions can take place in your office or in our TBA training room in Redwood Hall, G20 (Jordan Quad). Register for a 90-minute training appointment with an expert who will help you meet YOUR learning objectives. You can be trained using your documents, spreadsheets, presentations, databases, or web pages. Use your STAP, department, Hospital Tuition Assistance, or personal funds to pay the $295 fee. Below are dates/topics and instructors for MS Office Applications, in particular, so that you can plan your schedule ahead of time. We’ve set aside specific dates for these TBAs. Appointment times are 8:30–10:00am, 10:30am–12:00pm, 1:00–2:30pm, and 3:00–4:30pm on each of these dates.

<table>
<thead>
<tr>
<th>Dates/Times (choose one)</th>
<th>Topics</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Flexible</td>
<td>Email/Calendar, Adobe Acrobat (PDF), Photoshop, Web Skills (HTML, Dreamweaver, CSS), PowerPoint, Access, FileMaker Pro, Windows/Macintosh, File, Desktop, and Network Management; Audio and Video Editing; Using Your Computer in the Stanford Environment; iPhone, and more.</td>
<td>Mark Branom</td>
</tr>
<tr>
<td>Flexible</td>
<td>Drupal, UNIX basics</td>
<td>Sharon Krossa</td>
</tr>
<tr>
<td>October 13</td>
<td>MS Office (Excel, Word, PowerPoint, Outlook) Project, FileMaker Pro, Visio</td>
<td>Gene Marano</td>
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<tr>
<td>November 18</td>
<td>MS Office (Excel, Word, PowerPoint, Outlook)</td>
<td>Debby Brown</td>
</tr>
<tr>
<td>December 11</td>
<td>MS Office (Excel, Word, PowerPoint, Outlook) Project, FileMaker Pro</td>
<td>Igor Ovchinnikov</td>
</tr>
</tbody>
</table>

[http://tba.stanford.edu](http://tba.stanford.edu)
Learning & Development

Learning & Development (L&D) is part of Human Resources and provides support related to University initiatives and the development of leadership attributes among staff. Support typically takes the form of consultation services, employee and organization development opportunities, and the Career Counseling Network. Contact the L&D Training Coordinator with questions: Keith Chrestman, kchrestman@stanford.edu or 723-4635.

Poplar Modular 215 Panama Street
Phone: 650-723-4365
http://ld.stanford.edu

NEW HIRE WEBSITE

If you are newly hired at Stanford, use this site as your “entry portal” to identify key action steps, get information about employee resources, and review tips on great ways to connect to Stanford. The Stanford New Hire website will launch in fall quarter, 2009.

http://newhire.stanford.edu

NEW EMPLOYEE EFFECTIVENESS

TOD-0100 Stanford 101: Starting Out at Stanford/
New Employee Orientation

Dates/Times Tuesday, September 8 8:30am–12:15pm
Monday, September 14 8:30am–12:15pm
Monday, September 21 8:30am–12:15pm
Monday, October 5 8:30am–12:15pm
Monday, October 12 8:30am–12:15pm
Monday, October 26 8:30am–12:15pm
Monday, November 9 8:30am–12:15pm
Monday, November 23 8:30am–12:15pm
Monday, December 7 8:30am–12:15pm

Location Redwood Hall, Room G-19
Instructors Staff in Learning & Development and Stanford Benefits

Stanford's employee orientation program (SU 101) is for newly hired regular or academic staff members. New staff receive a broad overview of Stanford's history, mission, policies, and the key resources, services, programs, and training opportunities available to them. A complete review of health and welfare as well as retirement benefits is included. Check in starting at 8 am; time to get ID card from neighboring building before session starts. Breakfast provided.

TOD-PROG-5010 Administrative Associates Development Certificate Program (AADCP)
Schedule Begins October 2, ends November 13
Program Coordinator Valerie Beeman, Learning & Development
Dates/times (attendance at all sessions required)

Pre-Program Briefing ........................................... Friday, October 2 10:30am–12:00pm
Workshop 1 Process Improvement for Process Administrators .................................. Friday, October 9 8:30am–12:00pm
Workshop 2 Communicating Effectively: Understanding Style Differences .... Friday, October 16 8:30am–12:00pm
Workshop 3 Communicating Effectively: Everyday Negotiation Skills ................. Friday, October 23 8:30am–12:00pm
Workshop 4 Creating Effective Organizational Systems .................................... Friday, October 30 8:30am–12:00pm
Workshop 5 Understanding Your Fit: Job Classification and Enrichment .... Friday, November 6 8:30am–12:00pm
Closing Ceremony ............................................. Friday, November 13 8:30am–10:30am

Location Arguello, Room 105
Fee $250 (STAP or Department funds, if available, may be used)

This program is designed to facilitate the enhancement of additional skills, strategies, approaches, and perspectives useful to those who hold Administrative Associate positions. Targeted for those who hold administrative support positions typically in the 1A3, 1A4, or 1A5 classifications, the program offers a way to connect with others across campus who hold similar positions while building awareness of key skills in which proficiency is a key contributor to success. Attendance at all sessions is required to attain a certificate of completion. Sessions are highly interactive. Note: Enrollment limited to one person per department to enhance opportunities to interact with colleagues from throughout the University. Starting in spring, 2010, participation in program will be by a nomination process. Due to the comprehensive nature of this program, enrollment requires the additional signed approval of your supervisor via a notification letter to be sent after registration in STARS is completed. Registration is limited to 20 participants. Participants must be able to participate in all scheduled program meetings to receive a certificate of completion.

The Path to Managing People Starts Here

Equip your managerial “toolbox” with strategies, cultural context, key information, and core skills for leading and managing others at Stanford.
For those new to supervising or managing.
No fee.

TOD-PROG-7800 Managing People @ Stanford: Navigating the First Six Months
MANAGERIAL EFFECTIVENESS

TOD-PROG-7800 Managing People @ Stanford: Navigating the First Six Months

**Dates/Times (attend all sessions)**
- Tuesday, November 3 8:30am–4:30pm
- Wednesday, November 4 8:30am–4:30pm

**Location** Arguello, Room 105

**Instructor** Allison Heicovich, Learning & Development

**NEW** Congratulations, you are now responsible for managing people Stanford! You might be wondering what this role entails, how it might be different from managing at other places, and how you can equip yourself to do the best job for your employees and for the University. This introduction to managing people at Stanford includes a mix of experiences that blend capability development, learning about the University and engagement with real-work scenarios, case studies and on-line activities. In this two-day session, you will:

- Expand your understanding of this critically important role;
- Learn about and apply Stanford’s human resources philosophy to your work;
- Gain information, tools, and guidance on what you need to know and do to successfully manage people, including:
  - Setting goals;
  - Managing performance and;
  - Handling performance challenges.

Note: There will be a one hour lunch break. We hope you’ll arrange to enjoy it with colleagues in the session.

**TOD-7002 Rethinking Organization Effectiveness**

**Date/Time (choose one)**
- Tuesday, October 20 8:30am–12:00pm
- Wednesday, November 11 8:30am–12:00pm

**Location** Arguello, Room 105

**Instructors** Tracy Gibbons, Ph.D., Kathy Geller, Ph.D.

**NEW** Perhaps you’re noticing that employees are having difficulty meeting deadlines and are coming to you more often for help and information. You may have fewer staff available to get the same amount of work done or perhaps have lost key expertise due to your recent restructuring. In this workshop we introduce a model of organizational design which will help you to:

- Assess your workgroup’s current state of fitness and identify leverage points for improving effectiveness;
- Recognize and understand the known and hidden effects of restructuring decisions;
- Involve and engage employees in identifying and addressing new ideas and challenges;
- Ensure that people and their skills are being utilized effectively in the current environment;
- Redefine expectations and relationships;
- Collaborate with others to share limited resources.

Supervisors and managers will have the opportunity to gather useful data about their work group prior to the workshop and to learn from their own “case” in consultation with the facilitators and colleagues.

**TOD-7015 Redesigning Core Work Processes**

**Dates/Times (choose one)**
- Wednesday, October 21 1:15–5:00pm
- Thursday, November 12 8:30am–12:15pm

**Location** Arguello, Room 105

**Instructors** Shelley Sweet, Valerie Beeman

**NEW** Core work processes that function smoothly are critically important during and after organizational change and can help build and maintain organizational efficiency. This workshop provides practical tools and techniques to work with your core work processes. The methodology you will learn is an introduction to more complex process redesign efforts. After completing pre-work to identify a process you manage to focus on during the workshop, you will learn the methodology for process improvement work, create a high level process map, and identify ‘quick wins’ to be implemented. You will:

- Learn the elements of process methodology to map processes, evaluate, redesign, and implement;
- Identify ‘quick win’ solutions for processes that will immediately benefit your group;
- Practice a diagnosis technique that could be used with employees to identify bottlenecks;
- Through partner and group discussions, learn approaches and strategies suggested by colleagues.

**TOD-7020 Communication Styles: Managerial Effectiveness**

**Date/Time** Tuesday, November 17 8:30am–12:00pm

**Location** Arguello, Room 105

**NEW** Whether it’s your first day or your tenth anniversary managing people, communicating effectively with team members, your boss and key constituents is important. The challenge is that each person has a unique way of expressing him or herself and preferring to receive information. In this workshop you will have the opportunity to assess and learn about your preferred style and also to gain an appreciation for the differences other people with a range of styles bring to the conversation.

**NOTE:** Each participant will have the opportunity to complete the “Platinum Rule” survey for self and observers.

**NO SHOW POLICY FOR LEARNING & DEVELOPMENT**

If you aren’t able to keep your training commitment after enrolling, please drop the course in STARS or notify the L&D Training Coordinator, Keith Chrestman, kchrestman@stanford.edu, that you need to drop the course. A No Show fee of $75 is charged when you are enrolled but don’t drop at least two business days prior to the class, and then don’t show up. No Show fees will be charged to your annual allocation of STAP funds, or, if STAP funds are not available, the fee will be charged to your department. We want you in class, and so do your co-workers!
ENVIRONMENTAL HEALTH & SAFETY OFFICE

Stanford University is committed to strong programs of accident and injury prevention and to complying with all relevant environmental and health and safety laws and regulations. Make sure you have the training necessary to be safe on the job!

Phone: 650-723-0448
www.stanford.edu/dept/EHS

GENERAL SAFETY, FIRE AND EMERGENCY PREPAREDNESS

Health and Safety courses for all employees, covering basic safety skills that are useful in any occupation at Stanford and at home.

EHS-1400 Course Title: Back Care/Safe Lifting and Carrying
Date/Time Wednesday October 7 9:30–10:00am
Location ESF, Lecture Hall A27
Instructor Staff
Back Care / Safe Lifting and Carrying is a hands-on course where attendees learn and practice techniques for safe lifting and carrying to prevent back injuries on the job. Recommended for employees who perform manual handling tasks, or who have back health concerns.

EHS-2700 DOT: Shipping Biological Goods or Dry Ice
Location Web-based training
DOT: Shipping Biological Goods or Dry Ice. For course listing refer to ‘Research & Laboratory’ section.

EHS-3400 Ergonomics: Computer Workstation
Date/Time Wednesday, October 7 10:00-11:00am
Location ESF, Lecture Hall A27
Instructor Staff
Ergonomics: Computer Workstation provides proper work practices and awareness on how to prevent ergonomic problems that can arise from everyday computer use. Web-based training and classroom training are both offered. For web-based training register in STARS at the Axess portal http://axess.stanford.edu. Web-based training includes instruction, self-assessment, and exercises. Classroom topics presented include: self-assessment; proper setup of computer workstation; body postures; healthy work habits and office stretch exercises.

EHS-3600 Ergonomics Awareness
Contact EHS & at 736-4392 to request training.
Note Do not register in STARS.
Ergonomics Awareness is a specific training which will help staff to perform frequent and repetitive operations in such a way as to avoid pain and injury.

EHS-3700 Fire Extinguisher Use
Date/Time Wednesday, October 28 10:00–11:00am
Location ESF, Lecture Hall A27
Instructor Staff
Fire Extinguisher Use gives hands-on experience using a portable fire extinguisher. Learn about the types of fire extinguishers and how to use them; general fire safety topics also will be covered.

EHS-4200 General Safety & Emergency Preparedness
Location Web-based training
General Safety & Emergency Preparedness covers practices and procedures for preventing employee injury or illness from potential workplace hazards. Appropriate for all employees and students in administrative and other work environments.

EHS-5400 Supervisor Health and Safety Responsibilities
Location Web-based training
Note You do not need to take this course if you already have taken New Supervisor Orientation TOD-0130, because the material covered is the same.
Supervisor Health and Safety Responsibilities informs supervisors of their responsibility to prevent and respond to workplace injuries by implementing the Injury and Illness Prevention Program (IIPP), including training, reporting, identifying and correcting hazards, and keeping records.

EHS-5990 Personal Emergency Preparedness
Date/Time (choose one)
Friday, September 18 12:00–1:00pm
Friday, October 23 12:00–1:00pm
Friday, November 20 12:00–1:00pm
Location ESF, Lecture Hall A27
Instructors Keith Perry
Fee $75.00
Note Open to all Stanford staff and faculty. Registration is through STARS.
Emergencies happen when you’re doing something else. Personal Emergency Preparedness is a course where you can learn how to prepare yourself, your family and your home to survive the next disaster. You will receive information on emergency kits, family preparedness plans, fire safety, earthquake preparedness and more. Learn about other opportunities and resources for improving your disaster preparedness and emergency skills. Learn:
• to prepare your home and family for your next emergency, big or small;
• events for which you need to prepare;
• useful earthquake and fire information.
Develop:
• an improved level of readiness;
• a to-do list.
Upon completion, participants will receive a complimentary starter emergency kit.

RESEARCH & LABORATORY SAFETY

Learn safety procedures specific to working in a laboratory at Stanford. Also learn to comply with local, state, and federal safety regulations.

EHS-1500 Biosafety
Location Web-based training
Biosafety covers the safe use, handling, and disposal of biohazardous agents, and reviews emergency procedures for an occupational injury or a spill of a biological material.

EHS-1900 Chemical Safety for Laboratories
Location Web-based training
Chemical Safety for Laboratories covers the University’s Chemical Hygiene Program for safe handling of chemicals in the lab. It provides resources for assessing and controlling hazards using specific safety practices and guidelines. It also provides information related to proper management of hazardous waste. This training is intended for laboratory workers.

EHS-2200 Compressed Gas Safety
Location Web-based training
Compressed Gas Safety covers the general safety procedures for the proper use, storage, and handling of compressed gases.

EHS-2700 DOT: Shipping Biological Goods or Dry Ice
Location Web-based training
DOT: Shipping Biological Goods or Dry Ice trains an employee to properly package, label and document shipments of hazardous biological materials or dry ice for transportation by common carriers such as US Postal Service, Federal Express, and United Parcel Service. It provides certification necessary for those who pack or ship hazardous biological materials and/or dry ice.

EHS-2800 Electrical Safety
Contact EHS & at 725-1472 to request training.
Note Do not register in STARS.
Electrical Safety is a 30-minute introductory course on electrical safety that covers general precautions regarding the use and care of electrical equipment. The course also addresses issues with facility wiring, and considerations regarding research systems design.

EHS-4800 Laboratory Ergonomics
Date/Time (Choose one)
Wednesday, September 16 11:00am–12:00pm
Wednesday, October 7 11:00am–12:00pm
Location ESF Lecture Hall A27
Instructor Staff
Laboratory Ergonomics is for employees and students who perform repetitive tasks such as microscope use, pipetting, and miscellaneous hand tool use. Provides tips on: equipment setup; postures; health work practices and manual lifting techniques.

The Market
AT MUNGER

Now Open!

Monday – Friday
7:00 a.m. – 10:00 p.m.

In the new
Munger Graduate Residence,
Building 5, entrance on
Nathan Abbott Way

http://TheMarket.Stanford.edu

Operated by Stanford Hospitality & Auxiliaries.
Hazard Communication

surveys, practice sessions, and ongoing consultations. hazers analysis, risk evaluation, writing experimental

and can include performing an experimental process review, hazards analysis, risk evaluation, writing experimental protocols containing safety and health aspects, pre- and post-surveys, practice sessions, and ongoing consultations.

MAINTENANCE, SHOPS, TRADES AND CONSTRUCTION

Safety information for employees who are engaged in maintenance, shops, trades, and construction occupations at Stanford.

EHS-1100 Asbestos Awareness
Contact: EH&S at 723-0486 to request training.
Note: Do not register in STARS.
Asbestos Awareness is required for employees whose job includes maintenance or renovation tasks and anyone who supervises or manages such tasks. This course must be repeated on an annual basis and is a prerequisite for the EHS-1150 Asbestos Abatement Skills course. This course covers asbestos: forms and uses; health effects; location on campus; hazard recognition; and safety procedures.

EHS-1150 Asbestos Abatement Skills
Prerequisites: EHS-1100 Asbestos Awareness and EHS-5300 Respiratory Use and Fit
Contact: EH&S at 723-0486 to request training.
Note: Do not register in STARS.
Asbestos Abatement Skills course consists of field exercises that teach the “hands-on” skills necessary to safely abate small amounts of asbestos-containing materials and, together with EHS-1100 Asbestos Awareness, fulfills the Class III training requirements set forth by Cal/OSHA. This course must be repeated on an annual basis. This course covers: asbestos abatement means and methods; personal protective equipment; regulatory requirements; air monitoring; waste management.

EHS-1200 Asbestos Awareness for Custodians
Contact: EH&S at 723-0486 to request training.
Note: Do not register in STARS.
Asbestos Awareness for Custodians course is restricted to Stanford’s Residential and Dining Enterprises Department custodial staff only. It fulfills the Class IV training requirements set forth by Cal/OSHA. Custodians are required to take this course on an annual basis. This course covers: forms; uses; health effects; location on campus; hazard recognition and safety policy and procedures.

EHS-2300 Confined Space Entry
Contact: EH&S at 725-1472 to request training.
Note: Do not register in STARS.
Confined Space Entry teaches participants to recognize, evaluate, and safely work inside confined spaces. Includes regulatory defined permit-required confined space entry work, including entrants, attendants, and entry supervisors. Must have taken Confined Space Entry within the past two years.

EHS-2400 Confined Space Entry Refresher
Contact: EH&S at 725-1472 to request training.
Prerequisite: EHS-2300, Confined Space Entry
Note: Do not register in STARS.
Confined Space Entry Refresher training is intended for employees who are required to be involved in permit-required confined space entry work, including entrants, attendants, and entry supervisors. Must have taken Confined Space Entry within the past two years.

EHS-2800 Electrical Safety
Contact: EH&S at 725-1472 to request training.
Note: Do not register in STARS.
Electrical Safety. For course listing refer to the ‘Research & Laboratory’ section.

EHS-4100 Forklift Safety
Contact: EH&S at 725-1472 to request training.
Note: Do not register in STARS.
Forklift Safety covers operating rules and pre-operational safety/maintenance inspection of forklift equipment. Required for all employees who operate forklifts as part of their job.

The Stepping Stones to Success program provides learning in the workplace that includes general education, language, computer, work-related training, health, and personal enrichment opportunities. The Stepping Stones to Success program is designed for entry level employees that are non-English speakers with no or little formal education, and for those employees or international visiting scholars who would like to improve their English language skills or improve communication skills for career advancement. All classes are held on campus and are offered during lunch hour and after work. The program includes three general content areas to choose from:

LANGUAGES
• Basic English Literacy
• English Language Proficiency
• English as a Foreign Language (for non-English speakers)
• Pronunciation and Accent Reduction
• Spanish for the Workplace

BASIC COMPUTER AND ENGLISH
• English/Computer Literacy

PERSONAL ENRICHMENT
• Workshops in step with HIP and the BeWell Stanford University health initiatives

For more information contact
Dr. Christine Gaball
Education, Health, Training, and Career Advancement Program
Residential & Dining Enterprises
Phone: (650) 721-5886
Email: cgball1@stanford.edu
### Financial & Research Administration

Finance, Purchasing, Research, and Regulatory Compliance training is available to all Stanford University faculty and staff. Use the table below to find classes pertinent to your needs. Find comprehensive course descriptions online in STARS (Stanford Training and Registration System).

**fingate.stanford.edu ora.stanford.edu**

#### If you do this...

<table>
<thead>
<tr>
<th>Finance Fundamentals</th>
<th>Initiate, approve, reconcile, review, or manage financial transactions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority Management</td>
<td>Grant or delegate financial approval or view authority.</td>
</tr>
<tr>
<td>Purchasing and Receiving</td>
<td>Initiate purchasing and receiving of goods and services in Oracle procurement using campus-wide agreements, standard and rapid purchase orders. Act as PCard custodian or transaction verifier.</td>
</tr>
<tr>
<td>Reimbursements</td>
<td>Initiate and manage reimbursement requests and advances. Manage and reconcile department petty cash funds. Administer and reconcile department petty cash funds.</td>
</tr>
<tr>
<td>Travel</td>
<td>Travel for Stanford business or support business travelers. Validate Stanford travel Card charges and originate expense reports for travel charges.</td>
</tr>
<tr>
<td>Journal Entries</td>
<td>Initiate expense/income journals or journal transfers.</td>
</tr>
<tr>
<td>Labor Distribution</td>
<td>Allocate employee labor costs. Initiate salary transfers.</td>
</tr>
<tr>
<td>Time &amp; Leave Reporting</td>
<td>Report or approve time and leave records in Axess Timecard.</td>
</tr>
<tr>
<td>Pay Graduate Students</td>
<td>Analyze and reconcile graduate financial support-related expenses.</td>
</tr>
<tr>
<td>Property Management</td>
<td>Administer department property and capital assets.</td>
</tr>
</tbody>
</table>

#### Take these classes...

| ORA-1101 | Cost Policy and Chart of Accounts Required for signature authority in Oracle Financials |
| FIN-0120 | Introduction to Stanford Finance & Research Administration |
| FIN-0100 | Internal Controls Tutorial |
| FIN-0160 | Expenditure Statement Reconciliation and Review |
| FIN-0170 | FUNDamentals of Funds: Introduction to Funds Management |

#### Cardinal Curriculum Courses

**fingate.stanford.edu**

### No Show Policy for Financial Training

If you enroll and are unable to attend, you must officially drop the course or notify us at least two business days prior to the start of the course, in order to avoid the $75 no-show fee. You must drop the course in STARS, or notify Debra King for FIN classes ([723-2889](tel:723-2889) or [dking@stanford.edu](mailto:dking@stanford.edu), or Erin Keyvan for ORA classes ([723-1249](tel:723-1249) or [ekeyvan@stanford.edu](mailto:ekeyvan@stanford.edu)).

### Do you need hands-on help with Oracle Financials and Reporting, or Axess Timecard?

Drop-in practice labs are available every Friday (except holidays) from 9:00am until 12:00pm, in the Arguello Classrooms and Computer Labs at 427 Arguello Way. Knowledgeable staff are on hand to answer questions about the Oracle system. No registration is required.

**FIN-0120 Introduction to Stanford Finance and Research Administration**

Check STARS for available dates, times, and location. This course provides an introduction to Stanford’s general business processes and related financial accounting and management concepts. Recommended for new employees that will be involved in any type of financial accounting transactions. Course objectives are to:

- Provide an overview of Stanford’s business activities;
- Explain responsibilities, policies, and systems that affect how you conduct Stanford business;
- Show you how to find training that will help you do your job;
- Identify other helpful resources.

**FIN-0160 Expenditure Statement Reconciliation and Review**

Check STARS for available dates, times, and location. This course, offered by the Controller’s office, is recommended for individuals who reconcile and review expenditure statements. Course objectives are to:

- Understand the roles and responsibilities related to the review and reconciliation of expenditure and revenue transactions;
- Determine the reasonableness, consistency, and accuracy of each item on your expenditure or operating statement;
- Learn how to locate details about each type of transaction;
- Identify procedures for correcting errors;
- Learn how to reconcile salaries, advances, and capital equipment.

**FIN-0170 FUNDamentals of Funds: Introduction to Funds Management**

Check STARS for available dates, times, and location. This course is intended to teach the skills and concepts necessary to effectively manage your Stanford Funds. This course should be taken by all employees who have financial responsibility for Stanford Funds. When you complete this course you will be able to understand your roles and responsibilities, determine fund balances and manage fund budgets, locate details about each type of Fund, and identify procedures for correcting errors.

To register in STARS

From https://axess.stanford.edu, log in using your SUNet id. Click on the ‘STARS (TRAINING)’ tab and in the ‘Search Catalog’ field type in the course number or name.

- To learn more about the Cardinal Curriculum, visit http://ora.stanford.edu/cardinal/.
- To find information, instructions and resources to help with financial tasks, visit the Gateway to Financial Activities website at http://financialgateway.stanford.edu/index.html.
The Office of Staff Employment (OSE) provides a variety of services that support the recruitment and selection of individuals for staff positions. OSE can help you develop and implement a recruitment strategy, provide candidate screening and interviewing, or provide expert advice related to most employment and compliance matters. Call 650-723-1888 for information. Or, if you’re looking for a well qualified temp to fill an assignment of any duration, or a “temp-to-hire” position, call StanfordTemps at 650-497-TEMP.

http://ose.stanford.edu

OSE-0002 Compliance — Entering Disposition Data into Candidate Records in the Trarix Recruitment Manager System
Prerequisite Any on-line, web-based, or email experience. [choose one]
Dates/Times (choose one)
Location Palya Hall Room 170B
Wednesday, October 21 3:30 – 4:30pm
Location Palya Hall Room 170B
Wednesday, November 18 3:30 – 4:30pm
Location Redwood Hall G6
Wednesday, December 16 3:30 – 4:30pm
Instructor Ingrid Hartman, Office of Staff Employment (OSE)
NEW Are you aware of the new mandatory process that requires hiring managers to enter disposition data into applicant records for staff positions? This hands-on training shows hiring managers (and others accountable for applicant record keeping) how to enter and update disposition data. This computer course provides information that is critically important to ensuring that your process is compliant with Federal and State regulations.

OSE-1140 Owning Your Career @ Stanford: A Roadmap to Your Success!
Dates/Times Check STARS for available dates, times.
Location Check STARS
Instructors Jeanette Lindsey, Office of Staff Employment (OSE)
STAP approved
NEW Do you want to be the driver of your career at Stanford? Whether you are interested in enriching your current position or planning your next career move, this comprehensive Career Management Program offered by the Office of Staff Employment is for you. Enrollment includes a three and one-half hour interactive group session, bimonthly brown bag lunches covering hot career topics, and two individual coaching sessions with an OSE Staffing Consultant. Come find out:
• What energizes me and how can I best use my skills and talents?
• How do I develop my personal career roadmap at Stanford?
• What tips/techniques are a must for resumes and interviewing?
• What are the latest techniques for networking?
For more information, contact Jeanette Lindsey (723-4075).

NO SHOW POLICY FOR OSE
If you enroll and are unable to attend, you must officially drop the course and notify us at least two business days prior to the start of the course to avoid being charged the course fee. We can work with you to move your enrollment to a future session. You may drop the course in STARS or notify Jeanette Lindsey (lindsey2@stanford.edu).

PEOPLESOF T STUDENT ADMINISTRATION
Training for the PeopleSoft Student Administration System is available online. See the PeopleSoft Learning Center website at http://learnps.stanford.edu for updated information about training requirements and authority, and to access the PeopleSoft Online Training courses described below. Take these courses online at http://learnps.stanford.edu.

AS-9005 PeopleSoft Concepts and Compliance
Prerequisite AS-9005 PeopleSoft Concepts and Compliance
This web-based tutorial teaches students staff members how to view student demographic and personal information; view student academic data; review and approve student declarations; maintain advisors, milestones, and candidacy; track students’ degree progress; and process PeopleSoft student progress reports.

AS-9010 PeopleSoft: Student Records for the Department User
Prerequisite AS-9005 PeopleSoft Concepts and Compliance
This web-based tutorial teaches students staff members how to view student demographic and personal information; view student academic data; review and approve student declarations; maintain advisors, milestones, and candidacy; track students’ degree progress; and process PeopleSoft student progress reports.

AS-9015 PeopleSoft: Course Maintenance
Prerequisite AS-9005 PeopleSoft Concepts and Compliance
This web-based tutorial is designed for department staff responsible for maintaining course schedule information. The course covers policies and procedures regarding courses and classroom scheduling, as well as PeopleSoft systems usage for class scheduling, instructor and TA assignments, and more.

AS-9020 PeopleSoft: Graduate Admissions
Prerequisite AS-9005 PeopleSoft Concepts and Compliance
This web-based tutorial is designed for staff members who manage graduate admissions for their department. Topics include: completing applications, evaluating applicants and marking decisions; maintaining prior education, test scores, and recommendations; creating applications for current Stanford students; and period graduate admissions reports.

AS-9025 PeopleSoft: GFS Read Only
Prerequisite AS-9005 PeopleSoft Concepts and Compliance
This web-based tutorial fulfills the training requirement for view-only access to GFS data. Topics include: GFS system overview; viewing aid entries; using GFS inquiries; reviewing disbursement data; GFS reporting overview.

AS-9030 PeopleSoft: GFS Entry
Prerequisite AS-9005 PeopleSoft Concepts and Compliance
This web-based tutorial covers system navigation and procedures for aid year activation, entry/update of fellowships, assistantships, and overrides, inquiries and summary pages; and more. Note: In order to be eligible for entry access to the GFS system, staff must also attend the AS-9035 GFS Policy class.

AS-9035 GFS Policy
Check STARS for dates, times, and location, and to enroll in this class.
This instructor-led course provides a foundation in policies related to financial support for graduate students and postdoctoral scholars. Topics covered include: assistantships, fellowships, eligibility, restrictions, and salary guidelines. Note: This course fulfills one third of the training requirement for obtaining GFS Entry authority. Staff must also take the PeopleSoft Concepts & Compliance online training and GFS Entry online training to be eligible for entry access to the GFS system.

SEXUAL HARASSMENT POLICY OFFICE
In a society of differing generations, cultures and backgrounds, what is acceptable behavior to one person may be unacceptable to another, and it may be illegal. Stanford University has a specific policy prohibiting sexual harassment. The training courses listed below are required and will familiarize you with the university’s resources.

http://harass.stanford.edu

TOD-0201 Harassment Prevention Training for New Non-Supervisory Staff
Dates/Times (choose one)
Tuesday, October 8 10:00–11:00am
Wednesday, October 28 1:30–2:30pm
Tuesday, November 3 10:00–11:00am
Wednesday, November 18 1:30–2:30pm
Thursday, December 3 10:00–11:00am
Location Sequoia Room, Second Floor, Tresidder Union
Instructors Susyn Almond, Robbie Fanning
Note Registration is through STARS. All new non-supervisory staff are expected to attend a sexual harassment prevention workshop. Participants will learn how to recognize sexual harassment in the workplace as well as information about the university’s resources for addressing concerns. This workshop is not intended for staff supervisors or faculty; see mandated harassment prevention training listed below.

REQUIRED Harassment Prevention Training for Faculty and Staff Supervisors
Date Training will be held in October in November. Supervisors will receive an email invitation and have the option of live or interactive online training.

Harassment Prevention Training is mandated by California State Law AB1825. Training is required for all faculty and staff supervisors (see: http://harass.stanford.edu/training.. whois.html). Supervisors and faculty learn how to recognize and prevent harassment and discrimination, how to handle complaints and avoid retaliation in workplace situations. This course must be taken within six months of employment and repeated every odd numbered year. This year there is the option to take the online course or attend a live training in the fall, space permitting. Registration is by email invitation only. Questions? Contact your HR Manager, Faculty Affairs Administrator, or the Sexual Harassment Policy Office at SHPO-training@stanford.edu or 752-0646.

Enhance your training with PeopleSoft Open Lab Sessions
Want personalized, hands-on help with the PeopleSoft system? Come to an open lab any Friday morning between 9:00am and noon at the Arguello Classrooms & Computer Labs (427 Arguello Way). No registration required, just show up at your convenience with your work and your questions.
COURSE ENROLLMENT INFORMATION

ENROLL IN STARS
For courses with a code, e.g., TOD-0100, enroll in STARS (Stanford Training and Registration System).
- Log in to Axess: https://axess.stanford.edu
- Click the STARS (Training) tab
- Enter the Course Code in the search field; click ‘Search’
  - Alternatively, you can enter the Course Title, then click ‘Search’
- Click ‘Continue’
- Click ‘Enroll’ next to your desired session; a confirmation email will be sent to you
- If any workshop or course has a fee and you are eligible for STAP funding, you will be asked to select your supervisor or manager’s name to approve the appropriation of University funds for you. STAP funds are automatically debited upon completion of the workshop or course.
- After you are enrolled, you must log back into STARS to drop a course.
- If you do not drop the course, you may be charged a No Show fee if you are enrolled and then do not attend.

NOTE: If you are unable to enroll using STARS, a paper form is available to print out, complete, and fax to the correct department: www.stanford.edu/services/techtraining/form.pdf. Although the form is titled ‘ITS,’ it can be used in lieu of STARS for all departments, but you must send it to the correct department to get enrolled.

DROP A SESSION FROM STARS
To drop a workshop or course from STARS:
- After logging into Axess, click the STARS (Training) tab
- Click ‘My Learning’ from the left menu; a list of your planned, enrolled, and completed learning or training displays
- Click the Drop button next to the session you wish to cancel
  - A confirmation email will be sent to you

ELIGIBILITY AND ADA ACCOMMODATIONS

ELIGIBILITY
Priority eligibility is for employees of Stanford University, then the Stanford Hospital, Lucile Packard Children’s Hospital (LPH), Stanford Linear Accelerator Center (SLAC), and students (undergraduate, graduate, and Post-doctoral) can attend if there is space. If you do not fall clearly into one of these categories and want to determine your eligibility, contact the training provider of the course(s) in which you are interested. Note: Course numbers with a TOD prefix are offered for benefits-eligible University staff only.

DISABILITY ACCOMMODATIONS
Please contact the Diversity & Access Office at (650) 725-0326 or disability.access@stanford.edu at least seven days prior to the start of any class for which you need an accommodation.

STAFF EDUCATIONAL ASSISTANCE PROGRAMS

STAP
The Staff Training Assistance Program (STAP) reimburses course, seminar, or workshop costs, conference registration fees, and required textbooks for (a) any training activity related directly to your job, or (b) a career development effort undertaken with the knowledge and approval of your supervisor. For benefits-eligible University employees working at least 50% time, STAP may pay your course fees up to $800 per fiscal year. Faculty, students, temporary employees, retirees, or other non-staff University affiliates are not eligible for STAP. STAP requests must be submitted in the same fiscal year that you attend the course — between 9/1/08 and 8/31/09 this year. Unused STAP funds are not “carried over” to future years.

View Your STAP Balance
To see what STAP funds are available to you, login to Axess: https://axess.stanford.edu. Click the STARS (Training) tab. Click ‘My STAP Balance’ from the left menu. The balance displayed includes all reimbursements for workshops or courses taken from internal and external providers.

STRP
The Staff Tuition Reimbursement Program (STRP) reimburses tuition costs for courses taken as part of a degree program at an accredited educational institution. STRP funds cannot be used for certificate programs, books, or supplies. Benefits-eligible staff employees (not fixed-term) are eligible for the STRP program funds after they have completed one year in an ongoing regular position. The program provides up to $5,250 per fiscal year for eligible staff (prorated for part-time regular staff).
For more information about STAP and STRP, visit http://hreap.stanford.edu, or call (650) 723-0657. The University policy for STAP and STRP is set forth in the Administrative Guide Memo 22.11.