



Caltech Staff Development Series

CLASS IS IN SESSION
SUMMER 2022

Sign up for Staff Summer School: a series of live and pre-recorded Zoom sessions that will provide tips and tools for individuals in a “non-people manager” position.

The theme of the series “Keys to Unlocking Your Potential” is focused on topics such as taking the reins of your professional development, using Outlook and PowerPoint to your advantage, and leadership skills (even if you’re not a manager).

2022 Staff Summer School Schedule

June 23



11:30am -
12:30pm

Elevating Your Career and Personal Brand

Discover the elements of professional branding in 2022 including tools and resources to help grow your professional brand.

June 28



ON-DEMAND

How to Keep a Positive Outlook

Discover useful Outlook features and 'hacks' beyond the navigation pane to coordinate calendars, organize your inbox and work in the Cloud with Office 365. In this session you'll learn new ways to manage you inbox, craft effective messages, and use Outlook features to be more productive and efficient.

June 30



ON-DEMAND

P3 - Powerful PowerPoint Presentations

Learn the basics tools and tips to deliver effective PowerPoint presentations. Whether delivering a presentation virtually or in person.

July 7



11:30am -
12:30pm

Journeys in Higher Education

Senior leaders will provide their perspectives on higher education as a whole and the unique culture found within Caltech. Conversation moderated by Julia McCallin, associate vp for human resources and CHRO.

July 14



11:30am -
12:30pm

Leading from Where You Are

Join us for an engaging session that will provide you with keys to unlocking your leadership in whatever position you have in your organization.

REGISTER TODAY!

<https://hrcaltech.wufoo.com/forms/registration-keys-to-unlocking-your-potential/>