


Professional Development & Training Opportunities

Click on a link to learn more about a particular professional development or training opportunity.

Web based options	
Fees may apply	\$

Pro Tip – Click [here](#) for information on the CAFE Staff Professional Development Fund!


General

		\$
Lunch & Learn Series		
Communication		
Creative Problem Solving		
Interpersonal Skills		
Leadership		
Professionalism		
Resolving Conflict		
Teamwork		
Customer Service		
Facilitating Change		
Respect		
Business Etiquette		
Being Professional		
Unconscious Bias		


Administrative

		\$
Financial Certification	X	
Human Resources Certification	X	
Student Life Cycle Management Certification	X	
CBMI		X
NACUBO		X
SACUBO		X
NACADA-Academic Advising		X
University Financial Services Training Classes	X	


Technology & Software

		\$
Excel		
Word		
InDesign		
Publisher		
OneNote		
Illustrator		
General Computer		
Outlook		
Photoshop		
Dreamweaver		
Acrobat		
Access		
PowerPoint		
Captive		


Extension Operations

		\$
Accounting System Training	X	
County Bookkeeper Training	X	
County Fiscal Coordinator Training	X	
Civil Rights Training	X	

Research

		\$
Arboretum Program		
Entomology Society of America		X
Wildlife Society		X
Food Connection Conference		X

Safety

		\$
Back Safety		
Biological Safety		
Chemical Fume Hood	X	
Construction Safety Awareness		
Emergency Eyewash and Shower Station Use	X	

<u>Fall Protection & Ladder Safety</u>		
<u>Fire Extinguisher Training</u>	X	
<u>First Aid</u>		
<u>Heat Stress Awareness</u>	X	
<u>Office Ergonomics</u>	X	
<u>On-Site and Initial Radiation Safety</u>		
<u>Safe Driving</u>		

New CAFE Employees

	🌐	\$
<u>CAFE New Employee Orientation</u>	X	

Supervision/Leadership

	🌐	\$
<u>SuperVision</u>	X	
<u>Essential Leader Program</u>		
<u>Experienced Leader Program</u>		
<u>Humanity Program</u>		

Diversity

	🌐	\$
<u>National Conference on Race and Ethnicity</u>		X
<u>International Education Conferences</u>		X
<u>National Land Grant Diversity Conference</u>		X
<u>National MANRRS Conference</u>		X