MEMORANDUM

DATE: January 20, 2015

TO: All CSUB Employees

FROM: Kellie Garcia, Associate Vice President,
Human Resources & Administrative Services

SUBJECT: Skillsoft Training Resource

Skillsoft is our new training resource making online tools for professional and personal development available to you at your fingertips. You can access the Skillsoft site through the following link: https://ds.calstate.edu/?svc=skillsoft or you can go to the Human Resources website at CSUB Training Resources.

This training resource is available to all staff, faculty, administrators and student workers with a CSUB email address and a Runner I.D. Simply log-in to the Skillsoft site and browse the offerings. Topics include: enhancing your computer, business and personal development skills. You can also use the search box at the top right of the page to search on topics and authors and can access hundreds of e-books.

Please take time to become familiar with this Skillsoft resource that can be accessed 24-7 and contact either Tina Williams at ext. 3205 or myself at ext. 3206 with any questions.

KG:sp