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Center for Learning and
Professional Development

The BRIDGE

BREAKING SILOS, BRIDGING GAPS

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NMSU Employee Career Development: LinkedIn Learning

Imagine unlocking the power of endless professional growth at your fingertips—**LinkedIn Learning** makes it possible by offering a vast library of expert-led courses designed to elevate your skills and career. With over **23K+ courses available**, LinkedIn tailors their courses and programs to the 500M+ skills that members add to their profiles each year. Getting started, learners can decide if they would like to focus on their own Career Journey or utilize LinkedIn's AI coaching feature. The best part? No matter which route you take, your tailored plan is personalized to **YOU!**

LinkedIn Learning's Content Library consists of topics like Business, Technology, Creative, and Certification Programs. Each topic contains a list of Role Guides that, when clicked, provide you with an in-depth description of the role, its responsibilities, and the skills you need to develop to step into that role. Some topics even offer certifications! Lastly, LinkedIn's next role explorer feature shows learners where they could go next. With all these resources at your disposal, LinkedIn Learning is the ultimate tool for unlocking your potential and advancing your career.

Ready to LEARN? Click the LinkedIn Learning logo to get started:

LinkedIn Learning

Banner OnDemand Training – You wanted it... We got it!

Do you have a position that requires extensive use of Banner and would like access to take some OnDemand training offered by Ellucian?

We have 24 seats available. **FIRST COME FRIST SERVE –**

Please email **trainingcentral@nmsu.edu** and ask to be provided with a license to take the Banner Training.

The Power of Influence: Ethics, Hazing, and the Faculty Staff Role in Leadership

Must RSVP – Limited Spots Available (121 seats)

<https://crimsonconnection.nmsu.edu/event/11202895>

BE BOLD. Shape the Future. New Mexico State University

Awards and Recognition – New Employee Orientation Kahoot Winners!!

New Employee Orientation (NEO) is an integral, but voluntary, part of the onboarding process at NMSU. NEO covers important parts of the university's **history**, lays out the **strategic goals** for new employees to understand, and attendees get a look at all the **perks** NMSU has to offer its employees. Not only is it facilitated by one of our trainers, NEO also features speakers from Aggie Health and Wellness. They provide information on health services available to employees. Next, Information Security informs employees on how to keep their data and information secure on and off campus. Of the most favorable information provided is the presentation given by the Benefits team. They go over the several types of insurances offered and walk through the process on how to enroll in benefits. Because NEO takes place during the workday, it is advised that those wishing to enroll communicate with their leaders first. - Nathan Jackson

We congratulate March's **New Employee Orientation** Kahoot winners that were able to recall all the important things they learned about NMSU!

Molly Austin

Entomology Plant Path and Weed Sci

Jessie Barber

Admin and Pgm Unit Lea County

Mohammad Rahman

Institutional Analysis

Nate Gurich

Athletics

Sylvia Martinez

PSL Anderson Hall Research Center

Laura Montes

Univ Fin Aid & Scholarship Svcs

New Employee Orientation April Trainings

Recently hired? Learn more about
NMSU and your benefits!

Register Here!

[Registration for New Employee
Orientation \(2025\)](#)

Starting a New Job – Nathan Jackson

Starting a new job is exciting but can be kind of scary and stressful. Starting a new job means learning new systems, new procedures, and learning personality styles of new people; it also means learning new ways to adapt to the current environment and being sure you are successful in every way. Here are some tips to help the adjustment to a new job go a little smoother.

- 1. Be sure to introduce yourself frequently.** When the timing is right, meeting new people throughout the workplace can play an important role in making your presence known and that you're there to help. Be aware of your surroundings, and do not interrupt any meetings or talk over people.
- 2. Ask well-timed questions.** Think about the information you want to know and the information you need to know. By asking questions, you are showing your willingness to learn the job, and you will get up to speed at a faster pace. Be sure you write your questions down in case nobody is around to answer questions as they come up.
- 3. Add value.** Your first week on the job comes with a lot of pressure to soak up information as quickly as possible. Chances are a vacancy for your job came up because there was work to be done, so think back to your interviews and recall items that were brought up.

These are just a few tips to help your first few days go smoothly. It is important to not overwhelm yourself while trying to absorb new work information. Your manager, or director, knows what you should be doing, so don't forget to ask clarification on tasks.

Celebrating Ten Years of ALTA – Ruben Diaz



On the surface, ten years doesn't sound like much, but given the how rapidly our institution – and the broader landscape of higher education – has changed since the start of the 21st century, ten years is a relatively significant milestone. So, let's light some birthday candles, turn down the lights, and prepare to sing because our dear **Aggie Leadership Training Academy is celebrating ten years in 2025!**

Allow me to set the stage: the first ALTA launched in 2015 with an inaugural cohort of 20 participants. The program's inception, however, dates much further back. As early as 2006, a group of NMSU leaders formed a task force to establish a leadership development program. The intent was to craft a mission-aligned curriculum to address the needs of the university by developing key competencies in our staff and faculty leaders. Throughout the subsequent years, planning efforts continued, and the task force expanded to ensure representation from a broad range of departments, colleges, and community stakeholders across the NMSU system.

The success of the first ALTA led to immediate demand to continue the program. Over time, the relevance and participation interest has steadily increased, particularly since 2023 when the pre-requisite that applicants must hold a formal supervisory role to apply was removed. Since then, we have welcomed larger cohorts of employees each year eager to reach their leadership potential; our 2025 cohort is the largest to date at 35 strong!

Many aspects of the program have been modified and enhanced over the years to better address the evolving needs of the university, particularly in support of NMSU's succession planning initiative. What has not changed is the remarkable growth that our participants achieve and subsequently demonstrate as they continue working at NMSU. We are proud and humbled to be the stewards of this program for the university, and we strive to make each year live up to and exceed expectations.

This year we celebrate the ten-year anniversary of ALTA alongside our community. We want to express our gratitude to all those who have played a role in the success of the program, from the initial task force members to all of our esteemed guest speakers and contributors over the years. Of course, we must recognize all of our ALTA alumni – nearly 100 strong – who exemplify the values and legacy of the program in all that you do. Lead on, Aggies!

A Seat at The Table – Jenn Gabel

"None of us is as smart as all of us." - Kenneth Blanchard

You are the leader for a large, cross-departmental project. It is a high-profile project. A successful completion will mean a strategic change that will influence the way business is done at the university for years to come and will earn you & your team recognition from top leaders. Failure is not an option.

So, who is at your table?

All too often on highly visible projects the wrong people are at the table. Look around your table: do you have the right people on your team? Is your table full of leaders? Great! You have support and approval! But...

Do you have the other groups of stakeholders? Often, we do not include our customers, suppliers, or even employees on project teams. Why? We don't want to tie them up in meetings when they should be doing work. We think we know what our customers want. We don't want too many people who may muddy the waters or bog down the meetings with unnecessary discussions. We are the approving authority, so we need to be there, but they do not. Basically, because we don't think we need them.

Do you see the fallacy in this thought process? No? Let me give you an example.

A project team was discussing changes to a system. Someone asked one of the leaders, "can we do x?" She quickly said "Great idea. Let's do that." Weeks later, the leader had a staff meeting with her staff and told them what the team had decided to do. Her staff objected. It wasn't a matter of being unwilling to change. It was a matter of ability; the new system didn't have the capability to do what she was proposing. The result: the leader had to go back to the project team and tell them they couldn't do what they wanted. Suddenly, the project team had to rethink their strategy, causing significant delays in the project.

Your project team must include representatives from **all** stakeholder groups. Let's break this down.

- Project Sponsor(s) are leaders who have the decision-making authority related to your project. These are the people who will clear the way for your team to do your work. They provide support (cheerleading), budgets, and approvals.
- Customers are those people who will benefit from your team's efforts. They are who you are doing this project for.
- Suppliers/Vendors are those who provide input into your project. Don't get stuck on the label of vendor. These can be internal or external to the university. They have something you need to do your project, whether it is a physical product, data, processes, rules or regulations.
- Employees are those people who will do the work your project creates.

Project sponsors define the project scope, timeline, assign team members, and then...step back and let the team bring the project to life. At key milestones or at times when changes or problems are identified, the team and sponsors meet to ensure they are still on track and to adjust strategies, as necessary. This way, the people who have the most to contribute and the most to gain are part of the solution. If you are wondering about how you ensure the team is performing, stay tuned for next month's article on empowerment.



Stress Awareness Month – Bre Garza

Take a minute and ask yourself: *How do my students and colleagues see me?* Can they sense the weight of my stress written in the lines of my face, the tension in my posture? As educators and staff, we owe it to our NMSU community to show up as the best version of ourselves - but how can we do this if we do not prioritize alleviating our stressors in a healthy way? How can we inspire those around us when we ourselves are drowning in stress and exhaustion?

For those of us who haven't quite figured it out yet, we go about our work week hoping that 2 days off will be enough to forget about the stress that awaits us when Monday morning arrives. For example, someone might find themselves saying, "Oh no, what was it that I needed to do again? Why didn't I write that down Friday?!" I have been guilty of this, and odds are, you probably have as well. So, why do we do this to ourselves? Aren't you tired of running yourself into the ground? The truth is, we **don't** have to live this way.

April is Stress Awareness Month. My challenge to you this month is to be **proactive** in managing your stress. Prioritize your well-being **now**. Challenge yourself to **prepare, take initiative, anticipate changes**, and most importantly **create space for yourself**. It's time to stop waiting for the weekend to save us. Commit, with me, to start caring for ourselves in a way that empowers us to show up fully, for ourselves, for our students, and for each other!

So, we've agreed be proactive when managing our stress... now what? Did you know that faculty and staff have access to **TimelyCare** through NMSU? With 24/7 availability and a wide range of services, TimelyCare is dedicated to improving the health and well-being of campus communities across the US. Not only do they offer on-demand support, but they also have self-care journeys designed to provide guidance and tips you may need at a moment's notice. Courses like *Self-Care for Stress* could be your go-to this month when you're looking for strategies, techniques, or even grounding exercises. So, what are you waiting for? Join me, and many others who have already begun taking advantage of the resources that TimelyCare has to offer.

To start your self-care journey, follow this link to [Get Registered](#).

TIPS FOR REDUCING WORKPLACE STRESS

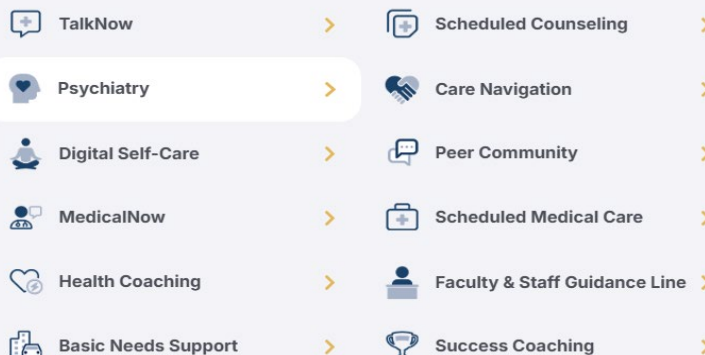
EXCESSIVE STRESS CAN LOWER OUR PRODUCTIVITY AND PERFORMANCE. IT CAN ALSO CAUSE ANXIETY, IRRITABILITY, AND DEPRESSION, AMONG OTHER ISSUES.



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TimelyCare offers 24/7 access to virtual care, self-care, and well-being tools.



Strategies for Stress Management – A Student Employee Perspective - David Fernandez

Stress is a natural response to strain or pressure from challenges in our everyday lives. As a student-employee, managing stress can be challenging and may either enhance or hinder your college experience. The goal is to maintain a healthy balance between academic and employment success while prioritizing personal well-being. Fully dedicate your time to work and study when in those spaces but ensure that your time outside of them remains a gift to yourself and your loved ones—free from guilt or stress. This time should not come at the cost of you forgetting to turn in your physics lab.

Here are some practical strategies to help you achieve this balance:

Prioritize Time Management:

Balancing work and school requires effective time management. Use planners, digital calendars, or apps to organize your tasks and deadlines. Setting aside dedicated time for studying, work, and self-care can help prevent last-minute stress. Make sure you are not only focusing on studying and work—give yourself grace and live your life. Go hang out with your friends, read a book, or play your favorite instrument. Leave room for the things you love and care about—it's all about balance.

Set Realistic Goals:

Avoid overcommitting yourself and learn how to say “no.” It is completely fair to recognize and adjust to your limits. Set achievable goals for work, school, and your personal life. If you find yourself struggling, don't hesitate to communicate with your employer or professors about workload adjustments. Be patient and take things one step at a time. *Poco a Poco*.

Take Care of Yourself:

Taking care of your physical and mental health is essential. Ensure you get enough sleep, eat nutritious meals, exercise, and leave a healthy amount of time for leisure. Taking breaks during work or study sessions can also help manage stress. During these breaks, you can make time for meditation, prayer, or whatever helps you remain calm and at peace.

Communicate with Your Employer:

A supportive work environment can make a significant difference. Keep open communication with your employer about your schedule and workload. Many employers understand the challenges student employees face and may offer flexibility when needed. Practicing honesty and humility can go a long way.

Stay Positive and Practice Gratitude:

Shifting your perspective can make stress more manageable. Always remember the blessings and the good that are present in your life. The key is to do everything in a spirit of joy. Remember, there is a difference between joy and happiness. Happiness is a feeling—it can come and go. Joy, on the other hand, does not come from external circumstances but from the deliberate choice to remain in positivity, gratitude, service, and love. You can be stressed, upset, or sad—yet still be joyful at heart.

"Do not lose your inner peace for anything whatsoever, even if your whole world seems upset."

-St. Francis de Sales

2025 Annual Compliance Training (SET)

In the last newsletter, we discussed the purpose of SET.
Now, let's look at an overview.

1

Phishing

Attempts to hack NMSU accounts and gain unlawful access are a persistent threat that only continues to grow. This module teaches us countermeasures.



2

Hazardous Waste Management

Hazardous waste comes in many forms. It can be extremely dangerous and result in heavy EPA fines. Here, we learn to identify, dispose of, and report it.



3

Service Animals

Some animals perform essential duties helping their owners as part of the Americans with Disabilities Act. We cover how to and not to interact with them.



4

Civil Rights

This landmark legislation from 1964 protects people across the country from discrimination. NMSU adheres to this legislation and expects its employees to as well.



5

Title IX

This 1972 extension of the Civil Rights Act further bans sex-based discrimination and harassment in higher education while providing LGBTQ+ protections.



This sums up SET for 2025. Looking forward to 2026 and beyond, this training may change based on NMSU's needs.

[Visit the SET webpage](https://training.nmsu.edu/set/index.html)
<https://training.nmsu.edu/set/index.html>

Important Dates To Remember

April 23rd, 2025

Happy Administrative Professionals Day

To the unsung heroes who keep the gears
turning, the paperwork flowing, and the office
humming with efficiency

April's Sudok-Oh! Challenge – Lizeth Ramirez



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	5				9		3	



IDEAS for the BRIDGE?
Tell us here: [The BRIDGE Newsletter Ideas!](#)
Thank you for your input!