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**Check Out Our
Rewards and
Recognition Toolkit**

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Misconceptions Behind Training and Development – Dr. Busch

Training can be defined as the **planned and systematic activities** designed to promote the acquisition of knowledge (need to know), skills (need to do), and attitudes (need to feel). Whether electronically or instructor led, creating employee learning experiences does require more than just sharing of information. Yet, there are many reasons why people do not value training and development due to some of the misconceptions.

Misconception #1: Anyone can train

When I think about training and development, I am reminded of how pre-pandemic I, along with other parents, felt like anyone could be a teacher. So, I decided to teach 4th grade and signed a contract for 1 year. I quickly realized that although I knew how to teach, it takes additional skills to be an elementary teacher. After that experience, I along with other parents realize that although I can teach little kids, I am a better adult educator. Similarly, many people believe that everyone can be a trainer. Until, you have to “train” something or someone. The truth is that everyone can not be a trainer until they are provided with the skills that will support adult learning and development. Which leads me to misconception #2.

Misconception #2: Sharing info is training

Have you ever attended a 'training' only to walk away with just information? How many times have you ever provided information (trained) someone only to have to repeat it over and over again? What about even after you “train” them, people still revert to old habits. That is not necessarily a reflection on what you have done as a facilitator, instructor, or trainer BUT it is a reflection on the skills needed to ensure that an employee actually “got it”. Often times people approach training as a 'one and done' which results in frustrations because there's something missing. Effective training gives you an opportunity to build muscle memory. Which leads me to #3.

2025 Employee (Faculty, Staff, GA,
Student Employee) Training/Dev
Needs Analysis FINAL



Misconception #3: Training does not matter

In general, new employees tend to value training opportunities because of the new role. Unfortunately, creating training plans and/or materials associated jobs has been difficult due to the post-pandemic changing workforce environment. Thus, conducting 'job-task' analysis to create training plans has been difficult. Yet, knowing what employees need to complete a job is important. Specifically, when done right, training and learning help organizations remain competitive by allowing organizations to adapt, compete, excel, innovate, produce, be safe, improve service, and reach goals (Salas, E., 2012, pg. 74).

What can you do to help improve NMSU workplace trainings?

Although the Center for Learning and Professional Development (CLPD) office is small, our training specialist can create effective learning experiences that support NMSU changing work environment. Please complete the **Training Needs Analysis** by clicking [HERE](#) or scanning the QR code above by May 30, 2025. Information gathered will be used to create learning experiences for the 2025-2026 year.

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

Rafael Loera

Office of Institutional Equity

Rose Macias

Office of Institutional Equity

Jaya Nagulla

IT Student & Business Solutions

Jacob Phillips

NMSU Global

Venkatesh Ranjan

Chemistry and Biochemistry

Christopher Riffo

NMSU Global



Preventing Burnout: Simple Habits for a Healthier, Happier Life – Nathan Jackson

Starting a new job is the perfect time to make sure you avoid burnout. You may be switching jobs because of excessive burnout with a previous employer. If this is the case, you know exactly what caused your burnout. This new job allows you to reset and be sure burnout doesn't happen again. Here are a couple of things to keep in mind as you start your new job to help take care of yourself:

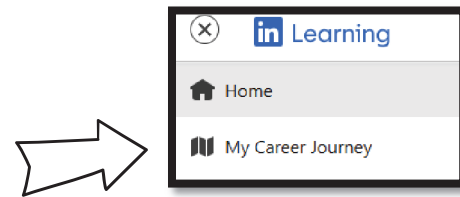
- Set Realistic Goals** – One of the first things that you need to do is set realistic goals for yourself. Be sure you do not try and take on more things than you can handle, a high workload may have been what burnt you out. Be sure to prioritize your tasks according to urgency. Utilize a system to document what tasks are important and to track deadlines.
- Establish Boundaries** – Establishing boundaries could arguably be the most important thing. A boundary needs to be placed between your work life and your personal life. Your work energy should not consume your personal life; at the same time your personal life energy should not consume your work life.
- Develop Healthy Habits** – Your physical and mental health are closely related, so it is important to develop healthy habits to help prevent burnout. Be sure you eat well, get plenty of sleep, and continuously drink water. Be sure you don't neglect your emotional needs, either.

These are just a couple of things that can help lead to a healthy work life. It is important to always take care of yourself. It is especially important to never overwork yourself. If you would like to learn more about burnout, join me on **Wednesday, May 21, from 2:00 to 3:00**. You can sign up via the link, [Avoiding Burnout](#). The session will be held via Zoom, and the **last day to sign up** will be **May 16**.

Career Development: My Career Journey on LinkedIn Learning – Bre Garza

Welcome to the first article of this LinkedIn Learning series where I will begin by walking you through the first steps of getting your Career Journey started. First, get logged in and you will automatically load into the home screen. You'll see some options on the left-hand side. Click "My Career Journey".

Before continuing, you'll want to make sure that your Position Title is updated in LinkedIn. If not, you can do this by editing your LinkedIn Profile. Next, You'll want to figure out what your career goal is. You can see that I am an Administrative Assistant, and my career goal is to grow and advance as an Administrative Assistant.



My Career Journey



Breanna Garza

Administrative Assistant at New Mexico State University



Career goal



Grow and advance as a **Administrative Assistant**

Pictured below, you'll see that I need to choose a focus that will help me reach my goal. This is a crucial step.

Choose a focus to unlock your personalized learning plan

We'll create a plan to help you get there.

I want to...



- Focus on top Administrative Assistant skills
- Improve written and verbal communication
- Leverage Generative AI in my role
- Develop skills to manage teams
- Select skills
- Explore a different career

Once selected, LinkedIn will unlock your personalized learning plan.

Ready to learn? Here's a preview of your personalized plan

We'll pick the best content for you from our library of 20,000+ courses.

Pathway to People Management in Higher Education

Plan focus

Team Management · Communication · Leadership · Performance Evaluation

What you'll learn and achieve

- ✓ Learn the essentials of managing teams and mastering communication skills for effective leadership.
- ✓ Enhance your leadership capabilities and learn how to motivate and inspire your team.
- ✓ Understand how to evaluate performance and drive employee engagement for better team outcomes.

This is powered by AI and may make mistakes. [Learn more](#)



Get started with this plan

Not what you're looking for? [Try a different goal.](#)

After picking a focus, LinkedIn will give you a preview of your plan. You can either select to "Get started with this plan" or you can "Try a different goal" if you've changed your mind. Please note that you can always change your goals, even after making your selection.

In next month's article, I'll go over the Admin career pathway and the skills that are required for the transition to the next role.

Stay Tuned!

LinkedIn Learning



Does your team need support? Is understanding each other's needs, communicating effectively, or simply establishing a positive work environment a challenge? Or, perhaps, your team is in a good state, but you'd like to reach a greater potential?

If these descriptions sound familiar, please read on...



It's no secret that working in a team is challenging. At CLPD, we hear about many of the common barriers that our teams face, including poor communication, collaboration, problem-solving, etc. We offer numerous training opportunities that target these areas, but one service is particularly suited to strengthen the very foundation of team dynamics.

The **True Colors: Personal Success Workshop** is an impactful training opportunity that we are certified to facilitate at NMSU. [True Colors Intl.](#) provides evidence-based personality/temperament typing programs paired with training experiences that leave a lasting impact on participants.

CLPD has been offering True Colors at NMSU for over six years, and the positive feedback and demand for more has grown significantly over time. Thus, we're **expanding our services to include customizable training experiences that leverage True Colors to support teams in the areas of communication, conflict-navigation, and more!**

Are you ready to learn more? **Join us on Thursday May 15th, 2025, from 11:00 a.m. – 12:00 p.m. for a virtual information session to discuss the current and future state of True Colors at NMSU.** Participants will understand the value and impact that a True Colors session can have on their teams and how to establish long-term professional development support by leveraging True Colors. No prior attendance or familiarity with a True Colors workshop is required.

Please register by selecting the link below and reach out to Ruben Diaz (rdiaz2@nmsu.edu) if you have any questions about this opportunity.

Registration Link: <https://forms.office.com/r/B3LtUBm58L>

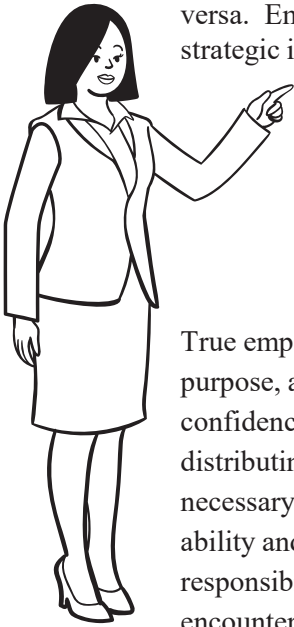
True Colors: True Impact (2025
Event Registration)



You have the Power! - Jennifer (Jenn) Gabel

"Empowerment isn't about giving people power. It's about unleashing the power they already have." – Anonymous

The leader who empowers their employees has a responsibility to those employees and vice versa. Empowerment isn't about just saying "you're empowered" or letting employees have free rein, it is a strategic initiative to encourage creativity, accountability, and impact.



According to *Spreitzer's (1995)* psychological empowerment model, empowerment is composed of four dimensions:

1. **Meaning** – The alignment between an employee's values and the work they perform.
2. **Competence** – The belief in one's ability to perform work successfully.
3. **Self-determination** – A sense of autonomy in initiating and regulating actions.
4. **Impact** – The perception that one's work makes a difference within the organization.

True empowerment is more than delegating tasks—it's about creating an environment that fosters ownership, purpose, and growth. Empowerment in the workplace refers to giving employees the autonomy, authority, and confidence to take initiative, make decisions, and contribute meaningfully to organizational goals. It involves distributing power, fostering self-efficacy, and ensuring access to the resources, information, and support necessary for employees to succeed. Empowered teams and individuals must have the knowledge, skills, and ability and confidence to complete the projects or tasks without direct supervision. They also have the responsibility of adhering to deadlines, providing detailed updates, including but not limited to, obstacles encountered and changes in scope.

The Business Case for Empowerment

Numerous studies have shown that empowerment leads to tangible benefits for organizations:

- **Increased Job Satisfaction:** Empowered employees report higher levels of job satisfaction, as they feel trusted and valued. A study by *Laschinger et al. (2001)* found a strong correlation between structural empowerment and job satisfaction among nurses.
- **Greater Engagement:** Empowerment drives engagement. When employees feel that their voices are heard and their work is meaningful, they are more emotionally and cognitively invested in their roles (*Bakker & Demerouti, 2008*).
- **Higher Performance and Innovation:** Empowered teams often outperform their less autonomous counterparts. *Zhang & Bartol (2010)* found that psychological empowerment significantly predicts creativity and innovative behavior in knowledge workers.
- **Improved Retention:** Empowerment is linked with lower turnover intentions. Employees are more likely to stay with organizations where they feel capable, trusted, and impactful (*Seibert, Wang, & Courtright, 2011*).

If you want to learn more about empowerment, two of my favorite books on the subjects are *Zapp! The Lightning of Empowerment*, Byham, William C and Cox, Jeff and *Heroz: Empower Yourself, Your Coworkers, Your Company* by the same authors. Both are quick, fun reads with a lot of great information.

And while we are talking about teams, I hope to see you in the **Encouraging Excellence in Teamwork** training the afternoon of May 14th. [Sign up now](#), space is limited!

Class Info:

Encouraging Excellence in Teamwork

Description: Increase the productivity of your team by creating a strong foundation of communication, strategy, and measurements. This short course introduces managers and team leaders to the symptoms and causes of dysfunctional teams and provides solutions for improving team cohesiveness and productivity.

Registration Link: <https://forms.office.com/r/ERB8UNmYwH>

May 14, 1:30 – 4:30 p.m.

Academic Research C, Rm 110

Registration closes 12:00 a.m. May 12



Hand Sanitizer and You – Robert Curr

People in certain professions, especially those related to healthcare, have been using hand sanitizer for decades. For others, hand sanitizer entered their lives during the coronavirus (covid-19) pandemic circa 2020. 5 years on, there is still a lot of excess hand sanitizer sitting on desks and tucked away in drawers. But how many of us are aware that unused hand sanitizer is hazardous waste?

Before we move on, let's have a quick knowledge check. No cheating by googling or reading ahead!

Why is hand sanitizer considered hazardous waste?

- a) It's acidic-it can eat away at things and people it touches.
- b) It's flammable-It can catch fire easily.
- c) It's radioactive-It emits radiation.
- d) It's toxic-It has chemicals that can leak into water and land resources if put in a landfill.

The answer is that many hand sanitizers contain either ethyl or isopropyl alcohol, and both of them can catch fire easily. The correct choice is b. So, what do we do with it?

Do NOT pour hand sanitizer down drains or put it in the garbage.

Hazardous waste must be treated as hazardous waste. Our friends at Environmental Health Safety and Risk Management (EHS&RM) can help. Their instructions are:

1. Put it in a container and seal it.
2. Fill out hazardous waste labels and attach them to the container. These labels can be obtained from EHS&RM by emailing them at ehsrm@nmsu.edu. On the [small sticker](#), circle flammable. On the big form, list hand sanitizer, the type of alcohol (ethyl or isopropyl), the percentage of alcohol, and the amount.
3. Notify EHS&RM that you have hazardous waste ready for pickup and where it is located. Alternatively, EHS&RM can also provide you with contact info for their counterparts if you work in another part of New Mexico.



An Even Better Approach

Rather than every employee dealing with their own hand sanitizer and EHS&RM receiving tons of notifications, a better option would be to work together as a department, gather all of the extra hand sanitizer, seal it all in one container with labels, and THEN contact EHS&RM for pickup.

A Cautionary Note

Since hand sanitizer is a hazardous waste, it falls under hazardous waste inspections conducted by NMSU, the state of New Mexico, and the EPA. This means leaving your unused hand sanitizer laying around could result in fines for the university and your department.

Finally.

Remember that we are talking about **extra, unwanted, or expired** hand sanitizer. If you still use hand sanitizer, there's no reason to do any of this. Carry on and sanitize away! But do keep in mind that hand sanitizer has an expiration date. It doesn't last forever.

A Word of Thanks

Thank you to all the EHS&RM staff out there for helping the NMSU system to be a safe one and all of their work protecting us.

Further Reading

[How to Dispose of and Recycle Alcohol-Based Hand Sanitizer | US EPA](#)

[Waste Management | New Mexico State University](#)

[Hazardous Waste Tracking](#)

Employee Training Offerings

Planning a Retreat - May 9th 11:00 a.m. – 12:00 p.m. - Virtual Event (Zoom)

Description: Are you planning a departmental retreat? This session will discuss what you need to consider when planning a retreat with your employees and how the Center for Learning & Professional Development can assist. This session is for managers and team leaders who are responsible for preparing the content of a retreat. Administrative support personnel are welcome to attend.



Registration Link: <https://forms.office.com/r/16TFC3gfgqN>

Registration closes 5:00 p.m. May 6

Encouraging Excellence in Teamwork – May 14th 1:30p.m. – 4:30p.m. – Academic Research C, Rm 110

Description: Increase the productivity of your team by creating a strong foundation of communication, strategy, and measurements. This short course introduces managers and team leaders to the symptoms and causes of dysfunctional teams and provides solutions for improving team cohesiveness and productivity.



Registration Link: <https://forms.office.com/r/ERB8UNmYwH>

Registration closes 12:00 a.m. May 12

True Colors: True Impact – May 15th 11:00a.m. – 12:00p.m. – Virtual Event

Description: Participants will understand the value and impact that a True Colors session can have on their teams and how to establish long-term professional development support by leveraging True Colors. No prior attendance or familiarity with a True Colors workshop is required.



Registration Link: <https://forms.office.com/r/B3LtUBm58L>

Digital Accessibility 101 – May 16th 3:00 p.m. – 4:00p.m. - Virtual Event

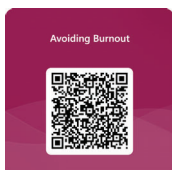
The world of files, documents, websites, and streaming content can present unique challenges to people with disabilities in the NMSU system and beyond. In this short introduction to digital accessibility, we will explore common obstacles and how to avoid them. Even if you only use Microsoft Word and send emails, there is something to be learned here for all.



Registration Link: <https://forms.office.com/r/7UTwtzH3Gk>

Avoiding Burnout – May 21st 2:00p.m. – 3:00p.m. – Virtual Event (Zoom)

This training will explore practical strategies to recognize, prevent, and manage burnout in professional settings. Participants will learn how to set healthy boundaries and incorporate self-care into their daily routines. Through interactive discussions and real-world examples, the session aims to empower individuals to sustain energy, motivation, and well-being over the long term. Join us to take proactive steps toward a healthier, more balanced life.



Registration Link: <https://forms.office.com/r/rkUH1CVuU6>

Important Dates to Remember



Riddle Me This!

What is seen in the middle of March
and April that can't be seen at the
beginning or end of either month?

Answer: The letter "R"

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