



BE BOLD. Shape the Future.®
Center for Learning and
Professional Development

The BRIDGE

BREAKING SILOS, BRIDGING GAPS

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Toolkit

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[Training Center home](#) | [New Mexico State University - BE BOLD. Shape the Future®](#)



Exciting Changes Are Coming to Your myNMSU Portal!

We're excited to announce the launch of myNMSU 2.0 on **July 15th**! This upgraded portal features a fresh new look, smoother navigation, and powerful new features—all designed to enhance your daily experience at NMSU.

myNMSU 2.0 will be **the place you go for the things you need to do your job**, with all the tools you rely on—plus so much more. Enjoy a modern design, a personalized dashboard, and a responsive, intuitive layout that works seamlessly on both desktop and mobile devices.

And coming soon: the **myNMSU mobile app**, launching by **August 15th**, will give you quick, on-the-go access to everything you need—right from your phone or tablet.

Whether you're in the office, on campus, or working remotely, myNMSU 2.0 is your streamlined, one-stop destination for getting things done.

Questions? Reach out to the NMSU IT Help Desk at help.nmsu.edu or call (575) 646-HELP.

Stay tuned for more updates as we get closer to launch day!

Finance-users Year End Training

The FY25 year-end procedures schedule, financial transaction deadlines, and the online fiscal year end training session video have been posted under “Quick Links” at <https://af.nmsu.edu/>. Everyone is encouraged to view the documents and online training; however, it will be especially useful for those individuals who have never been through the year end closing process. If you should have any questions, feel free to contact Accounting and Financial Reporting: afr@nmsu.edu

2025 Annual Space Survey Coming Soon!

Attention all Space Representatives:

Please be on the lookout for an email with your Space Survey link(s). This collaborative process between academic and administrative groups is vital to ensure that we keep our space information up-to-date. For questions, please contact Edelmira Estrada Orozco at eeorozco@nmsu.edu or call (575)-646-2509.

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

Scott Hause

Univ Fin Aid & Scholarship Svcs

Jasmin Kaur

DACC Student Development Unit

Michaela Kelley

Digital Learning

Lisa Maynez

NMSU Global

Taylor Provencio

DACC Advising Svcs

Shekinah Ravizee

NMSU Global

New Employee Orientation June Trainings

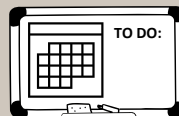
Recently hired?
Learn more about NMSU and your
benefits!

[Register HERE!](#)

A Day in the Life: Training Specialist – Nate Jackson

When introducing yourself to someone new, "What do you do for work?" is a question that often comes up. I know when I tell people I'm a trainer for NMSU, the follow up response is, "What does a trainer do? Do you mean a fitness trainer?" My easy answer is that I run New Employee Orientation. They typically drop the questions after that. What really goes into a day in the life of a Training Specialist? I thought I would be a good idea to describe what an average day looks like for me.

The first thing I do in the morning is check my email and my Teams messages. I want to be sure I am not missing any information that is pertinent to my day's work. Because I run New Employee Orientation, a large portion of my day revolves around managing details. I send out emails to those who present with me and double check their attendance for the next orientation. By this time, NMSU's Hotline email has gone out and I read through it to be aware of any information that may need to be added to my presentation. I then check my calendar to be sure I have everything I need for any meetings for the day.



After double checking and adding things in, I get to work with other training I have my hand in. As training specialists, we work with Training Partners to create web-based trainings that become available to the NMSU Community. One of our largest Training Partners is Environmental Health Safety and Risk Management (EHS&RM). We utilize Articulate360 to create our trainings. It's like PowerPoint on a more interactive scale; it takes a lot more time to program.

Do you have an interesting position or job title? Do people often seem disinterested, or confused, when you tell them what you do? Feel free to fill out the Microsoft Form, [A Day in the Life](#), to be featured in a future newsletter article!

Employee Career Development: Exploring the Administrative Pathway at NMSU: From Administrative Assistant to Executive Assistant – Bre Garza

Welcome back to my LinkedIn Learning Series! This month, I'm diving into the **Administrative Pathway at NMSU** and how you can **leverage your skills** to grow in the direction that *you* choose.



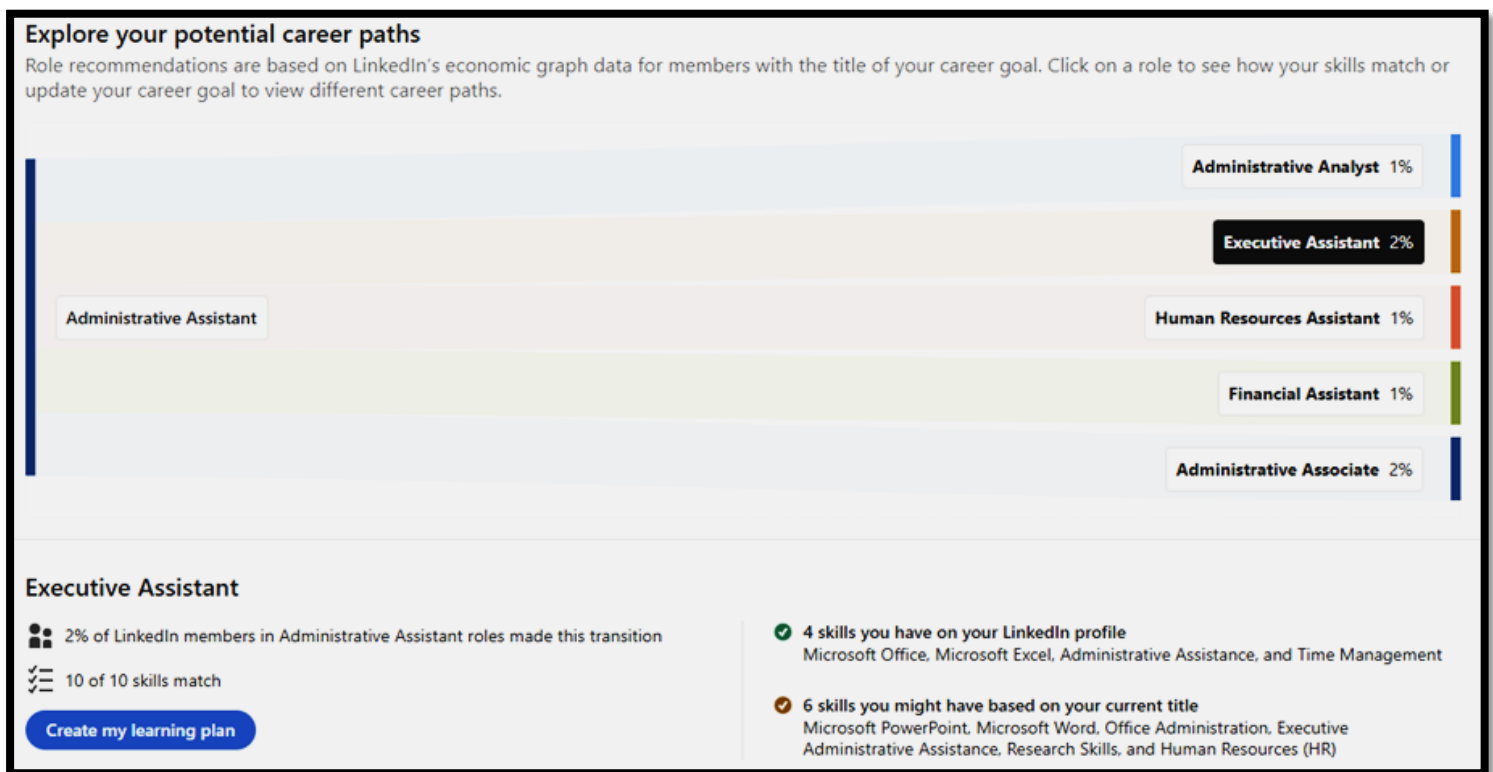
Recap from Last Month:

We talked about creating a personalized learning plan by selecting a career goal. I chose to build in my current role as an **Administrative Assistant**.



My Next Step:

Let's say I am now ready to shift my focus towards becoming an **Executive Assistant**. By updating my Learning Plan, I'll see my newly tailored courses that build the skills I need for this role. If you scroll to the bottom of the "My Career Journey" page you will see the "Explore your potential career paths" section (pictured below).



On the left, you'll see my current position. On the right, are the potential career paths I could pursue — including **Executive Assistant**, which requires 10 key skill sets. LinkedIn Learning will help me identify which of these skills I already have, which ones I might have based on my LinkedIn profile, and which ones I can develop further. This is helpful because I can now focus on the skills that I might need to develop instead of the ones I am already proficient in.



Important Note:

Please remember, everyone's journey will look different. I encourage you to explore the pathways that align with your passions and goals. While completing these courses doesn't guarantee a promotion, it *does* equip you with the tools to **advocate for your growth** and demonstrate your commitment to professional development.

Come back next month to see the breakdown of a course and the helpful resources you have while learning!

True Colors: Personal Success Seminar – Ruben Diaz



For centuries, mankind has endeavored to understand all there is to know about ourselves. From the physiological to philosophical – and everything in between – we are drawn to this pursuit. Despite all of our intellectual progress, however, we still struggle with biases that discourage empathy and impede our ability to communicate and collaborate effectively. Fortunately, these barriers can be overcome given the proper insight into the *perceived* differences between us.


Did you know that your personality/temperament is less unique than you might think? In fact, many of the aspects that we attribute to our core identities fall within an orderly and predictable framework that can help us better understand the values, joys, strengths, and needs of all people.

The **True Colors: Personal Success Seminar** uses an evidence-based personality/temperament typing framework paired with an engaging learning experience that leaves a lasting impact on participants. This month, we are providing an open-enrollment opportunity to experience this one-of-a-kind training for yourself!

CLPD will host in in-person True Colors workshop on Wednesday (06/18) from 1:30 – 4:30 p.m. on Las Cruces campus. This session is intended for those who have not previously taken the True Colors seminar or if it's been more than three years. All NMSU employees are welcome to participate.

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

True Colors: Personal Success Seminar - Event Registration



Registration Link: <https://forms.office.com/r/icyDV8CDjg>

A Storm is Raging – Jennifer (Jenn) Gabel

Meet regularly with your business team and brainstorm. Intricate business problems are mostly resolved at brainstorming sessions.

– Richard Branson

Done right, brainstorming is a powerful tool for sparking creativity, building collaboration, generating ideas, and solving problems. The key is doing it right. Done wrong, brainstorming can lead to wasted time, mistrust, and poor results. You are probably thinking, “How can you do brainstorming wrong?”

Susan Cain highlights three barriers that undermine its effectiveness.

Psychologists usually offer three explanations for the failure of group brainstorming. The first is **social loafing**: in a group, some individuals tend to sit back and let others do the work. The second is **production blocking**: only one person can talk or produce an idea at once, while the other group members are forced to sit passively. And the third is **evaluation apprehension**, meaning the fear of looking stupid in front of one's peers.

- Susan Cain (2012). “*Quiet: The Power of Introverts in a World That Can't Stop Talking*”, p.89, Broadway Books

There are things you can do to ensure your brainstorming session avoids these problems and brings about the result-oriented outcomes you need.

1. To avoid social loafing and production blocking, choose a brainstorming method that ensures every person contributes. Did you know there is more than one way to do brainstorming? No? Come to this month's **Generating Ideas Through Brainstorming** class to learn multiple methods.
2. To avoid evaluation apprehension, prohibit any discussion of ideas until the brainstorming ends and then use a non-judgmental method for selection the best idea. Evaluation techniques will also be discussed in this month's class.
3. Learn how to effectively facilitate a brainstorming session. Facilitating requires more than just an ability to take notes. In **Generating Ideas Through Brainstorming**, you will get a chance to practice the skills needed to effectively run a brainstorming session.
4. **Schedule your brainstorming session with a CLPD facilitator.** An external facilitator can do things you can't. We ask the “dumb questions,” we are trained in team dynamics and can navigate disruptions or disagreements, and we have multiple tools & techniques up our sleeves. So if traditional brainstorming doesn't work for your team, we can pick the best tool to meet your goals. We provide a typed report following each facilitation, so you don't have to remember what was decided.

Brainstorming is a powerful tool in teams when used properly. It allows teams to “think outside the box” and come up with creative solutions to meet organizational goals. I hope to see you in this month's class, **Generating Ideas Through Brainstorming**. If you decide running a brainstorming session yourself isn't for you, **let us know**. I'd love to work with your team!

Registration for Generating Ideas
Through Teamwork



2025 Annual SET: Countdown to Launch

The new Training Central (Cornerstone) will launch the week of June 16, 2025! That means SET Training will, too. Let's remember the content:

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.



Once the new Training Central is available, you can complete your SET training at the link below.

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

Important Dates to Remember

Upcoming Training Opportunities

Generating Ideas Through Brainstorming

06/12 1:00 – 5:00pm

Registration Link

<https://forms.office.com/r/VWT6sWxH6C>

True Colors: Personal Success Seminar

06/18 1:30- 4:30pm

Registration Link:

<https://forms.office.com/r/icyDV8CDjg>

2025 Annual SET Launches Week of June 16th!

MYNMSU 2.0

Your Tools. Your Dashboard.
Your Way.



- ✓ Modern Design!
- ✓ Personalized Dashboards!
- ✓ MOBILE APP!!
- ✓ Responsive & Intuitive!

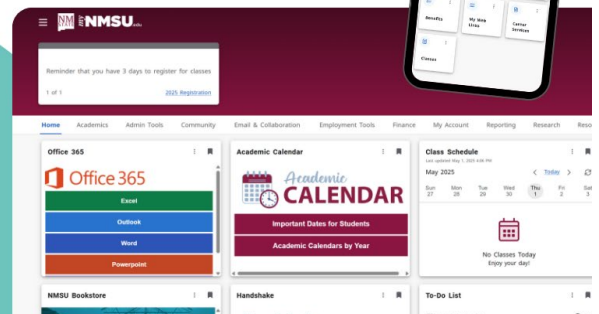
Exciting News Aggies!

MYNMSU 2.0 launches July 15, with the mobile app following on August 15!

Enjoy a fresh new look, improved navigation, and all the tools you depend on—plus exciting new features. Get ready to work smarter and faster!

Stay tuned for more!

Questions? IT Help Desk
help.nmsu.edu (575) 646-4357



Jumbled in June

Word Scramble

In the Northern Hemisphere, June is the month when summer officially begins, and school is out for a long break full of fun and sunshine. Can you figure out the seasonal vocabulary words by unscrambling the letters?



ATFHRE _____
DNDEGWI _____
DUORTIAANG _____
CBAHE _____
OUYEELSNHCK _____
AIOPT _____
IVOACTAN _____
URSMME _____
OUTOSODR _____
JEUN _____
TSNINE _____
AEDEONLM _____

FRFIEYL _____
AEBRCBEU _____
LOTIECSS _____
TOSRHS _____
OLGF _____
NIGKIB _____
LDMIPAO _____
GAENRD _____
PTIR _____
GFLA _____
ATRESRBYW _____
BRAKE _____

June Holidays!



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