



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

# The BRIDGE

*BREAKING SILOS, BRIDGING GAPS*

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## **No Tricks, Just a Treat: New Communication Workshop Debuting This Month!**

Is communication *really* as scary as it sounds? Or, perhaps, we need to face this “monster of our own making” from a fresh perspective? Let’s be frank: communication is challenging and rife with pitfalls and barriers that can easily overwhelm even the most well-intentioned person – we’ve all been there! However, we have so much



knowledge and resources on this topic that break down the mysteries, simplify the complexities, and provide insights to help us overcome the difficulty and communicate successfully in the real-world.

So where do you begin to improve your communication? We want to facilitate your growth by inviting you to our newest training debuting this month:

### **Communication Workshop 1: A Model is Worth a Thousand Words.**

In this session, we’ll unveil the numerous factors that affect our communication by leveraging a model refined over decades of research. On paper, a communication model is informative, but in practice, it becomes empowering! Thus, you will not only learn but also engage in activities to apply your learning in a real-world context. Be prepared to think critically, embrace challenges, and have fun in the process!

**This in-person event will be held on NMSU Las Cruces campus on Tuesday October 21 from 2:00 – 4:00 p.m.** Seats are limited, so register early by first navigating to your [Training Central](#) account. From your **Learner Home Page**, search for the event by title and select it from the drop-down options:

**BE BOLD. Shape the Future. New Mexico State University**

Hi [redacted]! What would you like to learn today?

communication wo

Communication Workshop 1: A Model is Worth a Thousand Words

Scroll down to View Details for this session, then **select “Request”** from the menu options to complete your registration:

## Upcoming Sessions

Session sorting options

Date (Ascending) ▼

OCT

Session Details

21

Tue, Oct 21, 2025, 2:00 PM - 4:00 PM MDT

Register by Tue, Oct 21, 2025, 10:00 AM MDT

Request

Assign

Edit Training

View Roster

Save for Later

Add to Playlist

View Details ▼

24 seats available

Please reach out to Ruben Diaz ([rdiaz2@nmsu.edu](mailto:rdiaz2@nmsu.edu)) if you have any questions or trouble with registration.







Now that we are entering October, we are finally getting in the groove of things. However, as the days begin to get shorter, we feel like there is no time in the day to accomplish everything we need to. Sometimes tasks pile up and it gets hard to prioritize their importance and manage your personal time. The term “time management” is often considered a misnomer. Time itself cannot be managed, but you can manage your life events in relation to time. Often, you may hear someone say, “There’s never enough time in the day.” How you use your time, and manage your tasks, is something that can be worked on. By spending time working on how you manage your events, you may feel less stressed, tend to accomplish more items, and may be more productive.

Here are some tips on how to work on managing your time:

1. Know how to spend your time: Identify how you spend your time. What items are taking the most time? Recognizing which tasks take up most of your time and evaluating whether you’re focusing on the most important ones can guide your next steps. Understanding how long routine tasks typically take also helps you plan more realistically and estimate how much time you have for other commitments.

2. Get organized: When you are not organized, time management may suffer. Keep your spaces clean and that can have an impact on your time management. Spend time learning to process information. Utilize folders for your emails to help keep track of what's what.

3. Delegate and get help if needed: By delegating, you can free up more time to take care of what you feel is important. Assign tasks to people based on their skills and who can get it done just as well.

These are just a few tips. If you want to learn more about managing your time, join me on October 22 for virtual training on how to manage your time. Register for the virtual training here, [Time Management](#).

Please reach out to Nathan Jackson ([natejack@nmsu.edu](mailto:natejack@nmsu.edu)) if you have any questions or trouble with registration.

**DATE: OCTOBER 22ND**

**TIME: 2:00 – 3:00PM**

**LOCATION: ZOOM**

October Time Management Training



October is here, and while the season brings pumpkins, costumes, and cozy vibes, it can also stir up something a little scarier in the workplace: **AI anxiety**.

If you've ever wondered, "*Will AI replace my job?*" or "*How do I even start using these tools?*"—you're not alone. But here's the good news: AI isn't here to haunt your career. In fact, it can **help you thrive**—especially if you're in an administrative or support role.

This October, let's flip the script. Instead of fearing the future, let's **learn the skills that will make us indispensable** in it.

### Why Admins Shouldn't Fear AI

AI tools like Microsoft Copilot, ChatGPT, and scheduling bots are designed to **support**, not replace, professionals. For admin roles, that means:

- Automating repetitive tasks (think: calendar invites, meeting notes, email drafts).
- Organizing information faster.
- Freeing up time for higher-level thinking and creative problem-solving.

The trick? You just need to know how to use them.

AI isn't a monster under the bed—it's a tool in your toolbox. And by learning just a few new skills this fall, you'll be ready to lead with confidence, creativity, and clarity.

So don't be spooked—**be skilled**. 🍁

## The October Learning Challenge: 5 Skills in 5 Weeks

Ready to turn fear into fuel? Here's your challenge: **Learn one new skill each week this October** to boost your confidence and career.

### *Week 1: Intro to AI Tools for Admins*

Learn how tools like Microsoft Copilot or ChatGPT can streamline your workflow.

*Suggested course:* "[Microsoft Copilot: The Art of Prompt Writing](#)"

### *Week 2: Time Management & Digital Organization*

Master calendar blocking, task batching, and digital planners.

*Suggested course:* "[Time Management for Busy People](#)"

### *Week 3: Excel & Data Basics*

Learn formulas, pivot tables, and how to analyze data like a pro.

*Suggested course:* "[Excel Essential Training](#)"

### *Week 4: Canva & Visual Communication*

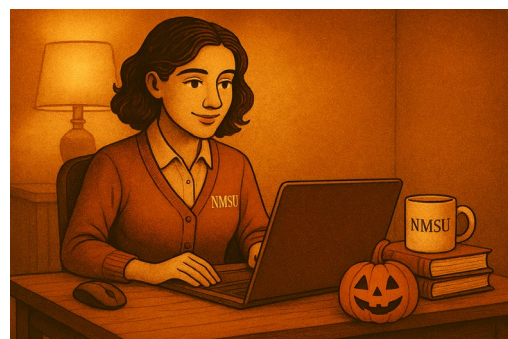
Create polished reports, social posts, or internal docs with ease.

*Suggested course:* "[Canva: Designing Engaging, Accessible Presentations](#)"

### *Week 5: Communication in the Age of AI*

Improve your writing, tone, and clarity—especially when AI is helping draft.

*Suggested course:* "[Amplify Your Communication Skills with Generative AI](#)"







*In the spirit of Halloween and expanding on Bré's article on AI opportunities, I present to you an article written with the help of ChatGPT.*

Becoming a manager for the first time can feel like walking through a haunted house—you never know what's lurking around the corner. Will your team respect you? How do you handle tough conversations? What if you make the wrong decision? It can all feel a little spooky at first, but like any good Halloween story, the fear fades once you shine a light on it.

Here are some “tricks” and “treats” for first-time managers:

🕸 **Trick: Trying to Do It All Yourself**

It's tempting to prove your worth by taking on every task. But managers who hoard work quickly become overwhelmed.

🎁 **Treat: Delegate Wisely**

Empower your team by matching tasks to people's strengths. This builds trust and frees you to focus on the big picture.

🕸 **Trick: Avoiding Difficult Conversations**

Like monsters under the bed, small issues only grow scarier if ignored.

🎁 **Treat: Address Issues Early**

Approach with empathy and clarity. Feedback, when given respectfully, builds stronger teams and prevents “frightful” problems later.

🕸 **Trick: Forgetting You're Still Learning**

Some new managers feel they must instantly have all the answers.

🎁 **Treat: Be Curious and Open**

Ask questions, seek mentors, and learn from your team. Leadership isn't about being perfect—it's about growing with others.

**Final Thought**

Your first management role doesn't have to be a nightmare. With the right mindset and a few leadership “treats” in your bucket, you'll discover that being a manager is less like battling ghosts and more like leading a costume parade—bringing out the best in everyone while enjoying the journey together. This month, I'll be offering a virtual training, [Avoiding Manager Pitfalls](#), where we will discuss seven of the scariest pitfalls you may face as a manager and ways you can avoid them.



Jack works for NMSU and loves Halloween. He has a reputation for it among his co-workers. They all fondly remember previous years when he put a skeleton outside looking into their break room window, the giant spider hanging from the ceiling of his office, and the time he wore a horse mask to work.

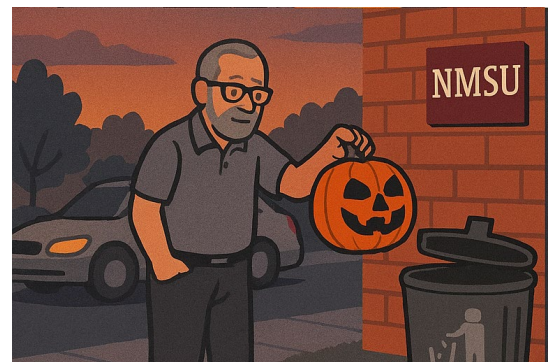
But this year he has a plan to outdo himself: a jack-o-lantern that breathes fire. He plans to bring the carved pumpkin in the morning, put it in the break room, and then he will take it outside and light it up as he waves goodbye to his co-workers.

To breathe the fire, Jack needs an aerosol. After looking at his options, he settles on butane as an affordable option and buys a can of spray small enough to hide in the pumpkin and fire when triggered.

It all goes as planned. His co-workers love the jack-o-lantern that looks like Darth Vader, and they drive away smiling at 5pm watching Darth breathe fire at dusk.

Mission accomplished! Jack is ready to go home as well. He hops in his car and heads out. Oops! Then he gets back out and tosses Darth Pumpkin into a trash can. It's Friday, and he no longer needs his fire-breathing pumpkin.

Rules and laws have just been broken! What rules or laws? Can you explain why?



[Click here to view the answer!](#)

*Halloween thrills should never ignite real risks.  
A little scare is fun—real flames are not.*







Concrete language is a communication strategy that helps you get to the point faster, speak/write clearly, and get the message across more effectively. To learn more and get some practice, please attend the CLPD session about this topic on **Friday, October 17, 2025.**

You can sign up here: [Concrete Language Sign-Up.xlsx](#)



*Even the ghosts are grateful —  
thank you to our custodial  
heroes!*

**NATIONAL CUSTODIAL WORKERS  
RECOGNITION DAY  
OCTOBER 2**



**NATIONAL BOSS'S DAY  
OCTOBER 16**



*Bosses like this don't just  
haunt the office —  
they run it!*

*From your CLPD family: Have  
a safe, spooky, and spectacular  
Halloween!*



**HAPPY HALLOWEEN**



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