



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

The BRIDGE

BREAKING SILOS, BRIDGING GAPS

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Offerings

Planning for the Future: An Introduction to Succession Planning.

This two-hour virtual session will introduce you to the process and tools to create a succession plan for your organization. After this short introduction, if you want more guidance, you can request our [facilitation services](#).

MS Teams

November 13th, 1:30 – 3:30 p.m.

Register via : [Training Central](#)



Using Active Listening at Work

We all listen to people or things throughout our days, but many of us don't actually. Key details get lost, people get ignored while other people are waiting to speak, and confusion abounds. In this virtual session, we will examine a range of strategies to improve our listening habits and ensure that those we are communicating with are heard.

MS Teams

Friday, November 21st at 3pm.

Interested? You can register here: [Active Listening Sign-Up](#)



Check Out Our
Rewards and Recognition
Toolkit

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

BE BOLD. Shape the Future. New Mexico State University

The Beginning of the End – Jenn Gabel

As we enter November, we begin the holiday season, and the beginning of the end of the year. This is a great time to reflect on what you have accomplished this year, what you are thankful for, and what you want to do better at, or accomplish next year. As an organization, start looking toward the performance evaluation cycle, looking at your organizational goals, and identifying needs for the coming year. These two approaches to reflection and planning are in a symbiotic relationship.

Leaders need to assess the capabilities and aspirations of their employees to create a good organizational plan. Individuals need to consider the department's resources and goals when determining their own development needs.

If you missed the debut in August, this month I'll again be offering the new training, **Planning for the Future: An Introduction to Succession Planning**.

Here are a few comments from those who attended in August (posted with permission).

- Great presentation. Very useful and informative.
- Thank you for the support and guidance, as always!
- Very informative

When participants were asked what they would *start*, *stop*, or *continue* doing as a result of the training session, they responded...

- I will stop being so hard on myself and trust in the process.
- I want to start identifying the core roles and create ... standard operating procedures by end of year.
- Stop waiting until decisions are made (retiring, termination, budget cuts). Get a head start.
- Prioritize planning.



This class will be virtual through MS Teams on **November 13th, 1:30 – 3:30 p.m.**

To register, log in to [Training Central](#). Go to your Learner Home page and search for the class title “Planning for the Future: An Introduction to Succession Planning”.

As for me, I am thankful to my fabulous team in CLPD, the teams I have had the opportunity to work with, and all those with whom I hope to work with in the coming year.

I also want to acknowledge and thank all of NMSU's veterans on Veterans' Day. Thank you and your families for your service!

The Case of the Professor and the Pregnant Student – Rob Curr

Olivia is a student in Professor Holt's class. One thing that makes her stand out among the other students is that she's three months pregnant. On Friday, Professor Holt's class will take a major exam. Olivia comes to visit him during office hours. She tells him that Friday is the day she's due for a sonogram during the exam, that the hospital refuses to reschedule the sonogram, that she's has the doctor's orders for the sonogram, and that she would like to request accommodation for the situation.

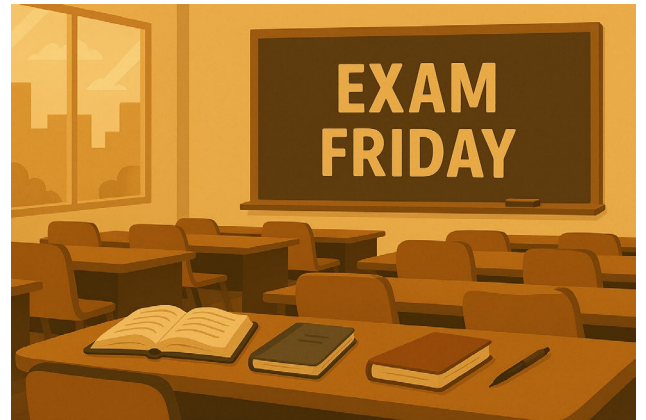
Professor Holt tells Olivia that he will not provide any accommodations, that she must accept responsibility for her pregnancy, and that she should drop out of NMSU.

YOU BE THE JUDGE

Has Professor Holt violated any rules or laws? If so, which ones?

He has violated:

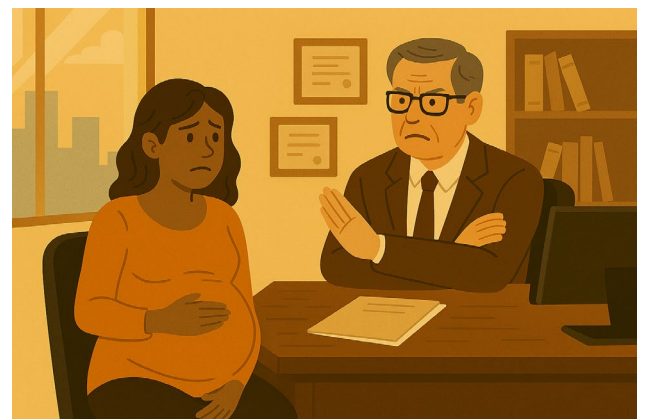
- ☐ ADA rules and laws
- ☐ Olivia's Civil Rights
- ☐ Olivia's Title IX protections
- ☐ None of the above



If you said, 'none of the above', can you explain exactly why?

If your answer is that Professor Holt broke rules and laws, can you explain exactly why?

[Click Here for the Answers.](#)



Thankful for Tech: Digital Tools That Make Work Easier – Bre Garza

As we enter the season of gratitude, it's the perfect time to reflect on the tools that help us stay productive, connected, and efficient. This November, CLPD invites you to explore LinkedIn Learning courses that spotlight the digital tools we rely on every day—and maybe discover a few new ones to be thankful for!

Featured Tools & Courses

•Microsoft Excel

Course: “Excel Tips Weekly”

Learn various tips and shortcuts to enhance your efficiency in Excel, gain insights into advanced Excel functions, discover cool hidden features and need to know functions. Tune in every **Tuesday** for a new tip from expert Dennis Taylor.

•Microsoft Teams

Course: “Microsoft Teams Essential Training”

Master collaboration features like chat, meetings, file sharing, and integrations to streamline communication.

•Outlook & Email Management

Course: “Outlook: Time Management with Calendar and Tasks”

Discover how to use Outlook to manage your calendar, tasks, and emails more effectively.

•Power BI

Course: “Power BI Essential Training”

Turn data into insights with interactive dashboards and reports.

•OneNote

Course: “OneNote Essential Training”

Organize your notes, ideas, and meeting minutes in one easy-to-access digital notebook.

Why It Matters

Digital tools aren't just about convenience—they're about empowerment. Whether you're managing projects, analyzing data, or collaborating with colleagues, the right tools can help you work smarter, not harder.

Quick Tip

Try setting aside 30 minutes this month to explore a new LinkedIn Learning course. You might find a feature or shortcut that saves you hours in the long run!



Important Dates to Remember



NOVEMBER 27 - 28
NMSU CLOSED

**HAPPY
THANKS
GIVING**



Apples to Apples Logic Puzzle

Four girls helped their grandpa collect apples. Each girl used a basket of a different color and collected a certain amount of apples. How many apples are in the green basket?

1. Rachel used the white basket.
2. Rachel carried 4 more apples than the girl that used the red basket.
3. The girl that carried 20 apples is either the girl that used the red basket or the girl that used the white basket.
4. Gina carried 4 more apples than Berenice.
5. Berenice used the blue basket.

		Amount				Basket			
		20	22	24	26	blue	green	red	white
Name	Berenice								
	Gina								
	Rachel								
	Trisha								
Basket	blue								
	green								
	red								
	white								

	Amount	Basket
Berenice		
Gina		
Rachel		
Trisha		

Play This Logic Grid
brainzilla.com/x/lgp/38



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