This comprehensive training session will focus on incident and injury reporting. Instructors will provide a basic understanding of risk management that includes identification, evaluation, and risk mitigation strategies. The presentation will also include information on injury claims, waivers, and certificates of insurance as well as volunteer forms, staff leave, and Workers’ Compensation.

**2 Sessions:** 9 a.m. – 10 a.m. or 2 p.m. – 3 p.m.
Holland Centennial Commons, Room 325

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**MARCH 1**

**Productivity Tools:**
Google Drive and Google Forms

This workshop will demonstrate how to use Google Drive, Forms, and Sheets to collect information and feedback from people. We will demonstrate how to create a simple form, share the URL address, and review the results of the data collected.

During the session, attendees will have the opportunity, after a brief presentation, to work on a project of their choice and receive feedback from the session instructors. If you would like more information about this session, or if you would like to register to attend, please visit [http://goo.gl/forms/hN4vcv10wx](http://goo.gl/forms/hN4vcv10wx).

**2 Sessions:** 8 a.m. – 9 a.m. or 1 p.m. – 2 p.m.
McDonald Building, Room 111

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**APRIL 5**

**Get the Help You Need:**
How to hire a work-study student

This training session will explain the Federal Work Study Program, DSU’s hiring procedures, and the benefits of hiring work-study students in your areas.

**2 Sessions:** 9 a.m. – 10 a.m. or 2 p.m. – 3 p.m.
Holland Centennial Commons, Room 325