

Administrative Professionals



All Hands Meetings: 2025-26 Schedule

Sessions cover topics chosen by the administrative professionals to develop new skills, understanding, and help in their role. Please RSVP by accepting the Outlook meeting invite or contact Marco Anzures, Professional Learning Coordinator, to be added.

[Zoom link](#) and Meeting ID 867 4531 3448

**JAN
26**

I'm Too Busy to Eat Healthily

🕒 11:00 AM - 12:00 PM 🧑 OPTUM

**FEB
23**

National University: Educational Opportunities for Employees

🕒 11:00 AM - 12:00 PM 🧑 Shaniece Lewis, National University

**MAR
23**

AI in the Workplace: Practical Applications for Staff in Higher Education

🕒 11:00 AM - 12:00 PM 🧑 Alison Gurganus

**APR
27**

Understand and Embrace Diversity

🕒 11:00 AM - 12:00 PM 🧑 OPTUM

**MAY
18**

How to Improve Communication Skills for Employees

🕒 11:00 AM - 12:00 PM 🧑 OPTUM

**JUN
22**

CalPERS: Understanding Your Benefits

🕒 11:00 AM - 12:00 PM 🧑 CalPERS