



Employee Training and Development Series

The Office of Human Resources would like to inform you of the training opportunities available for next week. All trainings will be held in The Office of Human Resources, located in the BTC/SunTrust Building.

Registration for trainings is easy!

Call HR at 594-7145, or e-mail hr@cnu.edu

TRAINING SEMINAR SCHEDULE

For May 9th through May 13th

- **Monday, May 9:** ***Performance Management/Evaluating Classified Employees** 11:00am - 12:00pm
This training is offered to supervisors, managers and employees. Supervisors and managers will receive an overview on how to complete the evaluation process on their employees. Employees receive information on the evaluation process, when it takes place and what they can expect in a performance management discussion.
- **Thursday, May 12:** ***Prostate Cancer Awareness** 12:05pm - 12:55pm
What is PSA? Learn the definition for this term and more in this informative class on men's health. This class will focus on prostate cancer and the importance of having regular screenings. The class will also increase your awareness of risks factors, warning signs and preventative tips. This is a Lunch n' Learn training. Employees are encouraged to bring their lunch. Bottled water and a healthy snack will be provided.



IMPORTANT BENEFITS INFORMATION

Open enrollment for health insurance and the Flexible Benefits Program began April 15, 2011 and will continue through May 16, 2011. You may enroll, waive or make changes to your existing health care coverage during this time.

This year, many new rules apply to dependent eligibility for health insurance.

Effective July 1, 2011:

- Eligible dependent children may be covered up to the end of the year in which they turn age 26;
- Children may be married;
- May or may not reside full-time with the employee or other natural or adoptive parents;
- May or may not be away at school;
- And, for these situations, the employee's financial support no longer applies to eligibility.

There is additional information on adding dependents and other changes that are outlined in the Department of Human Resources Management's newsletter - *Spotlight on Your Benefits* which can be found on their web page (<http://www.dhrm.virginia.gov/>). For more information on training dates and times, please check out our benefits page at <http://www.cnu.edu/hr/benefits/index.asp>.