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The Spinnaker

Human Resources Update - February 24, 2012

Registration for trainings is easy! Call HR at 594-7145, or e-mail hr@cnu.edu

Wednesday, Mar 7: *Introduction to the On-Line Recruitment Process 10:00pm - 12:00pm

Presented by: Emily Slicer-Smith, HR Recruitment Manager

This training is designed to provide all supervisors and hiring managers with the skills they need to effectively navigate the recruitment process. Participants will learn how to screen candidates, prepare for and conduct interviews and make final selections based

upon a thorough and complete assessment of all applicants. *Location: HR, BTC building

Thursday, Mar 8: *Understanding Workers Compensation 10:00am - 11:00am

Presented by: Human Resources Benefits Team

Workplace accidents happen. Come to this seminar and learn how Worker's Compensation works. *Location: HR, BTC building

Friday, Mar 9:

*Conflict Resolution Strategies 12:05pm - 12:55pm

Presented by Optima Health, Employee Assistance Program Team

Conflicts are inevitable - anger, grudges, hurt and blame are not. Left unchecked, workplace conflict can bring a department, team or even an entire organization to its knees. However, conflict can bring positive changes and growth as well. This training offers tips on learning how to turn conflict into a power tool for change, unity and

collaboration for your organization. **Location changed to McMurrin Hall, Room 101

Wednesday, Mar 14: *Getting the Most Out of the CNU Tribble Library 12:00pm - 12:45pm

Presented by Amy Boykin, Librarian **Location: Tribble Library, Room 170

Discover the many resources available to you - find out about library books and movies, locate news information you can use, get the latest medical information and travel ideas,

read your favorite journals and magazines online, plus improve your mental "spam alert" system. All of this -- from your library!

Tuesday, Mar 20: *Strategic Planning - Effective SWOT Analysis 2:00pm - 3:00pm

Presented by Dean Dave Doughty Location: TBA

To be successful and build competitive advantage for the future, leaders need to leverage

every asset they have. Strategic planning and periodic assessments of your department are essential to overall success. SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis is an important strategic planning tool in this process. Learn how this type of strategic planning and analysis for leaders can give a full-circle perspective of where your department stands and provide the tools and information necessary to establish goals and objectives.

CNU COMPENSATION STUDY REMINDER

Please remember that all Position Description Questionnaires (e-PDQs) should be completed no later than March 10,

2012. These questionnaires were sent to supervisors of all AP and classified exempt employees with instructions on how

to complete and submit. Once completed, forward to dbrock@smcknight.com. For more detailed information and periodic

updates on the Compensation Study, please visit our web site.

MARCH TRAINING
OPPORTUNITIES