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The Spinnaker

Human Resources Update - January 13, 2012

Employee Training Opportunities and News

All trainings will be held in The Office of Human Resources, located in the BTC/SunTrust Building,

unless specified otherwise. Registration for trainings is easy!

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

TRAINING SEMINAR SCHEDULE

for the week of January 16 through January 20

Tuesday, Jan 17: *Conflict Resolution Strategies 12:05pm - 12:55pm Presented by: Optima EAP

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.

Wednesday, Jan 18: *Introduction to the On-line Recruitment System 10:00am - 12:00pm

Presented by: Emily Slicer-Smith

This program 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 conduct an efficient hiring process by learning how to effectively screen candidates, pre-

pare for interviews, conduct interviews and make a final selection based upon a thorough

and complete assessment of all applicants. The session will also address hiring process documentation and all necessary paperwork needed to ensure a timely offer can be made.

Thursday, Jan 19: *Leadership Readiness 2:00pm - 3:00pm

Presented by: Dean Robert Colvin

This seminar introduces the concepts and principles of leadership and explores the attributes of a successful leader. This will enhance your leadership knowledge and give you a firm foundation for future seminars on this topic.

W-2 Information shared by Payroll of the Business Office

W-2 forms are completed by the State and then forwarded to the University

Electronic copies of the forms will be available on Payline no later than January 31, 2012

The Business Office will notify employees when physical W-2 forms have been received and are available for pickup

Forms not picked up will be postmarked and mailed to the employee's address of record on January 31, 2012

According to the IRS regulations, employers have until January 31, 2012, to mail W-2 forms

BE ON THE LOOKOUT! COMING SOON!

Make 2012 the year of GOOD HEALTH AND PROFESSIONAL GROWTH!

We are pleased to announce the continuation of two popular training series for the spring semester;

CNU Free Fitness Class Series and Computer Training!

Fitness Classes: Every Monday and Wednesday (beginning Jan 23) 5:20-6:00PM, Freeman Center

Computer Classes*: Excel Beginner - Jan 19, Mar 15 & May 17 10:00-11:00AM, Ratcliff, Room 200

Google Sites - Feb 16 & April 19 9:00-10:00AM, Ratcliff, Room 200

Google Apps - Feb 16 & April 19 10:00-11:00AM, Ratcliff, Room 200

*Courses not listed above will be offered at another time.