Employee Training and Development Seminar Series

Christopher Newport University's Office of Human Resources (HR) is committed to providing a myriad of programs and services as a benefit of employment to help employees pursue career and personal enrichment, professional advancement and continuous learning.

We are pleased to announce the comprehensive Fall 2013 CNU Employee Training and Development Seminar Series to include a vast array of topics including professional and personal growth, employment issues, administrative topics and career development.

SEMINAR SERIES

HERE'S TO HEALTHY HOLIDAYS!
Let's jump start our New Year's Resolution!

Are you worried about gaining holiday weight? According to WebMd, studies show that the average American gains 1 to 2 pounds during the holiday season. Those extra pounds tend to become permanent baggage. Year after year, those pounds can add up, and contribute to health issues later in life!

Everyone has heard the phrase, "Just take the stairs." Well that is exactly what we are challenging you to do this holiday season.

Here's how the challenge works: Stair-steppers are encouraged to walk 200 flights of stairs between November 1, 2013, and January 1, 2014. A flight of stairs will be considered to be from one floor to the next, approximately 10 steps. Only flights of stairs going up will count! If you have health concerns, please consult your physician before beginning this challenge.

There is a Stair Climbing Log on the Human Resources' website for Training and Development. Those that complete the challenge and turn in their log to HR by Friday, January 10, 2013, are eligible to win exciting prizes. Let's encourage our colleagues to take the stairs and get climbing!

The Office of Human Resources
(757) 594-7145   FAX (757) 594-7236

CNU's Office of Human Resources
presents
The Fall 2013 Employee Training and Development Seminar Series

HEALTHY EATING: JAZZ IT UP WITH THESE TIPS

Play with your food. Experiment with new foods and new combinations. Try mango or peach slices on whole-wheat toast with a little peanut butter and honey.

Toss on some beans. Add chickpeas (garbanzos) or black beans to your lunch or dinner salad. If you typically buy a salad or soup at work but no beans are available, bring a container of beans from home.

Try tofu. Stir-fry extra-firm or firm tofu instead of meat in Asian-style dishes. Freezing and then thawing tofu before use gives it a firmer, chewier texture.

Snack smart. Make a nutritious snack rather than a full meal when time is tight. For example, spread a brown rice cake with ricotta cheese and fresh strawberries or low-sugar, spreadable fruit.

Bulk up. Add crushed bran (or oats or whole grain) cereal or unprocessed wheat bran to baked products, such as meatloaf, breads, muffins, casseroles, cakes and cookies.

Go green. Vary your salad greens and enjoy the multitude of flavors and textures that are available. Choices include arugula, chicory, collard greens, dandelion greens, kale, mustard greens, spinach and watercress. Try mixing varieties to get all the nutrition benefits and all the flavors.

Multitask. Choose a dish that serves as a full meal for quick and simple cooking. Healthy examples include beef, barley and vegetable stew; chicken, vegetable and rice casserole; turkey and bean casserole with tomatoes; or vegetarian chili with beans and diced vegetables.

Add a side of salsa. Whether it's mild, fruity, hot, smooth or chunky, salsa is a great companion for potatoes, vegetables, fish, chicken, meats and even eggs.

Spice it up. Use herbs and spices to add color, taste and aroma. Sprinkle rosemary on roasted potatoes, cubed squash (or veggies) or grilled meats. Add freshly chopped chives to omelets or pasta salads.

Explore the world. Discover and enjoy foods from around the world. Some of the world's most intriguing ingredients — quinoa, edamame, bok choy, bulgur — are as nutritious as they are delicious

The fall series begins September 2013 and will continue through December 2013.

The purpose of this training and development series is to:
- Increase knowledge and expertise in work related topics.
- Promote health and wellness in both our professional and personal life.
- Enhance our ability to do our job effectively.
- Strengthen our ability to communicate successfully.
- Deliver opportunities for colleagues to network within the CNU community.

This series will consist of:
- Weekly *Lunch 'N' Learn* workshops. Bring your bag lunch and Human Resources will supply water and healthy snacks. Learn about various health and wellness topics.
- Free evening fitness classes held at the Freeman Center.
- Specialty workshops and classes that enhance professional development.
- Trainings designated as required by the Commonwealth of Virginia and Christopher Newport University regulatory guidelines.

Don't forget to sign-up for all of the trainings you would like to attend! Contact us today!

Trainings that do not have anyone registered will be cancelled. Supervisors, whenever possible, please allow employees to attend training. Call HR at 4-7145, email at hr@cnu.edu, or register online. An explanation for how to register is available on page 6 of this brochure.

If you have any questions concerning the trainings, please contact Stacey Carroll at 4-7145 or stacey.carroll@cnu.edu.

For questions, please contact the Office of Human Resources at 594-7145.

REFERENCE SHEET FOR EMPLOYEES, SUPERVISORS AND MANAGERS TO DETERMINE REQUIRED TRAINING NEEDS

REQUIRED COURSES	S/M	E	D	NOTES
Alcohol & Other Drugs Policy	X	X		Required by DHRM
Cyber Security Awareness	X	X		Required by DHRM
Emergency Preparedness (CNU)	X	X		Required by CNU
Grievance Procedure	X	X		Required by DHRM
HIPAA Privacy Notice			X	Required by Federal Office of Health & Human Services
I-9 Form: Complying with the Department of Homeland Security Requirements			X	Required by CNU
Jeanne Clery Act "Campus Security Authority" Training			X	Required by CNU
Key Workplace Traditions	X	X		Required by CNU
Maintaining a Sexual Harassment-Free Workplace	X	X		Required by CNU
Performance Management/Evaluating Classified Employees	X	X		Required by DHRM
Preventing Workplace Violence	X	X		Required by DHRM
Records Management: The Public Records Act, The Library of Virginia, and You			X	Required by CNU
Statement of Economic Interest (SOEI))/Conflict of Interest Act			X	Required by DHRM
Supervisor's Guide to the Employee Resource System and Employee Separation Procedures	X			Required by CNU
Terrorism & Security Awareness Orientation	X	X		Required by DHRM

S/M: Supervisors/Managers   **E**: Employees   **D**: Designated Employees

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HEALTH AND WELLNESS/LUNCH 'N' LEARN SERIES

Christopher Newport University
Office of Human Resources

Training Registration Request

Employee Section

Name _____

Department _____

Office Phone _____

Email Address _____

NAME OF SEMINAR	DATE(S)	TIME

Supervisor's Approval Section

Name _____

Office Phone _____

Email Address _____

*Please ensure that you understand your pay and leave status for attending the seminars, as discussed with your supervisor with consultation from HR. Supervisor's approval must be secured prior to registering for training (excluding employee's personal lunch break or after work hours).

How to Register

CLASSROOM TRAINING PROGRAMS

Registration for any of the Employee Development and Training seminars is as easy as **1**. . . **2**. . . **3**!

1. ***Online:*** **To** access the on-line Google Document Training Registration Request form: CTRL+click the link below:
   https://docs.google.com/a/cnu.edu/spreadsheet/viewform?formkey=dFE1Um1EOWtLSnZOeUNDMmZYZnN3cUE6MA#gid=0

   Complete and submit the registration form. You will receive a confirmation email when your request has been processed.

2. ***Campus Mail***: Print and send a completed copy of the Training Registration Request Form (page 7) to the Office of Human Resources in the BTC/SunTrust Building.

3. ***Call:*** The Office of Human Resources at 594-7145.

NOTE:

*All classes require registration. Please register early as classes are limited to 20 participants.

** Please inform your supervisor of the course you are requesting to attend, to include the time of the course. You are requested to secure your supervisor's approval prior to registering for the seminars (excluding personal lunch break or after work hours).

INSTRUCTIONS ON HOW TO REGISTER WITH THE KNOWLEDGE CENTER

The Commonwealth of Virginia Knowledge Center (CoVKC) is a web-based application that delivers self-study training topics to your desktop, as well as tracks your progress through the training. To access the CoVKC, you need to navigate to the appropriate Web site and register as a new user. All state employees' accounts are automatically created within 2 - 10 days from date of hire.

Access the CoVKC:
Step 1. Open your Internet browser (such as Internet Explorer, Netscape, AOL, etc.).
Step 2. In the Address line, enter: https://covkc.virginia.gov.

Register in the CoVKC:
1. Click on the "Forgot Login ID?"
2. Enter your Last Name and CNU email address, then click the "Get Login ID" button
3. Your Login information will be emailed to your CNU email account.
4. Return to the CoVKC website by following the email link, or by entering the web address into the address bar again (https://covkc.virginia.gov).
5. Click on the "Forgot Password?" link.
6. Enter your Login ID that you received in your CNU email account, then click "Continue".
7. A temporary password will be sent to your CNU email account.
8. Once again, return to the CoVKC website by following the email link, or by entering the web address into the address bar (https://covkc.virginia.gov).
9. Enter your Login ID and your temporary password, then click on the "Log In" button.
10. You will now be prompted to create your own password. Once you have created your new password, you are able to continue to the home page of the CoVKC.
    Note: Make sure to write down your Login ID and Password, as you will need this information to login to the COVKC in the future.

*For questions or problems during the registration process, contact the State Knowledge Center Administrator at CoVKCadmin@dhrm.virginia.gov.

Access CoVKC Training:
1. Login to CoVKC (See Directions Above)
2. Select the search bar near the top right side of the website.
3. Enter keyword, title, or partial title for the training.
4. Click on the training title
5. Click "Enroll", then "Enroll" again.
6. Now click "Access Item" and complete the course.

OUTLINE OF REQUIRED TRAINING

This series identifies human resources and related training that is required by law, executive order, and/or human resource policy for all employees covered by the Virginia Personnel Act, and certain non-covered employees.

ALCOHOL & OTHER DRUGS POLICY
(Policy given out to and reviewed with all new employees during orientation)

This training includes how to recognize behaviors that may indicate impairment from alcohol and/or other drug use; appropriate referral techniques; and resources for rehabilitation for alcohol and other drug use. Ongoing employee education.

Target Audience: Managers, Supervisors, Employees

Training Available: Online at the Commonwealth of Virginia's Knowledge Center. To access the Knowledge Center training follow the instructions on page 8 and enter the following keywords:
  * For all **Employees**: DHRM-HR Policy - Alcohol and Other Drugs Policy.
  * For **Managers and Supervisors**: MVP - HR Policy & Law - Alcohol and Other Drugs Policy.

Required by: DHRM Policy #1.05, Alcohol and Other Drugs

CYBER SECURITY AWARENESS

This training was developed as a fun way for you to learn about protecting information. It will take you through several topics and interactive lessons followed by a quiz. You are a very important cyber security contributor in your government organization. The key to cyber security is to remember that cyber security is everyone's responsibility.

Target Audience: Managers, Supervisors, Employees

Training Available: Online at the Commonwealth of Virginia's Knowledge Center. To access the Knowledge Center training follow the instructions on page 8 and enter the following keywords: Cyber Security Awareness Training.

Required by: DHRM; Information Technology Resource Management (ITRM) Information Security Standard SEC 501-01. **Training Required Annually.**

EMERGENCY PREPAREDNESS (CNU)
Workplace Violence Prevention, Security Awareness, CNU Alert

This introduction to campus safety at CNU is designed to increase staff awareness of the University Police, CNU's workplace violence policy, and emergency management.

Part I of the training addresses the University Police Department, including special programs conducted by police officers on campus, scope of law enforcement authority and the department's jurisdiction, crime prevention and awareness programs, and important emergency contact information.

Part II introduces CNU employees to the campus workplace violence policy. It includes useful information on how to spot workplace violence, explains the workplace violence policy in clear language, and discusses the consequences of committing an act of workplace violence on campus. This portion of the Campus Safety Overview is required, pursuant to the Department of Human Resources Management Workplace Violence Policy #1.80.

Target Audience: Managers, Supervisors, Employees

Required by: Christopher Newport University

Presenter: CNU Police Department

Training Available: BTC/SunTrust Building, Human Resources (first floor), Training Room

Time: 9:05am - 10:30am

Date(s):
Wednesday, September 11, 2013	Wednesday, November 13, 2013
Thursday, September 26, 2013	Tuesday, November 26, 2013
Friday, October 11, 2013	Wednesday, December 11, 2013
Tuesday, October 29, 2013	

GRIEVANCE PROCEDURE

Learn the fundamentals of using the grievance procedure to resolve workplace disputes. Participants will learn about the roles and responsibilities of the grievance, management respondents, agency head, the Department of Employment Dispute Resolution, hearing officers, and the courts in resolving grievances.

Target Audience: Managers, Supervisors, Employees

Training Available: Online at the Commonwealth of Virginia's Knowledge Center. To access the Knowledge Center training follow the instructions on page 8 and enter the following keywords:
   * For all **Employees**: EDR - Workplace Dispute Resolution Services Overview.
   * For **Managers and Supervisors**: MVP HR Policy & Law - Understanding and Using the Grievance Procedure.

Required by: Code of Virginia § 2.2-3000

HIPAA PRIVACY NOTICE

A covered entity must train all members of its workforce on the policies and procedures with respect to protected health information required by this subpart, as necessary and appropriate for the members of the work-force to carry out their functions within the covered entity.

The Office of Health Benefits, the health plan for the Commonwealth of VA, administers the health benefits program in cooperation with state agency benefits offices. It is expected that the individuals responsible for the duties associated with the administration of the Plan within the state agency be trained on the policies and procedures required by the HIPAA (Health Insurance Portability and Accountability Act) Privacy Rule.

Target Audience: Human Resource Professionals; Benefits Administration Staff and Payroll; Employees who are involved in the administration of health benefits

Training Available: Online at the Commonwealth of Virginia's Knowledge Center. To access the Knowledge Center training follow the instructions on page 8 and enter the following keywords:
DHRM-OHB - HIPAA Privacy

Required by: Federal Office of Health and Human Services (HHS) - Administrative Requirements § 165.530 (b)(1)

I-9 FORM: COMPLYING WITH THE DEPARTMENT OF HOMELAND SECURITY REQUIREMENTS

The Employment Eligibility Verification Form I-9 is a U.S. Citizenship and Immigration Services form. This training is designed to educate designated employees about the form, the e-verify system and verification process as it applies to CNU applicants for employment. To ensure CNU adheres to this federal requirement, I-9 training has been created to provide helpful information and educate designated employees about the process.

Target Audience: Designated Employees

Training Available: BTC/SunTrust Building, Human Resources (first floor), Training Room

Required by: Christopher Newport University

Presenter: Ali Gustafson, HR

Time: 9:00am - 11:00am

Date(s): Monday, October 7, 2013

JEANNE CLERY ACT "CAMPUS SECURITY AUTHORITY" TRAINING

The training is being offered for those faculty and staff who have been designated as a CSA or "campus security authority" for the University. A Campus Security Authority (CSA) is responsible for providing information to a victim and reporting information to an applicable resource when a criminal offense or Title IX offense has been reported to them. If you have received an email regarding your designation, you are required by the Department of Education to take this training.

Target Audience: Employees who have been designated as a Campus Security Authority (CSA)

Training Available: BTC/SunTrust Building, Human Resources (first floor), Training Room

Required by: Christopher Newport University

Presenter: Captain Scott Austin, University Police

Dates and Times: Monday, September 9, 2013, 1:00 pm - 2:00pm
Friday, September 20, 2013, 9:00am - 10:00am
Monday, September 30, 2013, 1:00pm - 2:00pm
Thursday, October 3, 2013, 9:00am - 10:00am
Monday, October 7, 2013, 1:00pm - 2:00pm
Thursday, October 17, 2013, 9:00am - 10:00am
Thursday, October 24, 2013, 9:00am - 10:00am

KEY WORKPLACE TRADITIONS

Christopher Newport University has Key Workplace Traditions that make CNU a unique and special place for students and employees to work and learn. This program has been created to introduce employees to our Key Traditions which include; Friendly, Caring and Energetic Service, Anticipating and Meeting Needs, Unrelenting Attention to Detail, Inspiring and Uplifting Others, Putting Students First and Transforming Lives. During this seminar, attendees will explore ways in which the Key Traditions come alive on campus to support and encourage lives of meaning and purpose across the Christopher New University community.

Target Audience: All Employees

Training Available: BTC/SunTrust Building, Human Resources (first floor), Training Room

Required by: Christopher Newport University

Presenter: Ali Gustafson and Stacey Carroll, HR

Time: 8:30am - 12:00pm

Date(s):   Tuesday, September 10, 2013   Tuesday, November 12, 2013
Wednesday, September 25, 2013   Monday, November 25, 2013
Thursday, October 10, 2013   Tuesday, December 10, 2013
Monday, October 28, 2013

MAINTAINING A SEXUAL HARASSMENT-FREE WORKPLACE

CNU is dedicated to providing a harassment and discrimination-free workplace. This seminar is designed to increase your knowledge about maintaining a sexual harassment-free workplace through education and awareness about the types of sexual harassment in the workplace. Participants will learn how to recognize harassment, techniques for basic intervention, and the campus resources available for support and action.

Target Audience: All Employees

Training Available: BTC/SunTrust Building, Human Resources (first floor), Training Room

Required by: Christopher Newport University

Presenter: Michelle Moody, Director of EO and Faculty Rescruitment

Time: 3:15pm - 4:30pm

Date(s):
Tuesday, September 10, 2013	Tuesday, November 12, 2013
Wednesday, September 25, 2013	Monday, November 25, 2013
Thursday, October 10, 2013	Tuesday, December 10, 2013
Monday, October 28, 2013	

PERFORMANCE MANAGEMENT/ EVALUATING CLASSIFIED EMPLOYEES

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.

Target Audience: Supervisors, Managers and Employees

Training Available: * BTC/SunTrust Building, Human Resources (first floor), Training Room
* For **Managers and Supervisors** only. Training is also available online at the Commonwealth of Virginia's Knowledge Center. To access the Knowledge Center training follow the instructions on page 8 and enter the following keywords: MVP - HR Policy & Law - Performance Management.

Required by: DHRM; Appropriation Act

Presenter: Sharon Lue and Rochelle Augustus, HR

Dates and Times: Wednesday, September 18, 2013 from 10am - 11am
Thursday, October 3, 2013 from 1pm - 2pm
Monday, October 28, 2013 from 9:30am - 10:30am

PREVENTING WORKPLACE VIOLENCE

As we live through various world events, we become more aware of the need to ensure that we maintain our safety and freedom. The purpose of this training is to provide employees with the necessary information to enable them to be more security conscious both at work and at home.

Target Audience: All Employees

Training Available: Online at the Commonwealth of Virginia's Knowledge Center. To access the Knowledge Center training follow the instructions on page 8 and enter the following keywords:
  * For All **Employees**: Workplace Violence
  * Supplemental training for **Supervisors and Managers** on the Knowledge Center can be accessed by entering the keywords: Workplace Violence, HR Policy - Preventing Workplace Violence (for supervisors)

Required by: DHRM Policy 1.80; Executive Order 41('11)

RECORDS MANAGEMENT: THE PUBLIC RECORDS ACT, THE LIBRARY OF VIRGINIA, AND YOU

This sessions address three basic tenets essential to establishing a records management program: understanding the Virginia Public Records Act, using the LVA-approved schedules, and documenting records destruction. Attendees will learn strategies for managing their records in an efficient and economical way, such as how to differentiate between records and non-records and how to manage e-mail.

Target Audience: Designated employees who are responsible for record retention

Training Available: David Student Union, Harrison Room (second floor)

Presenter: Anita Vannucci, Library of Virginia

Time: 10:00am - 11:00am

Date(s):   Thursday, December 5, 2013

STATEMENT OF ECONOMIC INTEREST/CONFLICT OF INTEREST

Designated employees are required to attend a conflict of interest training seminar and complete the statement of economic interest form.

Target Audience: Employees who are in SOEI designated positions (as notified by CNU Office of Human Resources)

Training Available: Online at the Commonwealth of Virginia's Knowledge Center. To access the Knowledge Center training follow the instructions on page 8 and enter the following keywords: Virginia State and Local Conflict of Interests (COI) Act Training.

Required by: DHRM; Section 2.2-3128 of the Code of Virginia. Executive Order 16 ('10) To expire on 6-30-14.

SUPERVISOR'S GUIDE TO THE EMPLOYEE RESOURCE SYSTEM AND EMPLOYEE SEPARATION PROCEDURES

This program is designed to provide all supervisors with the skills they need to effectively navigate the Employee Resource System (ERS) and the separation process. Participants will learn next steps after notification that the employee wishes to resign; how to separate employees in the ERS; and, what needs to be completed before and on the employee's last day of work.

Target Audience: Supervisors and Managers

Training Available: BTC/SunTrust Building, Human Resources (first floor), Training Room

Presenter: Stacey Carroll, HR

Dates and Times: Monday, October 7, 2013, 10:00am - 11:00am
Tuesday, December 3, 2013, 3:00pm - 4:00pm

TERRORISM SECURITY AWARENESS ORIENTATION

This basic awareness course is designed to introduce employees to the subject of terrorism, to provide basic prevention and self protection techniques, and to familiarize employees with their role and their agency's role in responding to an emergency.

Target Audience: All Employees

Training Available: Online at the Commonwealth of Virginia's Knowledge Center. To access the Knowledge Center training follow the instructions on page 8 and enter the following keywords: CoV Terrorism Security Awareness Orientation.

Required by: DHRM; Executive Order 44 ('11)

PROFESSIONAL/PERSONAL DEVELOPMENT SKILLS TRAINING PROGRAMS

This series is designed for employees who wish to enhance professional and personal skills in the workplace. Although focused on the workplace, many of these skills are useful outside CNU as well.

ANGER MANAGEMENT

According to health experts, anger is a normal and even healthy emotion, but not always dealt with in the most positive way. Come to this information and interactive seminar to learn tips that will help you to control and manage situations that move you out of your comfort zone.

Target Audience: All Employees

Training Available: BTC/SunTrust Building, Human Resources (first floor), Training Room

Presenter: Bill Ritchey, Psy.D.

Time: 10:00am - 11:30am

Date(s):   Friday, November 1, 2013

ARE YOU A VICTIM OR A CREATOR?

Do you take personal responsibility for your actions and the direction your life is taking? By looking at the lives of successful role models, this interactive seminar will assist you in planning, organizing and making decisions that can have a positive affect in both your personal and professional life.

Target Audience: All Employees

Training Available: BTC/SunTrust Building, Human Resources (first floor), Training Room

Presenter: Michelle Moody, Director of EO and Faculty Recruitment

Time: 2:00pm - 3:30pm

Date(s):   Tuesday, October 1, 2013

CAMPUS-COMMUNITY EMERGENCY RESPONSE TEAM TRAINING

CERT is about readiness, people helping people, rescuer safety, and doing the greatest good for the greatest number. CERT is a positive and realistic approach to emergency and disaster situations where citizens may be on their own and their actions can make a difference. This class will provide skills within our community to perform essential lifesaving functions until professional responders arrive following a disaster. This training will help you to: Effectively handle emergency situations and disasters; Acquire lifelong preparedness skills; Help yourself and others to be ready and remain safe in the event of an emergency.

Target Audience: All Employees

Training Available: CNU EOC located in Police Headquarters building

Presenter: Tammy Waldroup, Director of Emergency Management

Time: 8:30am - 5:00pm

Date(s):   Wednesday, October 16, 2013
Wednesday, October 23, 2013
Wednesday, October 30, 2013

CNU AND THE DEPARTMENT OF HUMAN RESOURCE MANAGEMENT (DHRM) POLICIES SUPERVISORY TRAINING FOR CLASSIFIED EMPLOYEES

This seminar provides an overview of the Department of Human Resource policies that apply to classified and hourly employees. The seminar provides you with the opportunity to ask questions and receive the answers you need.

Target Audience: Supervisors of classified and hourly employees

Training Available: BTC/SunTrust Building, Human Resources (first floor), Training Room

Presenter: Lori Westphal, HR

Time: 9:30am - 11:00am

Date(s):   Monday, October 14, 2013

IMPROVING COMMUNICATIONS, CONFRONTING PERFORMANCE ISSUES AND REVIEWING THE STANDARDS OF CONDUCT

The majority of employee relations issues involve poor communication, a lack of understanding of performance expectations and a misunderstanding of the standards of conduct. Come to this informative seminar that reviews communication strategies, fostering successful performance and a thorough review of the standards of conduct.

Target Audience: Supervisors

Training Available: BTC/SunTrust Building, Human Resources (first floor), Training Room

Presenter: Lori Westphal, HR

Time: 2:00pm - 4:00pm

Date(s):   Friday, October 25, 2013

INTRODUCTION TO THE ONLINE RECRUITMENT PROCESS

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, prepare for interviews, conduct interviews, 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 extended.

Target Audience: Supervisors and Managers

Training Available: BTC/SunTrust Building, Human Resources (first floor), Training Room

Presenter: Stacey Carroll, HR

Dates and Times: Tuesday, September 24, 2013, from 9:30am - 11:30am
Monday, October 21, 2013, from 1:30pm - 3:30pm
Wednesday, November 6, 2013, from 2:00pm - 4:00pm

UNDERSTANDING LEAVE (ADMINISTRATIVE PROFESSIONAL)

This program will review the different types of leave including sick, disability, recognition, annual, and various other types of leave for administrative professional. Attendees are encouraged to bring questions.

Target Audience: Supervisors, Managers and Employees

Training Available: * BTC/SunTrust Building, Human Resources (first floor), Training Room.
* For **Managers and Supervisors**, training is also available online at the Commonwealth of Virginia's Knowledge Center. To access the Knowledge Center training follow the instructions on page 8 and enter the following keywords: MVP HR Policy & Law - Leave Policies

Presenter: Benefits Team

Time: 2:30pm - 3:30pm

Date(s):   Thursday, November 14, 2013

UNDERSTANDING LEAVE (CLASSIFIED)

This program will review the different types of leave including sick, disability, recognition, annual, and various other types of leave for classified. Attendees are encouraged to bring questions.

Target Audience: Supervisors, Managers and Employees

Training Available: * BTC/SunTrust Building, Human Resources (first floor), Training Room.
* For managers and supervisors, only training is also available online at the Commonwealth of Virginia's Knowledge Center. To access the Knowledge Center training follow the instructions on page 8 and enter the following keywords: MVP - HR Policy & Law - Leave Policies

Presenter: Benefits Team

Time: 2:30pm - 3:30pm

Date(s):   Thursday, November 7, 2013

UNDERSTANDING SOCIAL SECURITY

This program will discuss all aspects of social security benefits to include: Retirement, Spousal, Disability and Medicare Benefits. Learn more about the social security system, how it can impact you and your family's life and what you should know about the future of social security. There will be opportunities to ask questions of our social security representative.

Target Audience: All Employees

Training Available: BTC/SunTrust Building, Human Resources (first floor), Training Room

Presenter: Inez Loyd, Social Security Administration

Time: 12:05pm - 12:55pm

Date(s):   Tuesday, September 17, 2013

UNDERSTANDING THE EMPLOYEE GRIEVANCE AND DISCIPLINE PROCESS

This training explains the role of the supervisor in both the grievance and disciplinary process for employees. The training demonstrates the need for documentation of performance problems and disciplinary issues, as well as explaining how to prepare such documentation.

Target Audience: Supervisors and Managers

Training Available: BTC/SunTrust Building, Human Resources (first floor), Training Room

Presenter: Milton Brooks, HR

Time: 9:00am - 11:00am

Date(s):   Thursday, October 24, 2013

UNDERSTANDING THE VIRGINIA SICK AND DISABILITY PLANS

This training clarifies the difference between the two Virginia Sick and Disability Plans (VSDP) offered to state employees. An overview of each plan will be discussed along with a detailed explanation of typical misconceptions followed by a question and answer session.

Target Audience: All Employees

Training Available: BTC/SunTrust Building, Human Resources (first floor), Training Room

Presenter: Benefits Team

Time: 3:00pm - 4:00pm

Date(s):   Friday, December 13, 2013

UNDERSTANDING WORKERS COMPENSATION

Workplace accidents happen. What is the process when someone is injured on the job? Come to this seminar and learn how Worker's Compensation works. Learn about the CNU Return to Work Program.

Target Audience: All Employees

Training Available: * BTC/SunTrust Building, Human Resources (first floor), Training Room
* This training is also available online at the Commonwealth of Virginia's Knowledge Center. To access the Knowledge Center training follow the instructions on page 8 and enter the following keywords: VRS - State Agencies - VSDP Module. (All 5 modules are applicable.)

Presenter: Benefits Team

Time: 9:00am - 10:00am

Date(s):   Friday, November 8, 2013

HEALTH AND WELLNESS PROGRAM

This program is designed to offer physical, social, emotional and financial information to employees. In doing so, employee health, productivity and wellness are enhanced. Employees are encouraged to participate in multiple events on a weekly basis to increase their overall wellbeing and embark on a healthier lifestyle.

FIT FUSION: FREE EVENING FITNESS CLASSES

Get fit, reduce stress and meet other colleagues! Through a circuit-style format, the class will target cardio, muscle endurance and flexibility in a short amount of time while listening to motivating, energizing music. All fitness levels are welcome, and participants are encouraged to work at their own pace.

Target Audience: All Employees

Training Available: The Trieshmann Health and Fitness Pavilion, Multipurpose Room 1 (Tuesdays) and Multipurpose Room 2 (Thursdays)

Presenter: Lisa Wingfield, Trieshmann Health and Fitness Pavilion Director

Time: 5:15pm - 6:00pm

Date(s):   September 10, 2013 to December 12, 2013, Tuesdays and Thursdays

LUNCH 'N' LEARN SERIES

(The Office of Human Resources will provide bottled water and
healthy snacks during this "bring your own lunch" training program)

13 STRATEGIES FOR A SUCCESSFUL RETIREMENT

Among the many retirement issues to be addressed at the workshop are the following: The brand new 3.8% tax on investment earnings to pay for the Obama Administration Healthcare program; The "All Star" investment choices in your ORP; Strategies to reduce investment volatility and risk; The Wills, Trusts and Estate Planning essentials; Learn how to plan for a "Stretch IRA" and how this strategy may delay income taxation over 2 generations; The special rules affecting TIAA balances and the 9 year Transfer Rule; Why you should not rollover 100% of your Virginia State Retirement Plan into an IRA; How to qualify for a Roth even if your income is too high; How to determine if you have sufficient retirement income and assets.

- COMPLIMENTARY FOOD AND DRINKS (lunch or dinner)
- TIMELY INFORMATION and CONSULTATION (if desired)

Target Audience: All Employees

Training Available: David Student Union, Harrison Room (second floor)

Presenter: Donald Hannahs, CFP – Partner, Planning Solutions Group

Time and Date(s):   Tuesday, October 8, 2013 from 12pm – 1:30 pm
Wednesday, October 9, 2013 from 5:30pm – 7:30pm

BANKING IN 2013

Banking in today's world can be complicated. What's the difference between a credit union and a bank? What are some of the Federal Regulations that affect our banking transactions? This seminar looks at the complicated world of banking in the year 2013.

Target Audience: All Employees

Training Available: David Student Union, Harrison Room (second floor)

Presenter: Van Noland, Wells Fargo

Time: 12:05pm - 12:55pm

Date(s):   Monday, September 23, 2013

FIT IN FITNESS

Lack of time is a leading barrier to exercise. However, there are ways to incorporate fitness into a busy schedule. Learn tips and strategies to fit "fitness" into your day!

Target Audience: All Employees

Training Available: David Student Union, Madison Room (second floor)

Presenter: Lisa Wingfield, Trieshmann Health and Fitness Pavilion Director

Time: 12:10pm - 12:55pm

Date(s):   Friday, September 27, 2013

FIVE STEPS TO DEBT-FREE LIVING

This seminar takes attendees through a five-step process for eliminating debt. It includes guidelines for assessing your current financial situation, creating a household budget, suggesting strategies for refinancing loans, restructuring credit terms, prioritizing debt repayment, and adjusting spending and saving behavior.

You will learn how to create a plan to help you get out of debt:
• Step 1: Know where you stand today
• Step 2: Create a realistic household budget
• Step 3: Advocate for yourself with lenders
• Step 4: Prioritize debt repayments
• Step 5: Change your spending and saving behavior

Target Audience: All Employees

Training Available: David Student Union, Harrison Room (second floor)

Presenter: Frances Pileggi, SunTrust

Time: 12:05pm - 12:55pm

Date(s): Tuesday, October 15, 2013

GET YOUR ZZZ's

If you toss and turn at night, you're not alone. According to the National Sleep Foundation, approximately 20 million adults in the U.S. have difficulty falling asleep and/or staying asleep. Whether it is a sleep disorder, our nonstop 24/7 culture, work schedule or stressful situations, not getting enough sleep negatively affects all aspects of our lives. This program looks at what may be interfering with your "sweet dreams" and how it affects your overall health. Incentives include an eye mask and ear plugs.

Target Audience: All Employees

Training Available: David Student Union, Madison Room (second floor)

Presenter: Mary Louise Gerdes, CommonHealth

Time: 12:05pm - 12:55pm

Date(s): Friday, September 13, 2013

GETTING THE MOST OUT OF THE CNU TRIBLE LIBRARY

Discover the many resources available to you - find out about library books and movies, locate useful news information, 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!

Target Audience: All Employees

Training Available: Classroom, Paul and Rosemary Trible Library, Room 170

Presenter: Amy W. Boykin, Instructional Librarian

Time: 12:00pm - 12:50pm

Date(s):   Thursday, October 31, 2013
                           Tuesday, November 5 , 2013

LIGHTEN UP

Do you ever find yourself in the drive thru lane more often than you would like? Are you constantly eating fast food but feeling guilty about it? Does it seem like you don't have any time to prepare meals? Do you think it is too expensive to eat healthy? Come learn how to lighten up!

Target Audience: All Employees

Training Available: David Student Union, Harrison Room (second floor)

Presenter: Mary Louise Gerdes, CommonHealth

Time: 12:05pm - 12:55pm

Date(s):   Tuesday, October 22, 2013

MANAGING YOUR MONEY: BUDGETING AND SAVINGS STRATEGIES

Learn the steps and tools you can use to help you develop a financial plan and manage your money. Having control over your financial situation can help you meet your financial goals.

Target Audience: All Employees

Training Available: Classroom, BTC (SunTrust) Building, Room 101

Presenter: Van Noland, Wells Fargo

Time: 12:05pm - 12:55pm

Date(s):   Thursday, November 14, 2013

RAISING MONEY-SMART KIDS

The more children know about money — earning it, saving it, spending it — the better equipped they'll be to manage their personal finances as adults. This seminar covers basic money management concepts and recommends age-appropriate strategies for introducing these concepts to children.

You will learn some new ideas for improving your children's financial literacy:
Step 1: Commit to educate kids on the basics of earning, spending and saving
Step 2: Teach kids to set savings goals, live within their means, and prioritize needs over wants; serve as a role model for fiscal responsibility

Target Audience: All Employees

Training Available: David Student Union, Harrison Room (second floor)

Presenter: Frances Pileggi, SunTrust

Time: 12:05pm - 12:55pm

Date(s):   Wednesday, December 4, 2013

THE CHANGING FACE OF IDENITITY THEFT

Participants of this seminar will learn what identity theft really is, the misconceptions surrounding identity theft and how to avoid costly mistakes; learn simple ways you can protect yourself; understand how identity theft happens and the immediate steps to take if it does; and, learn how being a Legal Resources' member can help.

Target Audience: All Employees

Training Available: David Student Union, Harrison Room (second floor)

Presenters: Kim Pierce and Heather Lockwood, Legal Resources

Time: 12:05pm - 12:55pm

Date(s):   Wednesday, October 2, 2013

WHAT WOMEN NEED TO KNOW ABOUT MONEY

The culture of women and money has changed. Lifestyles, roles and responsibilities are very different from the women of past generations. Many women face unique financial challenges. The program addresses solutions to some of those challenges. This training is open to all employees.

Target Audience: All Employees

Training Available: David Student Union, Monroe Room (second floor)

Presenter: Brooke Larsen, MetLife

Time: 12:05pm - 12:55pm

Date(s):   Thursday, September 19, 2013

Looking for a training that's not listed?
Make suggestions!

Share your training ideas with Human Resources:
Contact Stacey Carroll

phone at 4-0673   email at stacey.carroll@cnu.edu