



REMINDER! ELECTRONIC PDQ'S ARE DUE TOMORROW!!!

Please remember that all Position Description Questionnaires (e-PDQs) are due tomorrow, March 10, 2012. These questionnaires were sent to supervisors of all AP and classified exempt employees with instructions on how to complete and submit. All completed questionnaires should be electronically submitted to dbrock@smcknight.com. For more detailed information and periodic updates on the Compensation Study, please visit our [web site](#).

Employee Training Opportunities for March

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

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

Presented by: Amy Boykin, Instruction Librarian

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! Location: Tribble Library, Room 170



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

Presented by Dean Dave Doughty

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. Location: HR, BTC/SunTrust Building



PLEASE NOTE: The **Understanding Grief and Grieving** training scheduled for Thursday, March 15th has been cancelled due to scheduling conflicts. We hope to reschedule this training in the near future. Stay tuned!



So, how's that New Year's Resolution to get fit and healthy coming?

You've marked workout days on your calendar. You pack your gym bag with your running shoes. But, you can't seem to find the motivation to see your workout plan through. According to Healthyroads.com, having a workout partner not only provides the motivation you need to get out the door but also provides extra FUN along the way. In choosing a workout partner, Healthyroads.com suggests looking for someone who shares your same fitness goals. You can have multiple fitness pals for the different workout activities you like to do. Try something new together like yoga or Zumba. You might find yourself having more fun than you ever imagined, all while getting fit and healthy for life!



Lincoln Financial Group will be on campus in the Office of Human Resources On Tuesday, March 20, 2012. To schedule a personal appointment, contact Sharon Ryan at (757) 873-3331 or email sharon.ryan@lfg.com.