



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 email hr@cnu.edu.

TRAINING SEMINAR SCHEDULE

For May 2 through May 6

- **Tuesday, May 3:** ***How to Be a Chick in Charge of Your Breast Health** 12:05 - 12:55 p.m.
*Join the co-founders of **Beyond Boobs!** in this lively presentation as they empower you with knowledge about breast health and teach you steps you can take to promote breast health. Learn the four roadblocks to taking charge of your breast health and how to navigate past them (or crash through them if you prefer). You will also learn about early detection screening guidelines, risk factors for breast cancer, and minimizing your risk with healthy lifestyle choices. This is a Lunch n' Learn seminar. You are invited to bring a bag lunch to eat while you learn. HR will provide bottled water and a healthy snack.*
- **Wednesday, May 4:** ***Understanding Your Health Benefits** 2:00 - 4:00 p.m.
This training is designed to inform CNU employees about the health benefits available. The program will provide an overview of the different health plans, address frequently asked questions and provide a timeline highlighting when employees need to review or take action regarding their health coverage.
- **Thursday, May 5:** ***Understanding the Virginia Sickness and Disability Plans** 2:00 - 3:00 p.m.
This training clarifies the difference between the two Virginia Sickness 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.



On June 1, 2011, CNU begins using **eVerify**. This electronic system established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) will verify the identity and employment eligibility of newly hired employees. We currently use this system for employees working on federal grants. The state has now required using the same process for state employees.

Don't forget to read the revised policy from the state regarding the *Use of Electronic Communication and Social Media*, and submit the certificate of receipt. For more information: <https://spreadsheets.google.com/a/cnu.edu/spreadsheet/viewform?formkey=dExIWTczLUXOUFJkTERMcWVQRmVuWkE6MQ>

Benefits Corner

Did you know that VRS provides members with opportunities to attend *Retirement Education Seminars*? For more information and to register, please go to: <http://www.varetire.org/Members/Plan1/Education/Index.asp>.

Helpful Reminder — Open enrollment ends May 16, 2011. Don't forget to attend one of the [information sessions](#).