

Employee Training and Development Seminar Series



Christopher Newport University's Office of Human Resources is committed to providing a wealth 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 Spring 2011 CNU Employee Development and Training Seminar Series to include a vast array of topics including professional and personal growth, employment issues, administrative topics and career development.

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HEALTHY NEW YEAR!



How many of you made New Year's Resolutions for 2011? Perhaps you made resolutions to lose weight and get fit. Unfortunately, it's not uncommon for people to easily lose focus and get discouraged, even before the end of January!

The truth is, health and wellness is a lifestyle, not something you can turn on and off and expect to maintain results. It's the constant, everyday changes, as simple as walking or stretching, that add up to make a difference. Eating a balanced diet, being physically active, kicking bad habits and managing your stress levels all contribute to a healthier you.

We're here to help! To assist employees with health and fitness related goals, CNU offers beneficial wellness resources through workshops, classes, health screenings and support with our **Health and Wellness Lunch 'N' Learn Series**. We invite you to attend the many opportunities we provide throughout the semester to become a healthier you! Check out the Health and Wellness Lunch "N" Learn Series and see what's happening.

So what are you waiting for? Do something good for yourself this year. Make living a healthy lifestyle a priority in 2011. You'll be so glad you did - the rewards are endless!

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

CNU's Office of Human Resources
presents
The 2011 Employee Training
and Development Seminar Series



**HEALTHY TIPS TO HELP
YOU REACH YOUR
WELLNESS GOALS**

Set Small, Specific and Realistic Goals. It's much more encouraging to make smaller goals and surpass them than to make lofty goals and never reach them.

Get Moving! Find some form of physical activity that you enjoy doing and have FUN with it.

Partner Up. There is strength in numbers! Find a friend or family member to exercise with. The extra encouragement and support will help insure your success.

Keep a Journal. Track your efforts daily. It will help motivate and push you to the next level.

Educate Yourself. Read helpful information on eating right and staying active. Attend CNU Health and Wellness Seminars. They're FREE!

Get Support. If you need to kick an unhealthy habit, join a support group to help you through those difficult moments.

Make Healthy Choices. One choice at a time! Chose an apple for a snack instead of a candy bar.



**The spring series begins February 21, 2011
and will continue through June 31, 2011.**

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.

The 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.



Commonwealth of Virginia
Knowledge Center

Many of the training and development opportunities offered are available online at the Commonwealth of Virginia Knowledge Center (CoVKK). All employees must register prior to accessing the online trainings. To register go to:

<https://CoVKK.virginia.gov>

Once you are registered, login and select "Learning Center" then select "Course Information and Enrollment."

Enter the course title in the Keywords box at the top right of the screen.

The Commonwealth of Virginia Knowledge Center makes it more convenient for state employees to receive training at any computer.

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
Compensation Management Skills	X	X		Required by DHRM
Computer Awareness - CNU Password Security/Faculty Password Orientation	X	X		Required by DHRM
Computer Security and Acceptable Use of Intellectual Property	X	X		Required by DHRM
Computer Security Awareness	X	X		Required by DHRM
Conflict of Interest			X	Required by DHRM
Conflict Resolution	X	X		Required by DHRM
Cyber Security Awareness	X	X		Required by DHRM
Preventing Workplace Violence	X	X		Required by DHRM
HIPAA Privacy Notice			X	Required by Federal Office of Health & Human Services
Grievance Procedure	X	X		Required by DHRM
Complying with the Department of Homeland Security I-9 Form Requirements			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
Emergency Preparedness - CNU's Campus Safety Overview	X	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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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://spreadsheets0.google.com/a/cnu.edu/viewform?formkey=dElfZWZBU1pSdnd5ck9sb21uRzhCU3c6MQ>

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).

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. Supervisor's approval must be secured prior to registering for training (excluding employee's personal lunch break or after work hours).



Commonwealth of Virginia Knowledge Center

INSTRUCTIONS ON HOW TO REGISTER WITH THE KNOWLEDGE CENTER

The Commonwealth of Virginia Knowledge Center (CoVVKC) 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 CoVVKC, you need to navigate to the appropriate Web site and register as a new user.

Access the CoVVKC:

Step 1. Open your Internet browser (such as Internet Explorer, Netscape, AOL, etc.).

Step 2. In the Address line, enter: <https://CoVVKC.virginia.gov>.

Register in the CoVVKC:

1. Click one of the Register links on the Knowledge Center Login Page.
2. Select the I am a state employee, entering the site for the first time option.
3. Click the Submit button. The Registration window opens.
4. Complete the registration personal information fields.
Note: Make sure to enter your name as it appears on your paycheck or in Payline; do not use abbreviations or nicknames.
5. Click the Submit button.
Note: If your employee information is not displayed (or if the Non-PMIS State User Registration form opens), you have not registered correctly. Please return to the Registration screen by clicking the Back button.
6. Click the Submit button.
7. Enter a unique Login ID that you will use to access the COVVKC.
8. Enter a unique Password.
Note: Make sure to write down your Login ID and Password, as you will need this information to login to the COVVKC in the future.
9. Click the Submit button.
10. Click the Commonwealth of Virginia Knowledge Center link.
11. Enter your new Login ID, Password, and click the Submit button.

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

Access CoVVKC Training:

1. Login to CoVVKC (See Directions Above)
2. Select 'Learning Center' from the left blue selection bar.
3. Select 'Course Information and Enrollment.'
4. Enter keyword field.
5. Select Course from left column.
6. Select Take 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 see page 7 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

COMPENSATION MANAGEMENT SKILLS

This program provides training for management and employees on the Compensation Management System and any prospective actions that affect employees' compensation.

Target Audience: Managers, Supervisors, Employees

Training Available: Online at the Commonwealth of Virginia's Knowledge Center. To access the Knowledge Center training see page 7 and enter the following keywords:

- * For **Managers and Supervisors**: MVP - HR Policy & Law - Compensation Policy
- * For **Employees**: DHRM-HR Policy - Compensation Policy

Required by: DHRM Human Resource Management Manual, Agency Responsibilities

COMPUTER AWARENESS - CNU PASSWORD SECURITY/ FACULTY PASSWORD ORIENTATION

Learn how to create a secure password to protect yourself from identity theft. This program will review the terms Identification, Authentication and Authorization and what they mean to you.

Target Audience: All Employees

Training Available: <https://luna.cnu.edu/learn/Learn.aspx?CourseIdx=101>

Required by: Christopher Newport University

COMPUTER SECURITY AND ACCEPTABLE USE OF INTELLUCTUAL PROPERTY

Privacy. Research. Homework. Reputation. You can lose them all at the touch of a button. Students, faculty, and staff have all been victims of computer crime at CNU. Personal computers have been targets as much or more than larger servers. Although day-to-day computer use is usually uneventful, disagreeable things are happening almost daily that can be prevented. This ten to twenty minute tutorial will help you learn more about how to protect yourself and increase your knowledge of computer security.

Target Audience: All Employees

Training Available: <https://luna.cnu.edu/learn/Learn.aspx?CourseIdx=100>

Required by: Christopher Newport University

COMPUTER SECURITY AWARENESS

Information Technology Services. A Tutorial on Security and Acceptable Use of Intellectual Property
Both the Federal Digital Millennium Copyright Act (DMCA) and the Commonwealth's Virginia Information Technology Agency (VITA) require annual training by all individuals who use the University's network. The training must cover copyright and security. This tutorial/self-test focuses on protecting you from becoming a victim of computer-based crime or from violating the rules associated with copyright and digital products. The tutorial takes about ten minutes and must be completed by October 15. Your completion is tracked in a database.

Target Audience: All Employees

Training Available: <https://luna.cnu.edu/learn/Learn.aspx?CourseIdx=121>

Required by: Christopher Newport University

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 see page 2 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.
-

CONFLICT RESOLUTION

Managers and supervisors are to be trained in the grievance procedure, personnel policies, and conflict resolution. Included in this training, supervisors will learn about employees, their grievance rights, and the services of the Department of Employment Dispute Resolution.

- Target Audience:** Managers, Supervisors
- Training Available:** Online at the Commonwealth of Virginia’s Knowledge Center. To access the Knowledge Center training see page 2 and enter the following keywords: EDR - VADRA Dispute Resolution Coordinator Training.
- Required by:** §2.2-3000 of the Code of Virginia *requires* training for supervisors in the grievance procedure and conflict resolution.
-

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 see page 2 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.**

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 see page 2 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

HIPAA PRIVACY NOTICE: *(Health Insurance Portability and Accountability Act)*

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 workforce 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 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 see page 2 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)

GRIEVANCE PROCEDURE

Learn the fundamentals of using the grievance procedure to resolve workplace disputes. Participants will learn about the rolls 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

Training Available: Online at the Commonwealth of Virginia's Knowledge Center. To access the Knowledge Center training see page 2 and enter the following keywords:
Grievance

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

COMPLYING WITH THE DEPARTMENT OF HOMELAND SECURITY I-9 FORM 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: Classroom, BTC Building, (SunTrust) Room 101

Required by: Christopher Newport University

Presenter: Emily Slicer-Smith

Time: 9:00am - 10:30am

Dates: Tuesday, March 15, 2011
Friday, April 15, 2011
Wednesday, May 18, 2011

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: Classroom, BTC Building, (SunTrust) Room 101

Required by: Christopher Newport University

Presenter: Lori Westphal, Emily Slicer-Smith and Ali Gustafson

Time: 8:30am - 12:00pm

Dates: Thursday, March 10, 2011
Friday, March 25, 2011
Monday, April 11, 2011
Monday, April 25, 2011
Tuesday, May 10, 2011
Wednesday, May 25, 2011

MAINTAINING A SEXUAL HARASSEMENT-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: Classroom, BTC Building, (SunTrust) Room 101

Required by: Christopher Newport University

Presenter: Michelle Moody

Time: 3:00pm - 4:30pm

Dates: Thursday, March 10, 2011
Friday, March 25, 2011
Monday, April 11, 2011
Monday, April 25, 2011
Tuesday, May 10, 2011
Wednesday, May 25, 2011

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: * Classroom, BTC Building, (SunTrust) Room 101
* For **Managers and Supervisors** only training is also available online at the Commonwealth of Virginia's Knowledge Center. To access the Knowledge Center training see page 2 and enter the following keywords: MVP - HR Policy & Law - Performance Management.

Required by: DHRM; Appropriation Act

Presenter: Sharon Lue and Milton Brooks

Time: 11:00am - 12:00pm

Dates: Monday, March 14, 2011
Monday, May 9, 2011

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 see page 2 and enter the following keywords: Terrorism Security Awareness Orientation.
* For **managers and supervisors** additional training is also available when you enter the following keywords: MVP - HR Policy & Law - Performance Management.

Required by: DHRM; Executive Order 44 (07)

CAMPUS SAFETY OVERVIEW

University Police, Emergency Preparedness, and Workplace Violence Prevention

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 new 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.

In Part III, we provide helpful information about emergency management on campus. We explain CNU's use of the National Incident Management System (NIMS) and Incident Command System (ICS), introduce the various committees that address emergency management on campus, describe the various components of our emergency notification system and highlight the importance of having a personal emergency plan.

Required by: Christopher Newport University

Presenter: CNU Police Department

Time: 8:30am - 11:00am

Dates: Friday, March 11, 2011
Monday, March 28, 2011
Tuesday, April 12, 2011
Tuesday, April 26, 2011
Wednesday, May 11, 2011
Thursday, May 26, 2011

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.

529 SAVINGS FOR COLLEGE PLAN

This 30 minute program contains details about all 4 College Savings Programs available to state employees; VPEP, VEST, CollegeWealth and College America. Whether you already have an account and you have questions about that account or if you are thinking about setting up a College Savings Plan for the first time, this program is for you.

Target Audience: All Employees

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

Presenter: Lori Bennett

Time: 12:00pm - 1:00pm

Dates: Wednesday, March 16, 2011
Wednesday, June 15, 2011

EMERGENCY PREPAREDNESS/ CAMPUS LOCKDOWNS AND EVACUATIONS

What exactly is a lockdown? How do I shelter-in-place? What happens when the emergency siren goes off? When do I need to evacuate from a building? This sixty minute short course will explore the CNU emergency notification system, and the steps you need to take in response to immediate, life-threatening emergencies on campus. Using case studies and hands-on training, you will come away more confident and better prepared to deal with major incidents on campus. *Recommended prerequisite: Emergency Management at CNU – An Overview.*

Target Audience: All Employees

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

Presenter: Austen Givens

Time: 2:00pm - 3:00pm

Dates: Tuesday, March 15, 2011
Tuesday, April 19, 2011

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 Return to Work Program developed by CNU using Commonwealth of Virginia guidelines.

Target Audience: All Employees

Training Available: * Classroom, BTC Building, (SunTrust) Room 101
* This training is also available online at the Commonwealth of Virginia's Knowledge Center. To access the Knowledge Center training see page 2 and enter the following keywords: VRS - State Agencies - VSDP Module. (All 5 modules are applicable.)

Presenter: Brenda Johnson and Michelle McBeth

Time: 1:00pm - 2:00pm

Dates: Thursday, April 28, 2011
Wednesday, June 29, 2011

EMERGENCY MANAGEMENT AT CNU - AN OVERVIEW

Fires, tornadoes, hurricanes....what exactly happens when there is a large-scale emergency at CNU? How does the campus respond? How do we get back to normal? This one hour program provides an introduction to the personnel, committees, plans, and technology that help restore CNU to normal operation after major incidents.

Target Audience: All Employees

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

Presenter: Austen Givens

Time: 12:00pm - 1:00pm

Dates: Wednesday, April 13, 2011

EMERGENCY MANAGEMENT /CONTINUITY OF INSTRUCTION

How do I keep my class going during a hurricane? What happens to my research projects when I can't get to my office? This one hour short course introduces the concepts, planning principles, and tools for faculty to prepare for, respond to, and recover from large-scale emergencies that affect CNU. Syllabus development, emergency communication, online teaching tools, and case studies from other universities bring emergency management alive in this insightful 60 minute presentation. *Recommended prerequisite: Emergency Management at CNU– An Overview.*

Target Audience: All Employees

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

Presenter: Austen Givens

Time: 12:00pm - 1:00pm

Dates: Thursday, May 19, 2011

GETTING THE MOST OUT OF THE CNU TRIBLE LIBRARY

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!

Target Audience: All Employees

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

Presenter: Amy Boykin

Time: 10:00am - 11:00am

Dates: Tuesday, May 17, 2011

UNDERSTANDING YOUR HEALTH BENEFITS

Benefits Manager Brenda Johnson, will host a 1 hour health benefits information session 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/ take action regarding their health coverage.

Target Audience: All Employees

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

Presenter: Brenda Johnson

Time: 2:00pm - 4:00pm

Dates: Thursday, April 21, 2011
Wednesday, April 27, 2011
Wednesday, May 4, 2011
Monday, May 16, 2011

UNDERSTANDING LEAVE (ADMINISTRATIVE PROFESSIONAL)

This program will discuss the ins and outs of the different forms of leave including sick, disability, recognition, annual, and various other types of leave. Attendees are encouraged to bring questions.

Target Audience: Supervisors, Managers and Employees

Training Available: * Classroom, BTC Building, (SunTrust) Room 101.
* For **Managers and Supervisors**, training is also available online at the Commonwealth of Virginia's Knowledge Center. To access the Knowledge Center training see page 2 and enter the following keywords:
MVP - HR Policy & Law - Leave Policies

Presenter: Michelle McBeth

Time: 2:00pm - 3:00pm

Dates: Thursday, March 24, 2011
Thursday, May 19, 2011

UNDERSTANDING LEAVE (CLASSIFIED)

This program will discuss the ins and outs of the different forms of leave including sick, disability, recognition, annual, overtime and various other types of leave. Attendees are encouraged to bring questions.

Target Audience: Supervisors, Managers and Employees

Training Available: * Classroom, BTC Building, (SunTrust) Room 101.
* For managers and supervisors, only training is also available online at the Commonwealth of Virginia's Knowledge Center. To access the Knowledge Center training see page 2 and enter the following keywords:
MVP - HR Policy & Law - Leave Policies

Presenter: Michelle McBeth

Time: 10:00am - 11:00am

Dates: Wednesday, February 23, 2011
Wednesday, April 27, 2011

INTRODUCTION TO THE ON-LINE 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: Classroom, BTC Building, (SunTrust) Room 101

Presenter: Emily Slicer-Smith

Time: 9:00am - 10:30am

Dates: Wednesday, March 30, 2011
Tuesday, April 19, 2011
Friday, May 20, 2011

PREPARING FOR RETIREMENT

Retirement is a major life change in the lives of many Americans, but it is often not thought about until later in life. Begin to think and plan early. This program is designed to give you a greater degree of control and understanding about retirement resources available to you. Information is the key to making informed decisions. We hope this series will help facilitate the retirement process for you.

Target Audience: All Employees

Training Available: Classroom, BTC Building, (SunTrust) Room 101.
This training is also available online at the Commonwealth of Virginia's Knowledge Center. To access the Knowledge Center training see page 2 and enter the following keywords: VRS - myVRS for Members.

Presenter: Brenda Johnson

Time: 1:00pm - 2:00pm

Dates: Wednesday, April 20, 2011

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 also 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: Classroom, BTC Building, (SunTrust) Room 101

Presenter: Milton Brooks

Time: 9:00am - 11:00am

Dates: Monday, April 18, 2011

UNDERSTANDING SOCIAL SECURITY

This program will discuss all aspects of your social security benefit to include, Retirement, Spousal, Disability and Medicare Benefits. In addition, there will be an opportunity to ask questions. Learn more about the social security benefit, how it can impact you or your family's life and what you should know about the future of social security.

Target Audience: All Employees

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

Presenter: Earl Johnson

Time: 12:00pm - 1:00pm

Dates: Wednesday, March 23, 2011

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 and followed by a question and answer session.

Target Audience: All Employees

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

Presenter: Michelle McBeth and Brenda Johnson

Time: 2:00pm - 3:00pm

Dates: Thursday, April 14, 2011
Thursday, May 5, 2011

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.

FREE EVENING FITNESS CLASSES

Come and join other CNU employees for free fitness classes. These classes are offered as part of the Office of Human Resources Health and Wellness initiative. To make CNU a healthier and more active campus, all employees are encouraged to participate.

Target Audience: All Employees

Training Available: The Freeman Center Multipurpose Room

Presenter: Lisa Wingfield

Time: 5:20pm - 6:00pm

Dates: Spring Semester, Mondays and Wednesdays (Last day, Wednesday, May 11)

LUNCH “N” LEARN SERIES

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

MANAGING STRESS IN THE WORKPLACE

We all experience stress. Some stress is good and healthy, and some is not. When does stress become unhealthy? When do you know you are experiencing unhealthy stress? Unhealthy stress can make you feel hurried, irritable, and frustrated. These negative feelings can make you unhappy, affect your job performance, hurt your relationships with co-workers and even damage your health. So, how can you manage stress? Come to this seminar and learn to recognize the signs and symptoms of stress and the impact stress has on your health. Though you can't make it go away, you can learn how to develop a strategy to overcome stress before it overcomes you. Hands-on stress management techniques are offered in this seminar to get you on the way to understanding and managing your response to stress.

Target Audience: All Employees

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

Presenter: Betty Napolitano, Sentara

Time: 12:05pm - 12:55pm

Dates: Tuesday, February 22, 2011

WHAT'S FOR LUNCH?

Join the Office of Human Resources, to have a closer look at what's for lunch. This fun and interactive seminar is designed to educate consumers about what it is they are actually eating. Looking at food from a nutritional standpoint, when you go out to lunch do you have the knowledge to support your will to eat healthy food? This program covers best practices and suggests solutions to bad habits that can deter you from your health goals.

Target Audience: All Employees

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

Presenter: Karen Godette, Sentara

Time: 12:05pm - 12:55pm

Dates: Tuesday, March 1, 2011

TOBACCO AWARENESS

This preventive services program addresses tobacco cessation. All employees are encouraged to attend and learn about the effects of smoking, tobacco use and the benefits of quitting. Key information on the effects of secondhand smoke on everyone is discussed. Information on a variety of resources that are available to help an individual stop using tobacco and the support role of friends and family will be reviewed. Join us to learn how to avoid secondhand smoke and support your friends, family members or co-workers in their efforts to kick the habit.

Target Audience: All Employees

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

Presenter: Alverine Mack, Sentara

Time: 12:05am - 12:55pm

Dates: Tuesday, March 8, 2011

PREPARING A WINNING RESUME

Resumes are your key to getting a job interview and they create a first impression of you to a potential employer. This seminar will focus you what employers are looking for, tips for writing a resume, and types of resumes. If you think that your resume could use some updating, this is the seminar for you.

Target Audience: All Employees

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

Presenter: Betty Napolitano, Sentara

Time: 12:05pm - 12:55pm

Dates: Tuesday, March 15, 2011

BUDGETING AND SAVING

Wells Fargo, through their Wells Fargo At Work Program, has volunteered to provide a free 45 minute program focusing on how to keep your financial future on track even in a volatile market. This seminar discusses financial best practices that will set you up for long term financial success.

Target Audience: All Employees

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

Presenter: Van Noland, Wachovia Bank

Time: 12:05am - 12:55pm

Dates: Tuesday, March 22, 2011

KEEP IT SAFE - HOW TO PROTECT YOUR FINANCES

Understanding how to protect your finances and identity, as well as guard against predatory lending practices and identity theft.

Target Audience: All Employees

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

Presenter: Sarah Kiah, SunTrust

Time: 12:05am - 12:55pm

Dates: Tuesday, March 29, 2011

HUMOR IN THE WORKPLACE AND THE POSITIVE ATTITUDE

What makes people happy? Many of us believe that it is having a lot of money, having a dream job or having a perfect life. Actually, research indicates that people who are not happy with what they currently have do not become happier when they get more. This class offers insight on how to take on challenges, maintain a positive attitude, find delight in daily moments of pleasure and prioritize the important aspects of life from the unimportant.

Target Audience: All Employees

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

Presenter: Betty Napolitano, Sentara

Time: 12:05pm - 12:55pm

Dates: Wednesday, April 6, 2011

HEALTHY HABITS, HEALTHY YOU

If you are looking for a program that will kick start your new health and wellness goals then this is the program for you. Optima Health's "Healthy Habits, Healthy You" program promotes healthy lifestyle habits, including nutrition and exercise. Come and attend this session knowing you are taking a step towards a healthier you and you will walk away with information and knowledge about what it will take to be successful.

Target Audience: All Employees

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

Presenter: Karen Godette, Sentara

Time: 12:05pm - 12:55pm

Dates: Tuesday, April 19, 2011

HOW TO BE A CHICK IN CHARGE OF YOUR BREAST HEALTH

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), early detection screening guidelines, risk factors for breast cancer, and minimizing your risk with healthy lifestyle choices.

Target Audience: All Employees

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

Presenter: Mary Beth Gibson and Rene Bowditch - "Beyond Boobs!"

Time: 12:05pm - 12:55pm

Dates: Tuesday, May 3

PROSTATE CANCER AWARENESS

What is a PSA? Learn the definition for this term and more in this informative class on men's health. This class will focus on prostate cancer and the importance of having regular screenings. The class will also increase your awareness of risk factors, warning signs, and preventative tips.

Target Audience: All Employees

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

Presenter: Cyndee Willis, American Cancer Society

Time: 12:05pm - 12:55pm

Dates: Thursday, May 12, 2011

CONSTRUCTIVE CONFRONTATION THROUGH POSITIVE COMMUNICATION

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.

Target Audience: All Employees

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

Presenter: Betty Napolitano, Sentara

Time: 12:05pm - 12:55pm

Dates: Tuesday, May 17, 2011

USING CREDIT TO YOUR ADVANTAGE

Wachovia, through their Wachovia At Work Program, has volunteered to provide a free 45 minute program focusing on how you can use credit to your advantage! This seminar provides tips on how to effectively manage credit, ways to improve credit and different ways to take advantage of credit in your financial future.

Target Audience: All Employees

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

Presenter: Van Noland

Time: 12:05pm - 12:55pm

Dates: Tuesday, May 24, 2011

PAY YOURSELF FIRST

Are you smart with your money? This program addresses the various ways to save money toward your goals. Making your financial dreams a reality is not always easy and sometimes it may feel like everything you earn goes anywhere but where you want it to. Come and listen to the theory that you should 'pay yourself first' and decide for yourself if this can be a successful approach to money management.

Target Audience: All Employees

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

Presenter: Sarah Kiah, SunTrust

Time: 12:05pm - 12:55pm

Dates: Tuesday, June 7, 2011

BALANCING WORK AND HOME

The increase in the number of two career families over several decades has dramatically affected traditional roles and responsibilities in the family. When conflicting demands make fulfilling both work and family roles difficult, workers may struggle with work performance and stress. In this interactive and informative session, balance is defined, and the benefits of achieving and maintaining balance in work and home life is reviewed. Participants are given an opportunity to look at their own interests and goals and to work up a personal balance plan they can use to regain some sense of control in both their personal and professional lives.

Target Audience: All Employees

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

Presenter: Betty Napolitano, Sentara

Time: 12:05pm - 12:55pm

Dates: Tuesday, June 21, 2011