November 2006 Human Resources Training Details
To enroll in these seminars, contact Karyn Jeffrey in HR by calling x4174 or e-mailing kajeffre@acs.carleton.edu

**Supervisory/Leadership**
EAP—Manager's Guide to Employee Assistance Program Telephonic Seminar
November 1, 2:00 pm ET (11:00 am PT)
Please pre-register online for ease of access at: [http://ww4.premconf.com/webrsvp](http://ww4.premconf.com/webrsvp)
Confirmation code: 4969843. The dial-in number will be provided to you in your registration confirmation email.
Handouts will be available to download from the registration site. You must pre-register at least 48 hours before the start time of the seminar. A recorded playback will be available for 10 days from the teleconference date. The dial-in number and passcode for that service will be available on the registration site.

**National Seminars Group/Padgett Thompson – Conducting Performance Appraisals**
11/09/06 1:00-4:00 Severance Meeting Room (lower level of Severance Hall)

**TIAA-CREF**
TIAA-CREF – GSRA – 403B Supplemental Retirement Plan
11/07/06 2-3 p.m. Room SH251
Learn the benefits of a GSRA and how the supplemental plan helps to build additional assets in a tax-differed way.

**Personal/Professional Development**
EAP—Creating a Positive Workplace Telephonic Seminar
11/08/06 1:00-2:00 Telephonic Seminar
All calls begin at 2:00 pm ET (11 am PT) and last one hour. Confirmation code: 6740918
Please pre-register at: [http://ww4.premconf.com/webrsvp](http://ww4.premconf.com/webrsvp) at least 2 hours before the conference. You will need the confirmation codes above. The dial-in number will be provided to you in your registration confirmation e-mail. Handouts will be available to download from the registration site.
A recorded playback of each seminar will be available for 5 days from the teleconference date, i.e., until Sunday midnight. The dial-in number and passcode for that service will be available on the registration site, [http://ww4.premconf.com/webrsvp](http://ww4.premconf.com/webrsvp).
Please pre-register online for the recorded playback as well. If you are unable to register, the recorded playback is available at 1.888.348.4629; use the confirmation code above, minus the first digit.

**National Seminars Group/Padgett Thompson – Strengthening People Skills**
11/09/06 9:00-12:00 Severance Meeting Room (lower level of Severance Hall)
The workshop, *Strengthening Your People Skills in the Workplace — Keys to Building Your Interpersonal Skills*, gives participants the tools and techniques to build effective professional relationships, strike up instant rapport, communicate with tact and make a memorable impression. Learn to prevent conflict before it happens by confronting others professionally, calmly and tactfully. Recognize and eliminate self-sabotaging interpersonal habits. Gain insight as to why difficult people behave the way they do

*National Seminars Group/Padgett Thompson – For Supervisors – Conducting Performance Appraisals*
11/09/06 1:00-4:00 p.m. Severance Meeting Room (lower level of Severance Hall)
Recognize some evaluation pitfalls, learn why people fear evaluations, sidestep the common stressors, learn effective attitudes, learn to stay objective, boost employees spirits, get employees to open up at evaluation sessions.

*EAP-Identity Theft - Chief of Police for the City of Northfield*
11/16/06 10:00-11:00 Room SH251
Understand what identity theft is and how it happens, tips for how to protect yourself from becoming a victim of fraud or stolen identity, and important steps to take if you think you have become a victim of fraud or stolen identity.

**Mandated Training**
*New Hire Orientation*
11/20/06 8:00-3:30 AGH & LDC
Designed to acclimate new hires to Carleton College with special presentations from our Administrative Council members, SAC, The FORUM, a Web Tour and training for our required "Right-to-Know" and "Harassment Prevention".