October HR Training/Development Schedule

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

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**Financial**

**TIAA-CREF Individual Counseling Sessions:**
October 23 and 24, 9 a.m. to 5 p.m., Sayles-Hill 254. Sign up at tiaa-cref.org (under Meeting/Counseling tab)

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**Personal/Professional Development**

**EAP—Managing Family Conflicts 1 hour**
October 11, 2 to 3 p.m., Sayles-Hill 251
- Understand the reasons for family conflict
- Identify your personal conflict style
- Know the 10 rules for fighting fairly
- Learn specific techniques for resolving conflicts with your children & partner

**EAP—Have a Good Night’s Sleep Telephonic Seminar**
October 11, 1 to 2 p.m., Telephonic Seminar
Everyone has difficulty sleeping on occasion, but if you find you frequently have a hard time falling asleep, or you often wake up earlier than you would like, you might benefit from some do's and don'ts on how to get a good night's sleep.

CIGNA Behavioral Health EAP presents this 1-hour telephonic wellness seminar. Please pre-register online, at least 48 hours prior to the seminar start time, at: http://ww4.premconf.com/webrsvp and used confirmation code: 7530401.

The dial-in number will be provided to you in your registration confirmation email, and will also be available on the registration site. Handouts will be available to download from the registration site or can be requested from Karyn in Human Resources. A recorded playback will be available for ten days from the teleconference date.

**ITS – Patrick Rhone**
**How to Buy a Home Computer and the Software Carleton Offers to Staff**
October 24, 10 to 11 a.m., ITS Training Room

**SkillPath Seminars:**

**The Indispensable Administrative Assistant**
October 25, 9 a.m. to noon,
Alumni Guest House (AGH) Meeting Room
In this seminar you'll learn . . .
- How to get organized and stay that way
- Time management solutions that work
- Assertiveness skills that help you get the job done
- Managing multiple projects and priorities
- How to handle the interruptions that sabotage your productivity
- Working together: The manager/assistant team

**Managing Multiple Projects, Objectives and Deadlines**
October 25, 1 to 4 p.m.,
Alumni Guest House (AGH) Meeting Room
In this seminar you'll learn . . .
- How to gain control of your workday
- How to handle competing priorities
- How to get organized
- How to plan – an automatic way to increase your productivity
- How to manage people (even your boss) for greater results
- How to control your stress
- How to create your own action plan
Mandated Training

Minnesota Employee Right to Know MERTKA/Asbestos
October 5, 1:30 to 3:30 p.m., Sayles-Hill 251

Mandatory for all new staff (Right to Know) and all those employed in or transferred to jobs which require training (Asbestos Awareness and Blood Borne Pathogens). New staff are required to participate in this training as part of their orientation process.

Any employees not required to attend but interested in attending are welcome. Sessions will be one hour each and will include training on Minnesota Right to Know.

Sexual Harassment Training
October 3, 2 to 5 p.m., Alumni Guest House (AGH) Meeting Room

Harassment in the work place has been prohibited for more than a decade. All employees share the responsibility for preventing harassment. The workshop content includes guidelines for defining harassment and suggestions for creating a harassment-free environment. The session will also cover the following:

- Guidelines on the definition of harassment
- Diversity and harassment
- Recognizing subtle forms of harassment
- Dealing with complaints

Joanne Jirik Mullen is the Advisor to the College on Sexual Harassment and Consultant to the College on Sexual Harassment.

Please note: All staff who have not previously attended a sexual harassment workshop at Carleton must attend.