October Human Resources Training and Development Opportunities
Please contact Karyn Jeffrey at kajeffre@acs.carleton.edu or x4174 to enroll.

SUPERVISORY/LEADERSHIP

Managers’ Guide to EAP Telephonic Seminar
October 31, 1 to 2 p.m.
Please pre-register online, at least 48 hours prior to the seminar start time using confirmation code 1406711. The dial-in number will be provided to you in your confirmation e-mail. Handouts will be available to download from the registration site or through Human Resources. A recorded playback of the seminar will be available starting an hour after the seminar until midnight on the tenth day from the teleconference date.

FINANCIAL

TIAA-CREF—A Personal Journey
October 17, 8:30 to 9:30 a.m., Alumni Guest House Meeting Room
Learn how to plan what’s best for you in the years to come. What’s your vision of retirement? Enjoying a comfortable and potentially rewarding retirement will depend upon having enough income to live on in addition to good health and relationships with family and friends. A sound retirement strategy can make all the difference. Annuity accounts and mutual funds will be discussed. This seminar will help you simplify your retirement by:

- Calculating your personal income needs—Are you saving enough?
- Helping you understand your income sources at retirement.
- Consolidating your assets and making record-keeping easier!

No registration is required.

TIAA-CREF Individual Counseling Sessions
October 17, 10 a.m. to 5 p.m., Sayles-Hill 254
October 18, 8:30 a.m. to 4:30 p.m., Sayles-Hill 250
One-on-one counseling sessions are being offered for you to discuss your personal financial situation with a TIAA-CREF consultant on a confidential basis. Some ways they can help you are:

- Discussing how TIAA-CREF can help meet your financial goals using products such as mutual funds and annuities, or other financial matters;
- Discussing simplifying your finances through consolidating your assets; and
- Helping you find the right allocation mix for you.

Sign up today by visiting the TIAA-CREF Web site or by calling Dianne at (952) 830-3102.

TIAA-CREF does not offer tax advice—see a tax advisor regarding your individual circumstances.
PERSONAL AND PROFESSIONAL DEVELOPMENT

EAP—Personal Safety Telephonic Seminar
October 10, 1 to 2 p.m.
Please pre-register online, at least 48 hours prior to the seminar start time using confirmation code 1406711. The dial-in number will be provided to you in your confirmation e-mail. Handouts will be available to download from the registration site or through Human Resources. A recorded playback of the seminar will be available starting an hour after the seminar until midnight on the tenth day from the teleconference date.

Planning Events at Carleton
Noel Ponder, Patti Sabrowski, Phil Stark, and Ruth Anna Miller
October 16 from 10 to 11 a.m. in Sayles-Hill 251

EAP—Caring for your Aging Parents
October 30, 10 to 11 a.m., Sayles-Hill 251
- How to determine your aging parents’ needs (and wishes).
- Decisions about living arrangements.
- Legal, medical, and financial planning.
- Remember the human element in caregiving.
- Caregivers have needs too!
- Learn about the benefits of your EAP

MANDATORY

Minnesota Employee Right to Know MERTKA/Asbestos
October 4, 9 to 11 a.m., Alumni Guest House Meeting Room
Mandatory for all new staff (Right to Know) and all those employed in or transferred to jobs requiring 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.

New Hire Orientation
October 12, 8 a.m. to 3:45 p.m., Alumni Guest House and Language and Dining Center