

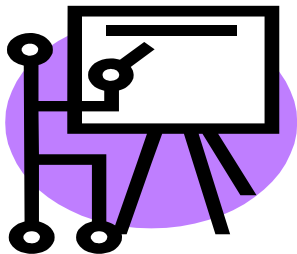
University Professional Development

SPRING 2006

a service provided by Human Resources

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Professional Development courses are also available by the New Jersey Human Resources Development Institute. The website is:

www.webapps.dop.state.nj.us/hrdi/

INFORMATION POWER HOUR

This semester human resources is launching new information sessions that will be one hour long! The sessions will run at 10 AM, 12 noon and 3 PM.

There is no registration required!

February 15 – Microsoft Office Tips – ROSSEY HALL, ROOM 10

February 23 – Career opportunities for employees in the Security field – VODRA HALL, CONFERENCE ROOM D

March 8 – Career opportunities for employees in the Maintenance and Craft fields – VODRA HALL CONFERENCE, ROOM B

March 14 – E-mail tips – ROSSEY HALL, ROOM 10

May 4 – Creating Excel Spreadsheets – ROSSEY HALL, ROOM 10

Business Practices for Department Managers

Performance Evaluation System Workshop – This workshop is offered for managers and supervisors to provide information, practice and feedback on writing each segment of the PES document.

March 17, 2006 9 am to Noon Vodra Hall, Conference D

Department Budget and Accounting Tools – This workshop will provide training for all the tools necessary to create and maintain the department's budget. The workshop will include training on the following: report manager, policies and procedures of issuing and paying purchase orders, the process for check requests and how to use E-Pro for purchases

Available upon request – Please contact Jenell Santiago – extension 3159

Business and Professional Skills Workshops

Registration is required for all workshops

Writing for Managers and Supervisors - provides instruction and practice in generating and evaluating executive level documents. Participants will learn to align their business writing processes with organizational goals.

March 2, 2006 9 am to 4 pm Fine Arts Building, Room B-25

Preparation for the Civil Service Test - This course will help participants understand the exam process from announcements and application through performance on test day.

March 22, 2006 9 am to 4 pm Fine Arts Building, Room B-25

The Indispensable Assistant- This course helps participants gain practical skills to make them more valuable in the work place. Learn better ways to stay motivated, manage projects and handle pressure of multiple tasks, deadlines and supervisors.

March 30, 2006 9 am to 4 pm Fine Arts Building, Room B-25

This is a one day course

April 4, 2006 9 am to 4 pm Fine Arts Building, Room B-25

Supervisors Training - Teaches new managers how to balance co-worker relationships with new management responsibilities.

April 13, 2005 1 pm to 5 pm Vodra Hall, Conference Room B

Maintaining and Organizing Files - This course provides practical tips to eliminate the frustration and time-wasting impact of poor-filing systems. Participants will learn how to reorganize their files and office space for increased efficiency and productivity.

April 19, 2006 9 am to 4 pm Fine Arts Building, Room B-25

How to Move your Career Ahead - For employees at all levels to gain strategic ways to become successful through professionalism and daily work ethics.

May 2, 2006 1 pm to 5 pm Vodra Hall, Conference Room B

How to Conduct Effective Meetings - Topics include: why we hold meetings, the role of the chairperson, preparing and controlling an agenda, essential record keeping, group dynamics, maintaining order, how to handle disruptive behavior, decision making options, facilitating consensus, the public meeting, and post-meeting reinforcement of objectives.

May 18, 2006 9 am to 4 pm Fine Arts Building, Room B-25



TOASTMASTERS

AT NJCU

The mission of Toastmasters is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop and practice communication and leadership skills, which in turn foster self-confidence and personal growth.

The New Jersey City University Toastmasters club meets every Wednesday from 12 noon to 1 p.m.

Benefits Seminars

ING Financial Advisors Seminar – “Early Retirement” An educational seminar that may help you determine how early or late you may retire. TO SIGN UP CALL MALA EMERA 732-326-5613 OR EMAIL MALA.EMERA@US.ING.COM

March 1, 2006 **2 pm to 3 pm** **Vodra Hall, Conference Room B**

March 1, 2006 **3 pm to 4 pm** **Vodra Hall, Conference Room B**

Leave of Absence Workshop – This workshop will discuss the federal, state and university guidelines on all types of leaves including sick leaves, family medical leaves, intermittent leaves and sabbaticals.

April 6, 2006 **10 am to 12 noon** **Vodra Hall, Conference Room D**

THE E.D.GE. SEMINAR (Exploring the Division of Pensions to Gain knowledge Early in your career– This seminar is designed for members who are in the beginning to middle of their careers and would like to get a handle on their benefits and find out more about financial planning.

April 27, 2006 **10 am to 12 p.m.** **Hepburn Hall, Gothic Lounge**

Social Security Administration – A representative from the Social Security Administration will be available to provide guidance to employees at all levels of their careers.

April 27, 2006 **2 pm to 3 pm** **Hepburn Hall, Gothic Lounge**

TIAA/CREF Personal Financial Counseling Sessions - Let us help you make financial decisions that are right for you. Schedule an appointment today with a TIAA-CREF consultant who will be available to answer questions about your financial matters.

We'll help you:

- Develop long-term strategies
- Understand the importance of protecting your assets against inflation
- Find the right allocation mix for you
- Develop your own strategy
- Learn about TIAA-CREF retirement income flexibility

Dates

Thursday, January 19, 2006

Tuesday, January 31, 2006

Thursday, February 9, 2006

Wednesday, February 15, 2006

Thursday, February 23, 2006

Tuesday, March 14, 2006

Thursday, March 30, 2006

Tuesday, April 11, 2006

Thursday, April 27, 2006

Tuesday, May 9, 2006

Thursday, May 18, 2006

Tuesday, May 23, 2006

Time

9:00 a.m. – 4:00 p.m.

Location

Hepburn Building/Undergraduate Admission Conference Room

To schedule an appointment, please visit our website at www.tiaa-cref.org/moc.

Registration Form – Please send all completed forms to Sylvia Smith-Ball, Hepburn Hall, Room 108C

Name	Social Security Number
Department Name	Extension
Employee Title	
Employee Type <input type="checkbox"/> Support Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Manager <input type="checkbox"/> Professional Staff	
Enrollment Information	
Course Name	Course Date
Course Name	Course Date
Course Name	Course Date
Authorization Signature- I release the above employee for the course(s) above. Signature_____ Print Name_____	
Employee Signature – I understand that I must attend the above courses for the time schedule. If I am unable to attend I will provide 48 hours notice. Signature_____ Print Name_____	

The mission of the professional development program is to

- 1. Assist employees in increasing job effectiveness by building and refining job skills.*
- 2. Prepare employees for increased or new responsibilities.*
- 3. Enable employees to gain knowledge of university policies and procedures.*
- 4. Educate employees on how to maximize the use of current and new benefits offered at the university.*

For all questions and comments please contact:
Adele Douglas-Davis Bey, Associate Director, Human Resources, extension 2335 or adouglas@njcu.edu