

2006 Training Series



Stress

Management

Managing stress is an important skill in our fast-paced world. Come to this interactive workshop where you will learn about positive and negative stress, define what causes you to feel stressed and experience techniques such as yoga, breathing exercises and humor, among others, to help you cope more effectively with negative stress.

Facilitators: Dr. Mary Beth Ertel, Counseling & Personal Development & Ms. Karin Botto, Training & Organizational Development (Certified Yoga Teacher)

Date: January 24, 2005

Time: 9:30-12:00 PM

Location: Haub Executive Center, 5th Floor McShain

This session is filled. If you are interested in this topic, please email botto@sju.edu and another session may be added.

Evaluating Performance & Giving Feedback

Evaluating employee performance and giving critical feedback is one of the most important jobs of a manager. If not conducted properly, it could be the most difficult and



challenging interface that you have with an employee. This interactive workshop will help you develop skills to make this a rewarding experience. Facilitating a great performance evaluation can help your team members align with strategic goals and achieve better results. Come to this workshop where you will talk with colleagues about performance and learn a model of giving feedback.

Facilitators:

Ms. Sharon O'Grady Eisenmann, Human Resources
Ms. Karin Botto, Training & Development

1st Workshop

Date February 16, 2006
Time 9:15-12:00 PM
Location Haub Executive Center

Please register by February 9, 2006

2nd Workshop

Date February 21, 2006
Time 1:00-3:45 PM
Location Haub Executive Center

Please register by February 14, 2006



Preparing for a Performance

Evaluation

Does your supervisor know all that you have accomplished during the last year? Do you know what to do when your boss gives you constructive feedback? This session is designed to help you prepare for your yearly performance evaluation. Learn tips on how to discuss your accomplishments over the last year, personal project interests you might have in the upcoming year and utilize feedback you might receive from your supervisor. This session is terrific for new employees who have not yet experienced a performance review and for seasoned employees who hope to enhance their performance review skills.

Facilitators: Ms. Ceil Glackin, Human Resources & Ms. Karin Botto, Training & Development
Date: February 28, 2006
Time: 1:30-3:30 PM
Location: Haub Executive Center
Please register by February 27.

2nd Session Added!!
Date: March 9, 2006
Time: 1:00-3:00 PM
Location: Haub Executive Center
Please register by March 7.



Sleepless at Saint Joseph's

Are you one of the 60 million Americans who is not getting enough sleep or having problems sleeping? Did you know that lack of sleep has major implications for your productivity, health and well-being? Get ready for National Sleep Awareness Week by attending this workshop. Dr. Jodi Mindell, SJU's own nationally recognized sleep expert, will facilitate this session where you will learn about the value of a good night's sleep, the impact of poor sleep, and solutions for getting the sleep you need.

Facilitator: Dr. Jodi Mindell, Professor of Psychology
Date: March 21, 2006
Time: 11:30-1:00 PM
Location: Moot Board Room 310, Manndeville Hall



Resolving Conflict at Work

Conflict is a normal (and even healthy) part of every workplace. Unresolved conflict can be costly to the individuals involved and the entire organization. This workshop is designed to introduce you to a resolution process where you will learn effective communication skills and techniques to transform situations of conflict into productive relationships.

Facilitators: Dr. Matt Snyder, Counseling & Personal Development and Ms. Karin Botto, Training & Organization Development

Date: May 4, 2006

Time: 9:00 - 11:00 AM

Location: Claver House, First Floor Classroom

Understanding Jesuit History & Values

This open discussion and conversation explores the Jesuit origins, philosophy and spirituality. Come learn about Ignatius of Loyola, the founding of the Society of Jesus and what it means to work at a Jesuit University. Open to new employees!



Facilitator: Father Timothy Lannon, SJ, President

Date: May 22, 2005

Time: 9:00 - 10:30 AM

Location: Large Meeting Room, Haub Executive Center



Recharging Your Spiritual

Battery

During this workshop, we will explore work and spirituality through meditation, yoga and dialogue aimed at promoting a deeper understanding of the Ignatian call to 'find God in all things.'

Workshop Objectives:

- * To cultivate a source of inner peace and stability through meditation and prayer.
- * To learn basic yoga techniques for stress reduction.
- * To connect your work to your spiritual life.

Facilitators: Rev. Dan Joyce, SJ, Office of Mission & Ms. Karin Botto, Training & Organization Development (Certified Yoga Teacher)

Session 1

Date: June 13, 2006

Time: 9:00-11:30 AM

Location: Will be sent in the confirmation email

Please register by June 9.

Session 2 - Class size limited to 20 participants. - This class is now filled.

Date: July 20, 2006

Time: 2:00-4:30 PM

Location: Will be sent in the confirmation email

Please register by July 13.

Session 3 - Class size limited to 20 participants.

Date: August 22, 2006

Time: 2:00-4:30 PM

Location: Will be sent in the confirmation email

Please register by August 15.



Understanding & Valuing Diversity

Diversity includes not only race, ethnicity, and gender, but also ability/disability, education, age, class, and many other differences. By clearly understanding our commonalities and differences we can support one another's efforts to create healthy, inclusive organizations where all people feel respected and welcome to contribute their best work to the organization.

During this workshop, you will learn about the meaning and definition of diversity on both a personal and professional level. We will discuss the impact of diversity in the workplace and identify personal actions you can make around diversity

Facilitators: Ms. Valerie Dudley, Institutional Diversity & Ms. Karin Botto, Training & Organization Development

Date: June 29, 2006

Time: 1:00-3:30 PM

Location: Will be sent in the confirmation email

Hiring & Supervising Student Employees

Are you preparing to hire student employees for the next academic year? Come to this workshop where you will learn:

- The hiring process and pay procedure for federal work study and campus employment programs.
- The role student employees play in supporting the mission of SJU.
- How and why to develop a student job description.
- The importance of orienting and training your student employees.
- Tips for handling the day-to-day challenges students face in the work environment.

Facilitators: Ms. Ceil Glackin, Human Resources, Ms. Elaine Kelly, Financial Affairs, Ms. Eileen Tucker, Financial Assistance, and Mr. Richard Trench, Information Technology

Date: Wednesday, August 16, 2006
Time: 1:00-4:00 PM
Location: Mandeville Hall, Moot Board Room 310

Hiring and Maintaining a Diverse



Workforce

Participants of this workshop will learn:

1. To understand what diversity is and what a diverse workplace looks like
2. To understand the role of a hiring manager in creating and maintaining a diverse workplace
3. To know our responsibilities as an affirmative action employer
4. To understand the SJU hiring process and what resources might be available to increase diversity
5. To discuss "best practices" in employee retention

Facilitators: Valerie Dudley, Institutional Diversity & Sharon O'Grady Eisenmann, Human Resources

Date: October 12, 2006

Time: 2:00-4:30 PM

Location: Groaton Room

Space is limited to 15 participants.



Foundations of Business Communication

As a participant of this workshop, you will learn:

- The keys to writing sentences with impact
- To enhance the tone and readability of your writing
- To spot and correct errors in sentences
- To master punctuation and spelling problems missed by spell checker
- To proof read with confidence

Facilitator: Joe Lunardi, University Communications

Date: October 19, 2006

Time: 1:00-3:30 PM

Location: Haub Executive Center (Small Lapsley Meeting Room)

Class is limited to 20 participants.

Direct Link Plus - The Easy Way to Get Where You are Going

Direct Link Plus is Saint Joseph's University's new on-line booking tool for travel. The tool will enable frequent SJU travelers with a travel profile to make reservation requests and book travel from their PC anytime of day or night. Frequent travelers can also add their Administrative Assistant to their profile, thus giving the individual access to book travel for them.

Participants of the session will learn:

- To navigate and execute various commands in the Direct Link Plus system.
- To make a reservation for air, rail, car or hotel.

Training is sponsored by Travel Services. Please contact Darlene Hutchinson at travel@sju.edu with questions about this training.

Session 1

Date: October 24, 2006

Time: 11:30-1:30 PM

Location: Moot Board Room 310

Session 2

Date: November 2, 2006

Time: 11:30-1:30 PM

Location: Moot Board Room 310

Managing Conflict at Work

Conflict is a normal (and even healthy) part of every workplace. Unresolved conflict can be costly to the individuals involved and the entire organization. This workshop is designed to introduce you to a resolution process where you will learn effective communication skills and techniques to transform situations of conflict into productive relationships.

Facilitators: Dr. Matt Snyder, Counseling & Personal Development and Karin Botto, Training & Organizational Development

Date: November 28, 2006

Time: 1:00-3:30 PM

Location: Mandeville Hall Room 371



Recharging Your Spiritual Battery (during the holidays)

During this workshop, we will explore spirituality through meditation, yoga and dialogue aimed at promoting a deeper understanding of the Ignatian call to 'find God in all things.' Holidays can be a stressful time. Come to this session where you will learn:

- To cultivate a source of inner peace and stability through meditation and prayer.
- To learn basic yoga techniques for stress reduction.
- To develop an understanding of what the season means to you.

Facilitators: Rev. Dan Joyce, SJ, Office of Mission & Karin Botto, Training & Organizational Development (Certified Yoga Teacher)

Date: December 14, 2006

Time: 2:00-4:30 PM

Location: Hall of Fame Room, Fieldhouse

Space is limited to 20 participants.