Human Resources Training Calendar January – March 2016

For registration instructions, please see [http://www.sjsu.edu/hr.ast/training/hr_101_courses/](http://www.sjsu.edu/hr.ast/training/hr_101_courses/). Contact Julie Inouye Wong at 4-2256 or julie.wong@sjsu.edu if you have questions.

### January

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 13, Wed</td>
<td>8:30 – 12:00</td>
<td>Clark 547</td>
<td>TRCR58</td>
<td>Spartan 101</td>
<td>SJSU Human Resources</td>
</tr>
<tr>
<td>January 26, Tues</td>
<td>2:00 – 3:00</td>
<td>Clark 547</td>
<td>BIT001</td>
<td>See Something, Say Something, Do Something</td>
<td>SJSU Student Affairs Division</td>
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</tbody>
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### February

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<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Feb 4, Thurs</td>
<td>10:00 – 11:30</td>
<td>Clark 547</td>
<td>TRSD43</td>
<td>Cross-Cultural Communication</td>
<td>LifeMatters</td>
</tr>
<tr>
<td>Feb 12, Fri</td>
<td>9:00 – 11:00</td>
<td>Clark 547</td>
<td>TRCR60</td>
<td>Stepping Beyond: SJSU Customer Service Training</td>
<td>SJSU Human Resources</td>
</tr>
<tr>
<td>Feb 16, Tues</td>
<td>10:00 – 11:00</td>
<td>Clark 547</td>
<td>BIT001</td>
<td>See Something, Say Something, Do Something</td>
<td>SJSU Student Affairs Division</td>
</tr>
<tr>
<td>Feb 17, Wed</td>
<td>9:00 – 11:00</td>
<td>Clark 547</td>
<td></td>
<td>CalPERS Future Planning</td>
<td>CalPERS</td>
</tr>
<tr>
<td>Feb 25, Thurs</td>
<td>10:00 – 11:00</td>
<td>Clark 547</td>
<td>TRCR61</td>
<td>Intro to the Skillport Learning Library</td>
<td>SJSU Human Resources</td>
</tr>
<tr>
<td>Feb 29, Mon</td>
<td>12:00 – 11:30</td>
<td>Clark 547</td>
<td>TRCR54</td>
<td>Medicare 101</td>
<td>Kaiser Permanente</td>
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### March

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<tr>
<th>Date</th>
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</tr>
</thead>
<tbody>
<tr>
<td>March 1, Tues</td>
<td>9:00 – 11:30</td>
<td>Clark 547</td>
<td></td>
<td>HR 101 Planning Your Retirement</td>
<td>CalPERS</td>
</tr>
<tr>
<td>March 8, Tues</td>
<td>8:30 – 12:00</td>
<td>Clark 547</td>
<td>TRCR58</td>
<td>Spartan 101</td>
<td>SJSU Human Resources</td>
</tr>
<tr>
<td>March 16, Wed</td>
<td>10:00 – 12:00</td>
<td>Clark 547</td>
<td>TRSD44</td>
<td>Problem Solving</td>
<td>LifeMatters</td>
</tr>
<tr>
<td>March 17, Thurs</td>
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<td>See Something, Say Something, Do Something</td>
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March 22, Tues 12:00 – 1:00 Clark 547  
Course code: TRFE36  
ScholarShare 529 College Savings Plans  
By ScholarShare  
Lunch provided by ScholarShare

March 24, Thurs 10:00 – 11:00 Clark 547  
Course code: TRCR06  
Intro to the Staff Fee Waiver Program  
By SJSU Human Resources

March 30, Wed 12:00 – 1:00 Clark 547  
Course code: TRHW23  
Managing Your Health Through Nutrition  
By Cassie Barmore, Campus Dietitian

The Center for Faculty Development also offers support to SJSU faculty and staff to help them explore a variety of tools they can use to enhance their professional skills. See the Center for Faculty Development section for a list of their upcoming classes.

HR 101 Financial Education Courses

CalPERS Future Planning – By CalPERS, *Please register by calling CalPERS at (888) 225-7377 or by visiting CalPERS’ website at https://my.calpers.ca.gov/  
This workshop is for SJSU employees who want more information about CalPERS but aren’t ready for retirement. Learn about CalPERS Member Education, What is CalPERS?, Retirement Income Sources, Service Credit, Retirement Formulas and Benefit Factors, Final Compensation, Retirement Calculation, Power of Attorney, Leaving Your Employer, Pre-Retirement Death Benefits, Health Benefits, Online Resources, Contacting CalPERS, and Your Next Steps.

Planning Your Retirement – By CalPERS, *Please register by calling CalPERS at (888) 225-7377 or by visiting CalPERS’ website at https://my.calpers.ca.gov/  
This workshop provides an overview of the PERS Retirement program and options. Participants have the opportunity to ask specific retirement questions to a PERS representative. These workshops will include information regarding the retirement process, planning for retirement, selecting the “best” date to retire, calculating a retirement allowance, CalPERS health benefits, and post-retirement considerations. Participants will receive a worksheet with which to figure their final compensation.

ScholarShare 529 College Savings Plans – By ScholarShare  
529 college savings plans offer an easy and tax-advantaged way to save for post-secondary education. Your funds can be used for higher education at colleges and schools across California, the U.S. and at many around the world. There is a lot of flexibility built in! Anyone can open and account or gift one, and there are no income or age restrictions on the plans. ScholarShare provides an easy way to save through direct-deposit via your paycheck.

HR 101 Skills Development Courses

Cross-Cultural Communication – By LifeMatters, Course code: TRSD43  
Our culture influences many aspects of who we are – how we live, how we work, how we approach problems and how we participate in the world around us. Therefore, it is not surprising that our cultural differences can open up communication challenges. Regardless of the extent of our diversity, it is
important to recognize that “different” does not imply “wrong”. Content includes: Defining culture; evaluating the impact on communication, and improving cross-cultural communication skills.

**Problem Solving – By LifeMatters, Course code: TRSD44**
Identifying what type of thinker you (and those around you) are can lead to quicker problem solving. Learn your thought process as well as steps in problem solving; the difference between an immediate and long term problem; and how to develop possible solution to solve the problems.

**HR 101 Campus Resources Courses**

**Intro to the Staff Fee Waiver Program – By SJSU Human Resources, Course code: TRCR06**
This course explains the types of fee waiver available to staff, why and how an employee may participate, how a dependent may participate, and how managers can use the program to encourage and train their employees.

**Intro to the Skillport Learning Library – By SJSU Human Resources, Course code: TRCR61**
All SJSU staff and faculty now have free access to the Skillport 8.0, an online learning resource site. At your fingertips are thousands of engaging online eLearning courses, books, and videos. This class will teach you how to navigate the site and all that it has to offer.

**Medicare 101 – By Kaiser Permanente, Course code: TRCR54**
Get all of your questions about Medicare answered. You will learn about the different parts of Medicare (parts A, B, C and D), the eligibility requirements, how your CalPERS retiree health coverage works with Medicare, and the differences between your current health coverage and retiree CalPERS health coverage.

**See Something, Say Something, Do Something – By Ben Falter, Behavioral Intervention Team**
Do you know what behaviors to look for when a student or employee needs support or resources? Do you know who to consult with if you see disturbing writing/words in an email, assignment, social-media post, or in a group discussion? What is your role in mandated reporting? This session will help participants to better understand our SJSU Red Folder resources and Behavioral Intervention Team (BIT). We will discuss characteristics and examples of distressed and disturbing behavior to look for, techniques to address at your level, how to consult and document incidents so that we can collaborate as a campus to reduce threats and better connect individuals to resources.

**Spartan 101 – By SJSU Human Resources, Course code: TRCR58**
Spartan 101 was created for new SJSU employees but all employees are welcome to attend. Attendees will learn more about San José State University, our mission, and Vision 2017, the strategic plan. It is a great opportunity to connect with important campus resources and to meet and network with fellow Spartans.

**Stepping Beyond: SJSU Customer Service Training – By SJSU Human Resources, Course code: TRCR60**
Stepping Beyond was developed in the spirit of the Vision 2017 goal of Helping and Caring, and in response to campus-wide requests for customer service training. This interactive class will cover the components of quality customer service and will give attendees an opportunity to step out of their own
shoes and into those of the customer. The major theme is "stepping beyond" to create a culture of helping and caring on campus.

Health and Wellness Courses

Managing Your Health Through Nutrition – By Cassie Barmore, Campus Dietitian, Course code: TRHW23
Now that we know our “health numbers” for cholesterol, blood glucose, blood pressure, and BMI, what can we do nutritionally to move or keep those numbers in a healthy range? Cassie, our campus’s nutrition expert, will review nutrition strategies to keep our bodies and minds happy and healthy.

Center for Faculty Development

*Please note that small group training/demo for the department/organization as part of professional development has been proven very effective in enabling office collaboration. See their website for a list of CFD Events. Trainings are also available at your location upon request. Call the Center for Faculty Development (408) 924-2303 for more information.