

# January - March 2012 Course Catalog

For registration instructions, please go <http://www.sjsu.edu/hr/staff/training/hr101/index.htm>  
 Questions? Call Jutta Ihattula at 4-2138 or [jutta.ihattula@sjsu.edu](mailto:jutta.ihattula@sjsu.edu)

## Financial Education

### CalPERS Retirement Seminar

Monday, January 23 9:00am-11:30am CLARK HALL 547  
 Facilitated by CalPERS

\* Please register by calling CalPERS at (888) 225-7377 or by visiting CalPERS' website at <https://my.calpers.ca.gov/>

**Description:** 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.

**Benefits and Outcome:** Learn what actions need to be taken when an employee is close to retirement.

**Who Should Attend:** Faculty and Staff that want to learn more about retirement.

### Cash Management

Thursday, February 16 10:00am-11:30am CLARK HALL 547 TRFE04  
 Facilitated by Valic

**Description:** This workshop will cover how to assess your current financial situation, budgeting tips, setting up an emergency fund, managing credit cards, tax planning and steps to increased savings.

**Benefits and Outcome:** This will be a hands-on workshop to assist individuals in better managing their day-to-day financial resources. Participants are encouraged to ask questions and will receive workbooks and worksheets to help them with budgeting, tax planning and goal setting.

**Who Should Attend:** Individuals just getting started as well as those who can benefit from ideas on how to better manage their money.

### Retirement Planning Basics

Tuesday, February 7 10:00am-11:00am CLARK HALL 547 TRFE08  
 Facilitated by Citibank

**Description:** This seminar covers a five –step planning process for planning for your retirement from both a qualitative and quantitative aspect. It will cover steps that one should take in first deciding the lifestyle they wish to have in retirement and then placing a cost based on the lifestyle. From there it will cover a process to follow to see if with one's current retirement resources are on track; and if not, the adjustments they may need to make in their retirement goals. Given the current environment, it is important that everyone has an idea of how they will meet their retirement goals and understand that it is never too soon to start the retirement planning process.

**Benefits and Outcome:** Learn what steps and considerations to take into account in the retirement planning process. Also, to be better prepared to meet or adjust one's retirement goals before it is time to retire.

**Who Should Attend:** Faculty and Staff that want to learn more about retirement.

### Your Retirement Plan at Work

Wednesday, March 14 10:00am-11:30am CLARK HALL 547 TRFE11  
 Facilitated by Valic

**Description:** With essential living expenses like housing, food, fuel and insurance premiums rising, saving for retirement can be easy to postpone. This seminar addresses how saving for retirement now is still possible and will help participants understand their Social Security, 403(b) and CalPERS benefits.

**Benefits and Outcome:** This workshop addresses how CalPERS and Social Security benefits will coordinate with other retirement accounts, the cost of procrastination when saving for retirement and the various types of retirement plans available to SJSU employees.

**Who Should Attend:** Anyone, who is interested in ever retiring.

## Staying Stable in an Unstable Economy

Tuesday, January 17

10:00am-11:00am

CLARK HALL 547

TRFE12

Facilitated by Citibank

**Description:** Given the current economy, this seminar will give tips on how to manage various aspects of your financial life during this time of economic instability. It will assist individuals to analyze, based on their own financial situations, what are some areas that need attention and preparation and areas that may be opportunities. The class will give participants ideas and tools that can assist them during these economic times.

**Benefits and Outcome:** Get ideas and tools to help one's financial house during times of economic uncertainty.

**Who Should Attend:** Individuals who find the current economic environment unsettling and /or who want tips on managing finances in the current environment.

## Long Term Care

Thursday, March 1

10:00am-11:00am

CLARK HALL 547

TRFE13

Facilitated by Citibank

**Description:** As a society, we are living longer. However, it does not mean that we will be free from health issues. This seminar helps people to understand Long Term Care. It will look at the potential costs involved if one finds herself/himself or loved ones in need of care over an extended period of time and some options available to help protect your assets from being depleted to support care. This seminar will help to address some of the questions around long-term care and long-term care insurance.

**Benefits and Outcome:** Get a better understanding of Long Term Care and ways to prepare oneself and one's family from the potential financial toll it can take if not prepared.

**Who Should Attend:** Individuals who want to get information on Long Term Care and those who want to begin to prepare themselves and their family prior to a Long Term Care situation occurring.

## Identity Theft Workshop

Tuesday, February 21

10:00am-11:00am

CLARK HALL 547

TRFE14

Facilitated by California Casualty

**Description:** Identity theft is the fastest growing crime in the United States. Everyone is susceptible to this type of crime but the good news is there are things you can do to help minimize the risk of becoming the next victim. Join us for a discussion on ID theft. Points that will be covered are: What is ID Theft, how do thieves steal an identity, how can you find out if your identity was stolen, long lasting effects of ID theft, what should you do if your ID is stolen, what can you do to help fight ID Theft.

**Benefits and Outcome:** Get a better understanding of ID Theft and ways to minimize the risk of becoming a victim.

**Who Should Attend:** Any Faculty, Staff, and/or current SJSU working Student Assistants.

## Savings Plus Workshop

Monday, February 13

9:00am-11:30am

CLARK HALL 547

Facilitated by Savings Plus

**Description:** This workshop consists of: 1) Enrolling in Savings Plus 401(k) and 457 Plan; Learn and understand how this benefit supplements your CalPers Pension. Understand the differences between the 401(k) and 457 plans. Discover how easy it is to start saving for your retirement. Take advantage of this pretax benefit and reduce your annual tax liability. Identify retirement income needs. Discover the benefits of enrolling today. 2) Asset Allocation; Learn about your investor's profile, and the differences between a stock and bonds etc. 3) Approaching Retirement; Check out the retirement checklist. Learn about your options when you retire, calculate your retirement income needs. Find out how to maximize your 401(k) and 457 plans benefit before you retire. Discuss the benefits of consolidating/rolling over other accounts into your Savings Plus account.

**Benefits and Outcome:** The participant will have a better understanding of the retirement benefit offered through the State, have a better knowledge in regards to 401(k) and 457 benefits, and be able to make better planning decisions when it comes to one's retirement.

**Who Should Attend:** Anyone who is a full-time State employee, interested in learning about the supplemental retirement benefit.

## Campus Resources

### Introduction to the Staff Fee Waiver Program

Thursday, March 22

9:00am-10:00am

CLARK HALL 547

TRCR06

Facilitated by Jutta Ihattula, Human Resources Staff Fee Waiver Coordinator

**Description:** 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.

**Benefits and Outcome:** To have a better understanding of how the Fee Waiver Program works.

**Who Should Attend:** Staff members who are interested in the Fee Waiver program or who have dependents attending a CSU campus.

### CSUEU Performance Evaluation Training **Rescheduled!**

**New date:** Wednesday, February 15

9:00am-11:00am

CLARK HALL 547

TRCR09

Facilitated by Amy Ruiz, Human Resources Training Specialist

**Description:** This training session will cover the CSUEU probationary and annual performance evaluation process, evaluation cycle, and best practices for performance evaluations.

**Benefits and Outcome:** Understand the CSUEU performance evaluation process and have the opportunity to ask questions.

**Who Should Attend:** Any employee who evaluates CSUEU employees.

### **Campus History Tour**

Monday, March 12 12:00pm-1:00pm Entrance of Clark Hall TRCR17  
Facilitated by Annette Nellen, Department of Accounting and Finance

**Description:** This walking tour begins outside of Clark Hall and tours much of the campus to explain how SJSU came to be in San Jose at Washington Square. The campus history is told through the buildings and people and events that shaped the campus. Wear comfortable walking shoes. Tour led by Professor Annette Nellen.

**Benefits and Outcome:** To know the history of the campus.

**Who Should Attend:** Any Faculty, Staff, and/or current SJSU working Student Assistant.

### **Stress and Resiliency in Tough Economic Times**

Tuesday, March 20 2:00pm-3:00pm CLARK HALL 547 TRCR50  
Facilitated by: Concern: EAP

**Description:** We all know that stress is not a good thing and can do harm to both our bodies and minds. Financial stress is extremely common right now and for many people, knowing how to manage stress is nearly as important as know how to manage their finances.

**Benefits and Outcome:** In this seminar, we will discuss how to build resiliency to economic stress. Participants will learn what is stress, define resiliency, economic stress, talking about finances, and how to boost resiliency.

**Who Should Attend:** Any Faculty, Staff, and/or current SJSU working Student Assistants.

### **Kaiser Permanente 101**

Tuesday, March 6 10:00am – 11:00am CLARK HALL 547 TRCR52  
Facilitated by: Michelle Delgado, Kaiser Representative

**Description:** Learn about your Kaiser Permanente benefit plan, resources available and how to stay healthy and thrive!

**Benefits and Outcome:** Employees will become better informed about how to utilize health plan benefits and resources available.

**Who Should Attend:** Any Faculty or Staff employees.

### **The Working Parent**

Monday, March 5 2:00pm-3:00pm CLARK HALL 547 TRCR55  
Facilitated by: Concern: EAP

**Description:** Many parents feel overwhelmed by both the demands of their job and the needs of their children and family. By the end of the day, parents are often feeling exhausted and do not have enough energy left over to attend to the needs of their children, their partner, their friends, or themselves. Many people refer to this idea of “balance”, but what is it? What does balance look like and how do people achieve it?

**Benefits and Outcome:** Through this interactive workshop, participants will learn ways to assess their current lifestyle, set priorities, and choose realistic goals. As well, they will be presented with tools to help them meet the many demands they are confronted with on a daily basis.

**Who Should Attend:** Any Faculty, Staff, and/or current SJSU working Student Assistants.

### **Parents’ Support Group at SJSU**

Once a month/ 12:00pm-1:00pm ADM 269  
The last Tuesday of the month

**For more info and to join the group, please contact: Deanna Peck at 924-5910 or [deanna.peck@sjsu.edu](mailto:deanna.peck@sjsu.edu)**

**Description:** This group is designed to provide support, a chance to meet other parents on campus, and share resources and information with each other.

**Benefits and Outcome:** Gather information and resources from other parents.

**Who should attend:** Parents for children of all ages are invited to join this group.

## **Skills Development**

### **Customer Service Skills I**

Thursday, March 15 9:00am-12:00pm CLARK HALL 547 TRSD11  
Facilitated by Amy Ruiz, Human Resources Training Specialist

\*Learners must be able to attend the entire workshop to receive credit.

**Description:** This half-day workshop will provide participants the tools they need to turn potentially difficult situations into successful interactions. We will identify common customer expectations, behaviors that constitute good service, practice effective listening skills, and practice problem solving.

**Benefits and Outcome:** Develop good customer service skills

**Who Should Attend:** Any Faculty, Staff, and/or current SJSU working Student Assistants.

## **E-Mail Communication in the Workplace**

Tuesday, February 28, 2012

2:00pm-3:00pm

CLARK HALL 547

TRSD23

Facilitated by Concern: EAP

**Description:** This training session will focus on the skills required for effective communication. Other topics that will be discussed include: active listening, nonverbal communication, feedback, and effective criticism.

**Benefits and Outcome:** Participants will learn why communication frequently breaks down, consider the benefits of effective communication, and examine the skills that can be used to make communication serve its intended purpose to get a message across to either an individual or a group.

**Who Should Attend:** Any Faculty, Staff, and/or current SJSU working Student Assistants.

## **Center for Faculty Development**

(More events can be found on the CFD website [Events page](http://www.sjsu.edu/cfd/events) (<http://www.sjsu.edu/cfd/events>) or download the [Spring Semester 2011 Calendar \[ PDF\]](#)).

**RSVP to [cfd@sjsu.edu](mailto:cfd@sjsu.edu) or call (408) 924-2303**

If you have any question, please contact Mei-Yan Lu, Professor, Educational Leadership, current scheduling coordinator for CFD at [mei-yan.lu@sjsu.edu](mailto:mei-yan.lu@sjsu.edu) or 408-924-3645.

**Friday, January 27, 2012**

9:00 AM - 10:30 AM

[Research Methods Webcast from CARMA](#)

**Wednesday, February 01, 2012**

3:00 PM - 4:30 PM

[Understanding our Students series: Student Members of Fraternities and Sororities](#)

**Wednesday, February 22, 2012**

5:00 PM - 7:00 PM

[Family Night for First Generation Students](#)

**Friday, February 24, 2012**

9:00 AM - 12:00 PM

[Research Methods Webcast from CARMA](#)

**Wednesday, March 07, 2012**

3:00 PM - 4:30 PM

[Understanding our Students series: First-generation Students](#)

**Wednesday, April 11, 2012**

3:00 PM - 4:30 PM

[Understanding our Students series: International Students](#)

**Friday, April 13, 2012**

9:00 AM - 12:00 PM

[Research Methods Webcast from CARMA](#)