

October - December 2009

Course Catalog

For registration instructions, please go to http://www.sjsu.edu/hr/all_employees/advance/registration/
 Questions? Call Amanda Frank at 4-2138, or Amanda.Frank@sjsu.edu

Financial Education

CalPERS Retirement Seminar

Tuesday, November 3	9:00am-11:30am	CLARK HALL 547	TRFE01
Facilitated by CalPERS			

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 Outcomes: 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.

Campus Resources

A.L.I.C.E – Active Shooter/Violent Intruder Presentation

Thursday, October 8	10:00am-11:30am	CLARK HALL 547	TRCR01
Tuesday, November 10	10:00am-11:30am	CLARK HALL 547	TRCR01
Thursday, December 10	10:00am-11:30am	CLARK HALL 547	TRCR01
Facilitated by UPD Officer Kenneth Lott			

Description: The A.L.I.C.E. program is designed to give faculty, staff and students a brief history about what exactly an active shooter is, the places they strike, the reasons behind their attacks and some tools that will help them survive such an encounter.

Benefits and Outcome: These vary based on the situation where the incident takes place, the suspects, the potential victims and the level of knowledge, or tools, the potential victim has stored.

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

Introduction to the Staff Fee Waiver Program

Monday, December 14	10:00am-11:00am	CLARK HALL 547	TRCR06
Facilitated by Amanda Frank, 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 that are interested in the Fee Waiver Program or who have dependents attending a CSU campus.

CSUEU Performance Evaluation Training

Tuesday, October 20	10:00am-11:30am	CLARK HALL 547	TRCR09
Facilitated by Amy Ruiz, Human Resources OD&T Specialist			

Description: This training session will cover the CSUEU probationary and annual performance evaluation process, evaluation cycle, and best practices for performance evaluations. Participants will have the opportunity to work through a mock evaluation.

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

Who Should Attend: Any staff employees who evaluate a CSUEU employee

Introduction to Procurement & Support Services (PASS) Website

Tuesday, October 13	2:00pm-3:30pm	CLARK HALL 547	TRCR12
Wednesday, December 9	10:00am-11:30am	CLARK HALL 547	TRCR12
Facilitated by Amy Chan, Procurement & Support Services Customer Liaison/PASS Trainer			

Description: A class on whom and what is PASS and why do you need them.

Benefits and Outcomes: Learn about the role PASS plays in your department's purchases and the correct procedures to use in obtaining products for business use.

Who should attend: Any Faculty, Staff, and/or current SJSU working Student Assistants

Navigating the New Procurement & Support Services' (PASS) Website

Monday, October 5	2:00pm-3:00pm	CLARK HALL 547	TRCR18
Tuesday, November 24	2:00pm-3:00pm	CLARK HALL 547	TRCR18

Facilitated by Amy Chan, Procurement & Support Services Customer Liaison/PASS Trainer

Description: Get familiar with the new and improved PASS Website.

Benefits and Outcome: Learn how to efficiently navigate the website and obtain information to properly make purchases

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

Understanding the University Furlough Plan

Thursday, October 1	1:00pm-2:30pm	CLARK HALL 547	TRCR20
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Facilitated by Cindy Delgado, Human Resources Employee Relations Manager

Description: The workshop will assist SJSU Employees better understand the University Furlough Plan.

Benefits and Outcome: To have a better understanding of how furloughs impact employees

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

Money Basics: Spending, Borrowing and Savings

Tuesday, October 13	10:00am-11:00am	CLARK HALL 547	TRCR23
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Facilitated by CONCERN

Description: This interactive workshop will offer an overview of spending plans, loan repayment strategies, and managing your credit report.

Benefits and Outcome: Have an understanding of how to deal with money

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

Tips for a Tax Smart Future

Wednesday, October 21	2:00pm-3:00pm	CLARK HALL 547	TRCR24
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Facilitated by CONCERN

Description: This interactive workshop will offer an overview of tax strategies, managing your taxes, and keys to managing your taxes.

Benefits and Outcome: Have an understanding of how to deal with taxes

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

Introduction to San Jose State University's Marketplace

Monday, November 2	10:00am-11:00am	CLARK HALL 547	TRCR25
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Facilitated by Marlene Trifilo, Associate Bursar

Description: Learn about the SJSU's e-commerce solution for accepting payments.

Benefits and Outcome: Takes money handling out of your department; easy to use; funds deposited to your account with 24 hours

Who Should Attend: Any campus department that accepts payments for items such as memberships, donations, and events. Open to any Faculty, Staff, and/or current SJSU working Student Assistants.

Managing in a Union Environment

Monday, November 16	1:00pm-2:00pm	CLARK HALL 547	TRCR27
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Facilitated by Cindy Delgado, Human Resources Employee Relations Manager

****Open to all MPP Employees****

Description: Several fundamental concepts related to managing in a union environment will be discussed.

Benefits and Outcome: Acquire tools to manage effectively in a union environment.

Who Should Attend: MPPs

Overcoming Overwhelm

Wednesday, November 18	10:00am-11:00am	CLARK HALL 547	TRCR28
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Thursday, December 17	2:30pm-3:30pm	CLARK HALL 547	TRCR28
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Facilitated by CONCERN: EAP

Description: Employees will learn about stress and techniques for managing it. The presenter will share concrete methods and specific skills for holding ourselves together in a world that pulls us in a hundred different directions.

Benefits and Outcome: How to break the cycle of stress, physical effects of stress and the components of overwhelm.

Who Should Attend: Staff and Faculty Employees

Managing Organizational Change: From Survival to Success

Thursday, October 22	10:00am-12:00pm	CLARK HALL 547	TRCR29
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Thursday, November 19	9:00am-11:00am	CLARK HALL 547	TRCR29
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Facilitated by CONCERN: EAP

****Open to all Managers and Work-Leads****

Description: To support managers and work-leads in setting trends and leading change in uncertain times. This workshop provides tools, techniques and tips to achieve the best from your staff by using their strengths and involving them in all stages of organizational change.
Benefits and Outcome: Communicating change and developing commitment and ways to influence behavior and limiting resistance.
Who Should Attend: Managers and Work-Leads

Prospering through Changes at Work

Thursday, December 3	2:00pm-3:00pm	CLARK HALL 547	TRCR30
Thursday, December 17	1:00pm-2:00pm	CLARK HALL 547	TRCR30

Facilitated by CONCERN: EAP

Description: Participants will understand the process of change and transition will become aware of the stages of change and the feelings involved and will learn effective strategies for prospering through change in ways that help insure a positive outcome.
Benefits and Outcome: Understanding change, the impact of change on the brain, and tips on prospering through change
Who Should Attend: Staff and Faculty employees

Job Search Techniques

Wednesday, December 2	2:00pm-3:00pm	CLARK HALL 547	TRCR31
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Facilitated by Sarah Carvalho Khan, Human Resources OD&T Manager

Description: This is a workshop for employees to learn how to search for a job.
Benefits and Outcome: Learn techniques on how to find a job.
Who Should Attend: Staff and Faculty employees

Resume Writing

Tuesday, December 15	2:00pm-4:00pm	CLARK HALL 547	TRCR32
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Facilitated by Sarah Carvalho Khan, Human Resources OD&T Manager

Description: This workshop helps employees with writing a resume.
Benefits and Outcome: How to write a resume.
Who Should Attend: Staff and Faculty employees

Strong Career Inventory Workshop

Friday, December 18	8:00am-12:00pm	CLARK HALL 547	TRCR32
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Facilitated by Sarah Carvalho Khan, Human Resources OD&T Manager

* Must register by December 1st and be able to complete an online assessment *
Description: The workshop is to help employees take inventory of their career.
Benefits and Outcome: To know what you want in your career.
Who Should Attend: Staff and Faculty employees

Going Green

“Going Green” Seminar Series

Walking Tour of Downtown

Wednesday, November 18	10:00am-11:00am	Entrance of CLARK HALL	TRGG04
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Facilitated by Carlos Babcock, Outreach Coordinator, REI

Description: Define what walk ability is, what makes downtowns interesting and green. Walk able communities are thriving, livable places that give their residents safe transportation choices and improved quality of life.
Benefits and Outcome: Evaluating how to make or enjoy more livable cities, stay active, and feel connected.
 We will learn what makes a city walk able, while conducting a "walking audit"
Who Should Attend: Anyone who is tired of just walking around the block and would like to feel connected to their neighborhood. Open to any Faculty, Staff, and/or current SJSU working Student Assistants.

A Greener World Starts with Your Commute

Thursday, November 12	10:00am-11:00am	CLARK HALL 547	TRGG05
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Facilitated by Eyedin Zonobi, AS Transportation Solutions

Description: Situated in Downtown San Jose, San Jose State University is highly accessible by bicycling, carpooling, and public transportation. Transportation accounts of 38% of the state’s greenhouse gas emissions. Learn what you can do to reduce your carbon footprint and encourage others to do the same.
Benefits and Outcome: Commute alternatives to San Jose State, incentives available to employees and student at SJSU.
Who Should Attend: Open to any Faculty, Staff, and/or current SJSU working Student Assistants.

Skills Development

Presentation Skills I

Friday, October 30 8:00am-12:00pm CLARK HALL 547 TRSD01

Facilitated by Sarah Carvalho Khan, Human Resources Organizational Development & Training Manager

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

Description: This half-day workshop provides time for learners to discover the process of planning, designing, and writing effective presentations. This workshop also enables participants to deliver short presentations to build their confidence in presenting. Learners receive feedback from their peers and create action plans for continued development.

Benefits and Outcome: Develop presentation skills in the workforce

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

Presentation Skills II

Monday, November 9 1:00pm-5:00pm CLARK HALL 547 TRSD07

Facilitated by Sarah Carvalho Khan, Human Resources Organizational Development & Training Manager

Prerequisite: Must have attended Presentation Skills I class

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

Description: This advanced workshop provides time for learners to deliver various types of presentations so they build confidence and are able to conclude by delivering presentations they've designed. Before leaving the workshop, they will receive feedback from their peers and will create an action plan for continued development. Additional objectives are to adapt presentations to accommodate the needs of different audiences and use presentation tools and techniques to keep audiences engaged.

Benefits and Outcome: Develop presentation skills in the workforce

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

Listening Skills I

Wednesday, November 18 1:00pm-5:00pm CLARK HALL 547 TRSD09

Facilitated by Dennis Hungridge, Human Resources Director of Workforce Development

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

Description: Listening is an activity that may be very different depending on the person. Behaviors and tools used by one person may not be the same as the next. This beginning workshop will help to prepare learners to improve their listening skills and overall communication with others. We will define the concept of listening and will set the foundation for future listening skills modules. We will also complete a listening self-assessment to help learners recognize learning opportunities to improve listening skills.

Benefits and Outcome: Develop listening skills

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

Customer Service Skills I

Tuesday, December 8 1:00pm-5:00pm CLARK HALL 547 TRSD11

Facilitated by Amy Ruiz, Human Resources OD&T 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

Facilitation Skills I

Wednesday, December 9 1:00pm-5:00pm CLARK HALL 547 TRSD12

Facilitated by Dennis Hungridge, Human Resources Director of Workforce Development

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

Description: Facilitation of learning is not the same as making a presentation - it is both a skill and an art that you can learn. In this half-day class, participants will learn to facilitate guided discussions, interactive lectures, and learn specific techniques to conduct and debrief learning activities. We will also discuss various forms of media to enhance learning, and ways to manage disruptive participants. This workshop provides the opportunity for skill practice with feedback.

Benefits and Outcome: Learn how to facilitate discussions, lectures, and obtain techniques.

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

Health & Wellness

Fat Loss

Friday, October 16

11:00am-12:00pm

CLARK HALL 547

TRHW01

Facilitated by Kristine Kirkendall, Assistant Director of Fitness

Description: Healthy begins on the inside! Your muscle to fat ratio is critical to your bodies health. Learn the principles of fat loss and muscle. There will also be an opportunity to learn what your percentage of body fat is.

Benefits and Outcome: Understand the importance of body fat.

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

Sleep Deprivation

Tuesday, October 27

10:00am-11:00am

CLARK HALL 547

TRHW02

Facilitated by CONCERN

Description: In this seminar, participants learn the physical and mental benefits of getting a good night's sleep. Focusing on daytime habits that promote sleep and learning key techniques for relaxation prepare an individual for uninterrupted, restful sleep.

Benefits and Outcome: How to manage sleep deprivation

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

Stress Reduction

Monday, October 5

10:00am-11:30am

CLARK HALL 547

TRHW03

Facilitated by Elanah Kutik, Kaiser Representative

Description: This interactive workshop will offer an overview of the types of stress, how to manage your stress through breathing and other relaxation choices, and the role of mindfulness in stress reduction.

Benefits and Outcome: Tips and understanding of how to deal with stress

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