



## Human Resources Training Calendar October – December 2016

For registration instructions, please see the [HR 101 Courses](#) webpage.

Contact Julie Inouye Wong at 4-2256 or [julie.wong@sjsu.edu](mailto:julie.wong@sjsu.edu) if you have questions.

### October

Oct 6, Thurs	12:00 – 1:00 Student Union meeting room 1B Email <a href="mailto:julie.wong@sjsu.edu">julie.wong@sjsu.edu</a> to RSVP	<a href="#">Chair Yoga</a> By the Art of Living Foundation
Oct 10, Mon	1:00 – 2:30 Clark 547 Course code: BIT001	<a href="#">See Something, Say Something, Do Something</a> By SJSU Student Affairs Division
Oct 12, Wed	8:30 – 12:00 Clark 547 Course code: TRCR58	<a href="#">Spartan 101</a> By SJSU Human Resources
Oct 25, Tues	9:00 – 11:00 Clark 547 <a href="#">Register through CalPERS</a>	<a href="#">CalPERS Future Planning</a> By CalPERS
Oct 25, Tues	1:30 – 4:00 Clark 547 <a href="#">Register through CalPERS</a>	<a href="#">CalPERS Planning Your Retirement</a> By CalPERS
Oct 26, Wed	10:00 – 11:00 Clark 547 Course code: TRFE38	<a href="#">Enrolling in Savings Plus – 401(k) and 457 Plans</a> By Savings Plus
Oct 27, Thurs	10:00 – 12:00 Clark 547 Course code: TRSD35	<a href="#">Emotional Intelligence</a> By LifeMatters

### November

Nov 8, Tues	10:00 – 11:30 Clark 547 Course code: BIT001	<a href="#">See Something, Say Something, Do Something</a> By SJSU Student Affairs Division
Nov 9, Wed	8:30 – 12:00 Clark 547 Course code: TRCR58	<a href="#">Spartan 101</a> By SJSU Human Resources
Nov 17, Thurs	10:00 – 12:00 Clark 547 Course code: TRSD31	<a href="#">Managing Multiple Priorities</a> By LifeMatters
Nov 29, Tues	10:00 – 11:00 Clark 547 Course code: TRFE39	<a href="#">Investing in Savings Plus– 401(k) and 457 Plans</a> By SJSU Human Resources

### December

Dec 6, Tues	10:00 – 11:00 Clark 547 Course code: TRCR06	<a href="#">Intro to the Staff Fee Waiver Program</a> By SJSU Human Resources
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Dec 7, Wed	10:00 – 11:00 Clark 547 Course code: TRCR59	<a href="#">Employee Assistance Program Orientation</a> By LifeMatters
Dec 8, Thurs	10:00 – 11:30 Clark 547 Course code: BIT001	<a href="#">See Something, Say Something, Do Something</a> By SJSU Student Affairs Division
Dec 14, Wed	8:30 – 12:00 Clark 547 Course code: TRCR58	<a href="#">Spartan 101</a> By SJSU Human Resources

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 Professional Development Courses

### **Emotional Intelligence – By LifeMatters, Course code: TRSD35**

Emotional intelligence is the capacity to be aware of, control, and express one's emotions, and to handle interpersonal relationships judiciously and empathetically. It plays a significant role in being an effective team member. Contents include the role of EI in relationships, using EI in the world or work, growing your EI and addressing your challenges.

### **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.

### **Managing Multiple Priorities – By LifeMatters, Course code: TRSD31**

How do you manage when you have a number of priorities that require your attention? Do you end the day feeling frustrated or overwhelmed because you were not able to complete your tasks? Contents includes: planning your day; prioritizing tasks; identifying time wasters; and organization tips.

### **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.

**HR 101 Personal Development Courses**

**10 Ways to Green Your Workday – By Spartan Shops, Course code: TRGG08**

There are simple ways to be more "green" that are easy to implement, cost effective, and can make a huge difference on the environment. Join Spartan Shops' Sustainability Coordinator, Kristen Wonder, to learn 10 different ways in which you can be more sustainable at work and in your everyday life.

**Building a Portfolio for Any Weather – By Fidelity Investments, Course code: TRFE40**

This workshop is designed for participants who are currently enrolled in a 403(b) plan and are now looking for help to improve their investment mix through asset allocation and diversification.

**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.

**Chair Yoga – By the Art of Living Foundation, email [julie.wong@sjsu.edu](mailto:julie.wong@sjsu.edu) to register**

Take break from your work day and enjoy some gentle yoga, breathing exercises, and meditation. Learn stretches you can do at your desk. No mat or yoga clothes required (but we recommend wearing pants instead of skirts or dresses).

**Employee Assistance Program Orientation – By LifeMatters, TRCR59**

Learn about the services and resources provided to you and your family members free through our Employee Assistance Program, LifeMatters, and how to access them via internet, a 24 hour telephone helpline and/or face-to-face meetings with consultants.

**Enrolling in Savings Plus – 401(k) and 457 Plans – By Savings Plus, Course code: TRFE38**

Gain an understanding of the Savings Plus benefit plan 457 vs. 401k plan and traditional vs. ROTH contributions. This workshop is ideal for new employees and individuals not enrolled, but are curious about the Savings Plus plan benefits.

**Investing in Savings Plus – 401(k) and 457 Plans – By Savings Plus, Course code: TRFE39**

Provide general investment strategy knowledge and insight into available Savings Plus investment options. This workshop is ideal for new or existing participants to the Savings Plus plan.

**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.

**Staying Healthy Over the Holidays – By Cassie Barmore, Registered Dietician, Course code: TRHW24**

The holidays can bring much joy and cheer for some, but for others it can bring concern or worry, especially when it comes to food and staying well. Join this nutrition workshop as we discuss different strategies for staying healthy over the holidays. There will be time for Q&A so bring your nutrition questions for our dietitian!

### **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.