

Learning & Development Classes, Fall 2019

Most classes listed are open to all benefit-eligible employees (some are geared specifically to supervisors). You must register for these classes through LOUIE. The course number is included immediately after each title for easier searches in LOUIE.

September

Fridays, September 13 and 27

New Employee Welcome, HR110, 8:30 am – 4:30 pm, Cline Library (Bldg 28), Rm 200

Facilitated by HR Team and other Department Representatives

Day long orientation for new employees to NAU. In this orientation we will cover history, mission, vision values, benefits and retirement, payroll, and a variety of key departments on campus. We will also include an optional campus tour.

Thursday, September 5

Performance Appraisal Overview, HR200, 10:30 – 11:30 am, Health & Learning Center (Bldg 25), Room 2403; Facilitated by Brian Schmidt, Human Resources

This session will take you through the appraisal form and process, outline the implementation timeline and deadlines, and provide tips for making the performance appraisal efficient for both supervisors and employees. Appropriate for employees and supervisors alike.

Thursday, September 12

Writing Performance Appraisals (supervisors), HR302, 1:30 – 3:00 pm, Health & Learning Center (Bldg 25), Room 2403; Facilitated by Marcia Warden, Human Resources

Focusing on the classified staff and service professional performance appraisal, this session will outline key principles to help supervisors in synthesizing performance feedback information, looking for consistency between the narrative and the rating, selecting the wording that focuses on the behavior, and a few legal issues to avoid.

Social Media 101, HR248, 3:00 – 4:00 pm, Health & Learning Center (Bldg 25), Room 2405

Facilitated by McKenzie McLoughlin & Maria DeCabooter, Office of Communication & Media Relations

Through the strategic use of social media, we can reinforce who we are as Lumberjacks and what our university is all about. In this introductory course, we will explore storytelling tactics and strategies that

will help you define your goals and objectives and understand the important role you play in telling the Lumberjack story.

Tuesday, September 17

Self-Care Strategies, HR249, 1:00 – 2:30 pm, Health & Learning Center (Bldg 25), Room 2405

Facilitated by Kate Carey, Development & Alumni Engagement

Explore obstacles and perceptions around self-care, discover personalized self-care activities, and develop strategies to consistently implement them.

Tuesday, September 24

Meditation for the Real World, HR242, 2:00 – 4:00 pm, Health & Learning Center (Bldg 25), Room 2403

Facilitated by Mikhael Star, Academic Affairs

You're not a monk. You need to get things done. The dress code doesn't allow yoga pants- not that you'd wear them. And you sure don't have time to sit...AND breathe?! Every day brings another round of drama, trauma, or chaos, but you're determined to retain your professionalism and your humanity. Only 1 out of 10 Americans meditate, and that means 90% of us continue stressing out and checking out. But you are still hanging on, so tap into your persistence as we bust through the meditation myths and activate your natural superpowers (yes, you do have them!). See how meditation is the power tool for your future. If one of the most important things you can 'do', is BE you, then you needed to start meditating yesterday!

Wednesday, September 25

Words Matter, HR241, 3:00 – 4:30 pm, Health & Learning Center (Bldg 25), Room 2405

Facilitated by Michelle Gardner, Coordinator, Alumni Engagement

"Sticks and stones may break my bones, but words will never hurt me"--not true! Words matter and this workshop will explore your own language and how it impacts others, while equipping you with tools to directly create a more positive, inclusive space for all. We will explore the impact of phrases on social groups and commit to become inclusive change agents!

October

Fridays, October 11 and 25

New Employee Welcome, HR110, 8:30 am – 4:30 pm, Cline Library (Bldg 28), Rm 200

Facilitated by HR Team and other Department Representatives

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Wednesday, October 2

Taming Data with Excel, HR250, 2:00 – 3:30 pm, ITS Computer Lab (Bldg 54)

Facilitated by Blanche Johnson, Information Technology Services

This class will focus on tips and tricks to work with large spreadsheets of data to quickly extract insights, check for data quality and integrity, and easily produce reports. This fast paced class is meant as an overview of available tools and methods and does NOT have a hands-on component.

Thursday, October 3

Video Conferencing at NAU, HR256, 1:00 – 2:30 pm, ITS Computer Lab (Bldg 54)

Facilitated by Kegan Remington, Information Technology Services

Every year, video conferencing becomes more and more prevalent, particularly in higher education, and especially at NAU. ITS provides three primary video conference tools to the NAU community: Skype for Business, Zoom, and Collaborate Ultra. In this session you will join ITS video conferencing experts to find out more about each of these resources, learn how to plan and execute a successful video conference, and get your hands dirty with each tool, focusing on Zoom and Skype for Business.

Wednesday, October 9

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Wednesday, October 16

Leadership & the One Minute Manager, HR368, 9:00 – 11:00 am, Health & Learning Center (Bldg 25), Room 2407; Facilitated by John R. Cauvin, W.A. Franke College of Business

This session will focus on topics such as ethics, service, and how to give feedback. Much of the material and techniques will be from Ken Blanchard's popular book [The One Minute Manager](#). John Cauvin has over 20 years of experience in the hospitality industry that he brings to the session. This class is a good mix of theory and practical application.

Monday, October 21

Reducing Paper with Technology, HR251, 1:00 – 2:30 pm, Health & Learning Center (Bldg 25), Room 2405

Facilitated by Nikki Knoth, Finance, Institutional Planning & Analysis

Paper can become an overwhelming source of managing information. The need to organize, sort, filter, and file can become a daunting task. Utilizing a digital/device driven system can have financial and environmental benefits. This session will look at ways that an individual can use personal and professional devices to reduce paper consumption.

Wednesday, October 23

Happiness Happens Here, HR252, 2:00 – 3:00 pm, Health & Learning Center (Bldg 25), Room 2405

Facilitated by Dr. Charles Hammersley, Geography, Planning & Recreation

Participants will discover the concept of happiness as related to the human condition through audience participation, and relevant media including movies, video, and music. Participants will discuss the impact of implementing happiness concepts and programs in their work and personal lives. Interaction with participants to describe the benefits and impact of a happiness program.

Thursday, October 24

Meditation for the Real World, HR242, 3:00 – 5:00 pm, Health & Learning Center (Bldg 25), Room 2403

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Tuesday, October 29

Starting with Strengths, HR356, 2:00 – 4:00 pm, Health & Learning Center (Bldg 25), Room 2405

Facilitated by Emily McCarthy, Career Development, & Jeff Pudwill, Human Resources

Registration Deadline: October 21. It's more effective, fun, and holistic to focus on completing tasks and motivating ourselves by what we do well, rather than focusing how to improve on what we do less well. Whether you are an individual contributor or a supervisor of others, focusing on strengths can develop you, help build teams, and make organizations more effective. This presentation will discuss the positive psychology movement and subsequent emergence of strengths-based development. It will introduce initiatives currently underway at NAU that support a strengths-based approach, including the UC 199 curriculum. You will have the opportunity to complete Gallup's StrengthsQuest to identify your strengths and reflect on how those strengths can help you develop yourself, others, and the students that we serve.

Wednesday, October 30

Leadership & the One Minute Manager, HR368, 9:00 – 11:00 am, Health & Learning Center (Bldg 25), Room 2407; Facilitated by John R. Cauvin, W.A. Franke College of Business

This session will focus on topics such as ethics, service, and how to give feedback. Much of the material and techniques will be from Ken Blanchard's popular book The One Minute Manager. John Cauvin has over 20 years of experience in the hospitality industry that he brings to the session. This class is a good mix of theory and practical application.

Everyday Ethics, HR253, 2:00 – 3:30 pm, Health & Learning Center (Bldg 25), Room 2405

Facilitated by Tiffany Redies, W.A. Franke College of Business

Learn to understand and apply ethical considerations in everyday personal and professional life. Most of us assume our conscience will provide us with an adequate guide to concepts of right and wrong in various day-to-day situations. But, where do these gut feelings and this sense of morality really come from within us and are they appropriate and justifiable in everyday situations? Learn the difference between morality and ethics, as well as the underlying philosophy of morality. Includes easy to understand theories of consequentialism, deontology, relativism, virtue ethics, and justice. The program will conclude with a practical guide for how to apply these ethical theories in contemporary everyday personal and professional life, with the goal of personal satisfaction and fulfillment of the soul.

Thursday, October 31

Recruit, Build & Sustain Your Team, HR383, 8:30 – 10:30 am; Health & Learning Center (Bldg 25), Room 2405; Facilitated by John Gartin, First Year Experience

An introduction to techniques and philosophies on recruiting great teammates to your team as well as how to develop and sustain your team over the long term.

November

Fridays, November 8 and 22

New Employee Welcome, HR110, 8:30 am – 4:30 pm, Cline Library (Bldg 28), Room 200

Facilitated by HR Team and other Department Representatives

Day long orientation for new employees to NAU. In this orientation we will cover history, mission, vision values, benefits and retirement, payroll, and a variety of key departments on campus. We will also include an optional campus tour.

Wednesday, November 6

Speed of Trust Foundations, HR711, 8:00 am – 5:00 pm, duBois (Bldg 64), Aspen B

Facilitated by Cassie Petit, Human Resources

Registration Deadline: October 3. When trust is high, communication, creativity, and engagement at work improve. Productivity speeds up and costs decrease as attention is redirected toward goals and objectives instead of suspicion and frustration.

In the Speed of Trust® Foundations work session, you will learn to harness the power of trust with the framework, language, and behaviors that lead to high-trust teams and organizations.

Reload Your Resume, HR254, 2:00 – 3:30 pm, HLC 2405 (Bldg 25), Room 2405

Facilitated by Andrew Mobbs & Chrissy Speer, Career Development

Professional development is an ongoing process, and so is developing your resume. No matter how long it has been since your career journey began, it's important to keep your resume current and be aware of the latest filtering methods. The hiring process isn't what it used to be. More people than ever are applying for jobs, and universities are implementing hiring matrices to quickly narrow down the most qualified candidates. Even larger organizations use computer algorithms to keyword search resumes before

committees review them. In this workshop, NAU Career Development will give tips on how to get through these matrices and application tracking systems and get your resume to the next step of the hiring process!

Thursday, November 7

Time & Labor, HR920, 10:00 am – 12:00 pm, Centennial (Bldg 91), HR Conference Room (#120);

Facilitated by Katherine Kurpierz, Human Resources

This session will review time and labor processes and procedures at NAU.

Tuesday, November 12

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Wednesday, November 13

Be a STAR: Interview Skills, HR255, 2:00 – 3:30 pm, Health & Learning Center (Bldg 25), Room 2405

Facilitated by Emily McCarthy, Career Development

A strong resume can get you the interview, but stellar interview skills are essential for landing the job. This session will help you craft, practice, and refine your "elevator speech," a key networking tool and often the opening act to an interview. You will study, then practice, the STAR method for showing off your skills through robust answers to behavioral interview questions. We will also briefly cover the "dos and don'ts" of professional interview attire, discuss why phone interview shouldn't be scary, and learn tools for data-driven negotiation strategies.

Thursday, November 14

6 Key Practices of Leadership, HR392, 2:00 – 4:00 pm, Health & Learning Center (Bldg 25), Room 2403

Facilitated by John Gartin, First Year Experience

Leading people and teams is a difficult and ever changing with each situation, issue and challenge. Leadership is at times a singular action, but something requiring different approaches and practices with each event and each person. This seminar will present 6 critical practices and approaches to leadership allowing you to have a foundational set of tools to weather your 'Leadership Moments.'

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Wednesday, November 20

Payroll 101 (supervisors), HR350, 2:00 – 3:30 pm, Centennial (Bldg 91), HR Conference Room (#120);

Facilitated by Cheryl Brothers, Human Resources

This course is designed for supervisors and will cover all the “need to know” about payroll. This includes topics such as Fair Labor and Standards Act (FLSA) law, timesheet responsibilities, overtime/comp time, vacation and sick pay, eROA responsibilities, and ePAR responsibilities.