

The Office of Human Resources is pleased to collaborate with campus departments and organizations to present

Training Tuesdays

November 2012

November 6

ALL EMPLOYMENT CONTRACTS ARE NOT CREATED EQUAL (AKA THAT DEPENDS...)

Noon–1:00 p.m.

Alumni Room, Atwood Memorial Center

Sponsored by the Office of Human Resources (this session is part of the Supervisor Brown Bag Series)

If you supervise employees in different bargaining units, you have likely become confused at some point by the nuances contained within the various contracts. And when you contact Human Resources with a question, you may hear, “Well, that depends....” This session will address some of the frequently asked questions about employment contracts as well as provide you with information to prevent you from making some common missteps.

PRESENTERS: **Office of Human Resources Staff**

November 13

STRESS AND THE HOLIDAYS

1:00–2:00 p.m.

Alumni Room, Atwood Memorial Center

Sponsored by Counseling and Psychological Services

The holidays are upon us and many of us look forward to celebrating with family and friends. However, this time of year can also be stressful. Come to this presentation to learn tips for practicing self-care and managing your stress so you can create a positive experience during this season.

PRESENTER: **Charlene Carroll Hanisch**, MS, LICSW, a clinician in Counseling and Psychological Services, provides counseling for students with a variety of social, educational, and emotional issues. She is a graduate of SCSU and has worked in the mental health community since 1988.

November 20

TECHNOLOGY TRAINING & ASSISTANCE

2:00–3:00 p.m.

Centennial Hall 351

Sponsored by Information Technology Services

Ever wonder who to call when you want to learn a new technology or who to talk to when your computer is on the fritz? Attend this session to understand the updated Technology Training and Support process! You will never again wonder where to go to learn that new piece of software!

PRESENTER: **Kristen Carlson** is the Technology Training Coordinator at St. Cloud State University. She holds a master’s degree in Instructional Design & Training.

November 27

WRITING LETTERS OF RECOMMENDATION

10:00–11:00 a.m.

Centennial Hall 207

Sponsored by the Career Services Center

This is the time of year when students are looking for letters of recommendation to get them to the next level in their careers. Learn what employers and graduate schools look for in letters of recommendation and how to develop effective letters. There will be time for participants to share their tips and sample letters will be provided.

PRESENTER: **Addie Turkowski** is Director of the Career Services Center. She has a master’s degree in Counseling and a Bachelor of Science degree in Mass Communications.