

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

Training Tuesdays

October 2013

October 1

INVESTING BASICS: JUMP START YOUR RETIREMENT

FINANCE

11:00 a.m. - 11:50 a.m.
Voyageurs South, Atwood Memorial Center

Sponsored by Hiway Federal Credit Union

This presentation will focus on preparing for your financial future. The information learned will help you feel more secure about how you're saving based on your lifestyle, risk tolerance and time horizon. We will have Health Care Directives and Power of Attorney forms available. You will also learn about the five distinct financial "personalities" and how to choose a financial advisor. Feel free to bring your questions!

PRESENTER: **David Engler** leads the team of Financial Planners at Hiway Federal Credit Union in St. Paul, Minnesota. His passion is helping others achieve their goals while making goal achievement and finances exciting. He studied economics and banking while working in Latvia, Switzerland, Austria, and Japan. David has his Master's Degree from the University of St. Thomas, undergraduate degree from University of Wisconsin – Eau Claire, and his Certified Financial Planning Certificate from Kaplan University. David holds his series 7, 24, 66 and 52 securities licenses with his insurance licenses as well.

October 8

EMPLOYEE ASSISTANCE PROGRAM OVERVIEW

HEALTH & WELLNESS

11:00 a.m. - noon
Voyageurs South, Atwood Memorial Center

Sponsored by Minnesota Management and Budget

When you or your family need useful ideas, lifestyle coaching, helpful resources or reliable professional care, LifeMatters (your EAP and WorkLife Service), is just a phone call away. Come to this presentation to learn about the telephone and face-to-face counseling services for: stress, depression, personal problems, balancing work, personal needs, family and relationship concerns, alcohol or drug dependency, workplace conflicts, and financial and legal consultations.

PRESENTER: **Karen Hanauer** is an Employee Assistance and Organizational Health Consultant with the State's internal EAP/Organizational Health Team. She provides services ranging from organizational development, performance improvement, job coaching, trauma response, resiliency and training. She has a Master's of Science Degree in Psychology with 23 years' experience in organizational work. Prior to joining the State of Minnesota, Karen provided organizational and psychological services to Cargill Inc. for 13 years as an Employee Assistance Consultant.

October 15

UNIVERSAL DESIGN: PDF AND WORD DOCUMENTS

TECHNOLOGY

3:00 p.m. - 4:00 p.m.
James W. Miller Learning Resource Center, Room 206

Sponsored by Student Disability Services, Americans with Disabilities Act Committee, Information Technology Services and Learning Resources Services

Creating accessible PDF and MS Word documents is important so that everyone – people with or without disabilities – can perceive, understand, navigate and access the information. This hands-on workshop will focus on best practices for creating accessible PDF and MS Word documents.

PRESENTER: **Sara Grachek** is a St. Cloud State University graduate and has worked in various information technology (IT) positions for SCSU over the past 17 years. She is currently serving as the Instructional Technologies Coordinator for Information Technology Services and is a member of the University Accessibility Committee. When her nose is not buried in some type of electronic device, she enjoys spending time with her Flat-Coated Retrievers and running dog agility.

October 22

LINKEDIN TIPS AND TRICKS

PROFESSIONAL DEVELOPMENT

12:00 p.m. - 12:50 p.m.
Centennial Hall, Room 207

Sponsored by Career Services

LinkedIn is not only the number one social media recruiting site, with 95% of recruiters using it, it's also a great way to identify where your grads are and what kind of careers your majors can get! Through their Groups feature, it's also a terrific way for you to engage your students in discussions and stay in touch with your alumni! Recent changes to LinkedIn will also be covered, so this session should be good for both new and experienced users. To save you some time, Career Services will be offering pizza to the first 20 employees to register for this session so you can eat and learn at the same time!

PRESENTER: **Andy Ditlevson**, Associate Director of Career Services, has worked in the Career Services field for 28 years at both public and private institutions, the last 23 at SCSU. He has presented at state, regional and national conferences and recently presented "LinkedIn Tips and Tricks" to the MN College and Universities Career Services Association's annual summer conference.

October 29

MINNESOTA'S NEW HEALTH INSURANCE EXCHANGE & THE AFFORDABLE CARE ACT

HEALTH & WELLNESS

11:00 a.m. - noon
Mississippi, Atwood Memorial Center

Sponsored by Student Health Services

Are you currently without health insurance? Are you curious about the new Health Insurance Exchange? Do you want to know more about healthcare reform and how it will impact you? This session will answer those questions and will focus on the portions of the federal health reform law, the Affordable Care Act, that impact people who are currently uninsured or who purchase individual coverage in the private market. Learn about Minnesota's new Health Insurance Exchange: how it will work, who will use it, financial supports available for people with incomes up to 400% FPG, and the future of public programs like Medical Assistance and MinnesotaCare.

PRESENTER: **Ralonda Mason** is a supervising attorney at the St. Cloud Office of Mid-Minnesota Legal Aid. She has over 25 years of experience working with public benefit programs including healthcare programs such as Medical Assistance and MinnesotaCare. Ralonda represents individual clients with legal claims regarding their eligibility for public programs; handles class action litigation; advocates on a policy level at the legislature and with public agencies; and was appointed by Governor Dayton to serve on the 2012 Minnesota Health Reform Task Force.