NIU Human Resource Services
Employee Assistance Program (EAP) & Training Center
Fall 2019 Campus Training

Please register for trainings by emailing HRtraining@niu.edu or by calling 753-9191.

Fall Training Opportunities

Positively NIU: Making Every Interaction Count
Thursday, September 12th - 10:00 a.m. – Noon
All NIU faculty and staff play a critical role in teaching, mentoring, and caring for our students and colleagues. Balancing this focus on “high touch” services to our students, and maintaining collegial workplace relations happens while coping with multiple work demands, and a sense of “doing more with less”. This workshop addresses techniques of providing excellent service to our students and colleagues, while managing stress and multiple demands. Presented by Lesley Gilbert, Assistant Director, EAP & Training Center

Decisive Decision Making
Tuesday, September 17th – 1:00 p.m. – 2:30 p.m.
Decisions...decisions...decisions. We make thousands of decisions a day with a wide range of value and importance. However, we often question why we struggle to make some decisions in our lives. This training offers tips to participants to help them understand their own process for decision-making while employing ways to make more timely and effective decisions. Presented by: Brian Smith, Director, EAP & Training Center

Onboarding for Success
Tuesday, September 24th – 2:00 p.m. – 3:30 p.m.
Onboarding is more than just a fancy buzzword or a few days of orientation. It is a process, that when done correctly, allows supervisors to help their new employees find true success, which is a win-win for everyone. Supervisors will leave this workshop understanding the three important functions they own in the onboarding process as well as learn to create a winning onboarding structure in their department. Presented by Susan Swegle, Training & Development Specialist, EAP & Training Center

Combat Conflict
Wednesday, September 25th – 2:00 p.m. – 4:00 p.m.
Conflict is normal and exists in every area of our lives. It can disrupt the normalcy and quality of life by generating fear and uncertainty. Conflict can also bring about positive growth and awareness as we engage with others. This training helps you to understand conflict, recognize personal attitudes about conflict, understand that the solution to conflict lies within you and gives you tools to deal effectively with difficult situations. Presented by: Savilli Ngovo Williams, Counselor, EAP & Training Center

How Can I Make Technology Accessible?
Monday, September 30th – 10:00 a.m. – Noon
NIU is required by federal and Illinois law to ensure that people with disabilities have access to all electronic and information technologies available to people without disabilities. Help NIU comply with the law and create a culture of accessibility in everything we do. Understand the basic principles of creating accessible documents, know what to look for when purchasing technology and learn about assistive technologies. Presented by: Katherine Whitleaw, Information and Technology Accessibility Officer, Ethics and Compliance Office

Realizing Your Potential
Thursday, October 3rd - 10:00 a.m. – 11:30 a.m.
Is there really a difference between being a good employee and being a great employee? You bet there is! And it’s a difference only you can create. Many times doing just a few specific things in our current job can guide our own career future. Feeling like there is nothing more you can do? This workshop will open your eyes to the potential you have yet to realize. Presented by Susan Swegle, Training & Development Specialist, EAP & Training Center

Basic Interview Skills
Tuesday, October 8th - 2:00 p.m. – 3:30 p.m.
If you find yourself thinking about going a new direction in your career, after reviewing and updating your resume, it’s time to think about interview skills. Perhaps it has been a few years since you’ve done a job interview and you want a refresher course or maybe you’ve had a few interviews and want to know how you can improve upon your interview style. The first part of this workshop will be informational, with the last half hour focused on practicing your interview skills. Presented by Susan Swegle, Training & Development Specialist, EAP & Training Center

Manage Your Life (Stress Management)
Thursday, October 10th – 10:00 a.m. – Noon
Stress is a normal part of everyone’s life and can have both negative and positive effects. This training provides a quick orientation to stress, what it is, how to recognize it in yourself and how to manage it both short term and long term. Presented by: Savilli Ngovo Williams, Counselor, EAP & Training Center

Be a Meeting Hero: Make Your Meetings Work
Tuesday, October 15th – 2:00 p.m. – 3:30 p.m.
Not often will we hear, “yeah, another meeting!” But we know they are necessary to bring ideas together and plan efficiently. This workshop will teach you a few quick tips on scheduling, holding, and getting results in your meetings, as well as creating a “buy-in” atmosphere for others where it is known that things will get done when you call a meeting. Presented by Susan Swegle, Training & Development Specialist, EAP & Training Center

Effective Evaluation
Wednesday, October 16th - 10:00 a.m. – Noon
This workshop deals with principles and processes of employee evaluation, developing and communicating performance expectations, engaging in ongoing dialogue with employees on performance expectations and goals, and preparing for the evaluation. Presented by Lesley Gilbert, Assistant Director, EAP & Training Center

Leading Up
Thursday, October 17th – 2:00 p.m. – 3:30 p.m.
Research shows that leaders who are more authentic have a greater impact on creating a positive work setting. Although we seek these qualities in others, putting authentic leadership into practice can be more complicated when we try living by clichés like “walk the talk”. This program helps participants to identify their own leadership style(s) and practice the skills that help increase their leadership effectiveness and respond to ongoing changes in the work
place. Presented by: Brian Smith, Director, EAP & Training Center

I-9 Training: USCIS Updated I-9 Form
Monday, October 21st – 10:00 a.m. – Noon
This training will cover details on when and how to complete the I-9 Form. We will cover the form, section by section and go over the changes and will review the list of acceptable documents. We will also point out the common mistakes made by employees and employers when completing this form. Time will be allotted for questions and answers on the form. Presented by: Noor Harrison, Human Resource Services

Marketing Yourself: Showcasing Your Skills for Employers
(formerly – Resume Writing)
Tuesday, October 22nd – 10:00 a.m. - 1:30 p.m.
Whether you need to prepare your first résumé or want to brush up on your résumé writing skills, during this workshop participants will review writing tips so you can prepare a grammatically correct résumé. Bring a copy of your current résumé to the workshop, so you can ask questions. The first hour of the workshop will be the résumé writing overview, the last half hour will be for Q&A. Presented by: Gail Jacky, Director, University Writing Center

Ethics with the Experts
Monday, October 28th – 10:00 a.m. – Noon
The annual training provides an overview of information about ethics at NIU. This custom training will discuss what to do if you receive a gift or believe that someone is engaging in unethical conduct. Bring your questions and get them answered by the experts. Presented by: Kristin Good, Ethics Investigator, and Sarah Garner, Ethics Officer, Ethics and Compliance Office

Building Confidence and Self-Esteem
Tuesday, October 29th – 2:00 p.m. – 4:00 p.m.
Most people’s worst enemy are themselves. Nothing is more important than how you feel and think about yourself. A high opinion about yourself, who you are, what you do and basically a love for yourself is also one of the things that people often miss or have too little of in today’s society. Low self-esteem makes us reluctant to express and assert ourselves, and as a result, we miss out on experiences and opportunities, and feel powerless to change things. This workshop will help you explore and develop some tools to help boost your confidence and increase your positive feelings of self. Presented by: Savili Ngo Williams, Counselor, EAP & Training Center

Managing Harassment: For Supervisors
Monday, November 4th – 2:00 p.m. – 4:00 p.m.
This training will focus on how supervisors should manage employee allegations of discrimination, harassment, and retaliation in the workplace. It will enable supervisors to recognize when they should refer matters to the Ethics and Compliance Office and what offices employees should be referred to for support, both as impacted and accused employee. Presented by: Lindsey Hatzis, Director of Investigations, Ethics and Compliance Office

I Have to Talk in Front of People?
Tuesday, November 5th – 10:00 a.m. – 11:30 a.m.
Being able to successfully present information in front of others can make the difference between getting your ideas launched and continuing to let them collect dust. In this workshop, you’ll learn some great tips on building your confidence in presenting your ideas to others, no matter the size of the group, practice those skills, and move towards earning the respect and credibility your message deserves. Presented by Susan Swegle, Training & Development Specialist, EAP & Training Center

Office Ergonomics Workshop
Thursday, November 7th – 2:00 p.m. – 4:00 p.m.
During this workshop, participants will get a basic introduction into the basic principles of office ergonomics, identify risk factors that may contribute to injury, learn how to adjust your workstation to achieve comfort and neutral postures, and get an overview of the office ergonomic assessment request process. (PLEASE NOTE: This interactive workshop will involve a class exercise that will require collaboration in advance of the workshop with participants. Therefore pre-registration is required by Friday, October 4, 2019, as the workshop is limited to 10 participants.) Presented by Scott Mooberry, Director, Environmental Health and Safety Program

Managing Automatic Negative Thoughts (ANTS)
Tuesday, November 12th – 2:00 p.m. – 4:00 p.m.
Do you notice ANTs all day long? Or do you seem to have more ANTs during those quiet moments when you decide to relax? This is not about the tiny social insects that tend to show up at every picnic or when you leave something sweet on your kitchen counter. This is referring to the ANTs, or Automatic Negative Thoughts, that jump into your head, pushing all the willpower and positive thoughts you need to reach your goals to the wayside. ANTs, even the smallest ones, can sabotage your resolutions and make you feel stuck. Learning to listen for and recognize self-destructive thoughts is the first step to conquering them. This workshop aims to increase your awareness of your ANTs and provide tools to help you conquer them. Presented by: Savili Ngo Williams, Counselor, EAP & Training Center

Onboarding for Success
Thursday, November 14th – 10:00 a.m. – 11:30 a.m.
Onboarding is more than just a fancy buzzword or a few days of orientation. It is a process, that when done correctly, allows supervisors to help their new employees find true success, which is a win-win for everyone. Supervisors will leave this workshop understanding the three important functions they own in the onboarding process as well as learn to create a winning onboarding structure in their department. Presented by Susan Swegle, Training & Development Specialist, EAP & Training Center

Overcoming Fear: Re-training Your Brain – Part I
Wednesday, November 20th – 10:00 a.m. – Noon
During this training, participants will gain an understanding of the origins of their fears and the ways in which we can manage fear. With a focus on the brain and our behaviors, the training discusses a process by which you can alter the way your brain responds to fear both in the moment and in the future. Presented by Brian Smith, Director, EAP & Training Center

Maintaining Your Joy in the Workplace
Tuesday, November 26th - 10:00 a.m. – Noon
Studies show that employees who are happier in the workplace are likely to be more productive on the job. But, what happens when you don’t feel happy when you come in to work? This workshop is designed to help employees reflect upon what they can do to maintain their own
happiness during the work day. Presented by Lesley Gilbert, Assistant Director, EAP & Training Center

Emotional Intelligence in the Workplace
Tuesday, December 3rd - 10:00 a.m. – Noon
What is “emotional intelligence” and why is it beneficial to understand one’s emotional intelligence in the work setting? In this training, we will help participants understand emotional intelligence, identify its components, and start to understand what may motivate ourselves and fellow employees. Presented by Brian Smith, Director, and Lesley Gilbert, Assistant Director, EAP & Training Center

Please continue to check on the Training website as more workshops may be included over the course of the semester.

2019 NIU Flu Shot Clinics
Thursday, September 26, 2019
10:00 a.m. – 4:00 p.m.
Holmes Student Center – Regency Room

or

Wednesday, October 23, 2019
10:00 a.m. – 4:00 p.m.
Holmes Student Center – Regency Room