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

Spring Training Opportunities

**Positively NIU: Making Every Interaction Count (Customer Service)**
Tuesday, February 4th - 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**
Thursday, February 20th – 10:00 a.m. – Noon
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: What to Do with the New Employee**
Wednesday, February 26th – 2:00 p.m. – 4:00 p.m.
Since supervisors devote so much time, effort and money when hiring the best employees, continuing the process with successful onboarding only makes sense. Onboarding is more than a fancy buzzword or a few days of orientation. It is a process, that when done correctly, helps employees find success, which is a win-win for everyone. Supervisors will learn the three important functions they own in the onboarding process and the best way to create successful employees. **Presented by Susan Swegle, Training & Development Specialist, EAP & Training Center**

**Managing & Handling Cash**
Thursday, February 27th – 10:00 a.m. – Noon
This workshop is designed for staff with direct responsibility for handling and depositing cash and for those who manage cash operations. The session will cover procedures for handling currency, checks, and credit card transactions, issuing cash receipts, and depositing cash. We will also discuss general guidelines for achieving internal control over cash transactions, including separation of duties and other checks and balances. **Presented by Christine Monteiro, Internal Audit and Nyoko Polony, Treasury Operations**

**Be a Meeting Hero: Make Your Meetings Work**
Tuesday, March 3rd - 10:00 a.m. – Noon
Not often will we hear, “yeah, another meeting!” But meetings 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**
Thursday, March 5th - 2:00 p.m. – 4:00 p.m.
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 Authentically**
Monday, March 9th – 2:00 p.m. – 4:00 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 workplace. **Presented by Brian Smith, Director, EAP & Training Center**

**Realizing Your Potential: The Employee’s Guide to Moving from Good to Great**
Thursday, March 12th - 2:00 p.m. – 4:00 p.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. Come give it a try! **Presented by Susan Swegle, Training & Development Specialist, EAP & Training Center**

**Marketing Yourself: Showcasing Your Skills for Employers**
(Formerly – Resume Writing)
Thursday, March 19th – 2:00 p.m. - 3:30 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**

**Perfecting Your Interview Skills**
Friday, March 20th - Noon – 1:00 p.m.
Interviewing takes preparation and practice. Without it, you cannot demonstrate your true potential. Hiring managers are looking for more than just a bright smile, and a “yes, I can do that” attitude. This workshop will provide a guide for the preparation phase, the “what-to-do-once-I’m-at-the-interview,” portion, and duties to fulfill after the interview. You will leave with great resources to help make you successful in any interview situation. **Presented by Susan Swegle, Training & Development Specialist, EAP & Training Center**

**I Have to Talk in Front of People? Building and Improving Your Presentation Skills**
Thursday, March 26th – 2:00 p.m. – 4:00 p.m.
Avoiding public speaking situations can hold you and your career down. It can mean the difference between getting your ideas launched or continuing to let them collect dust. This workshop is not your normal public speaking class. Together, we’ll build your self-confidence, practice some new skills in unique ways, and help move you towards earning the respect and credibility you deserve. Presented by Susan Swegle, Training & Development Specialist, EAP & Training Center

I-9 Training: Recently Updated USCIS I-9 Form Training
Monday, March 30th - 10:00 a.m. – Noon
This training will cover details on when and how to complete the newly updated I-9 Form. Noor will review the form, section by section and go over the changes and will review the list of acceptable documents. She 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 how to complete the document. Presented by Noor Harrison, Human Resource Services

Managing Automatic Negative Thoughts (ANTs)
Thursday, April 2nd – 10:00 a.m. – Noon
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 the 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 Brian Smith, Director, EAP & Training Center

Onboarding for Success: What to Do with the New Employee
Friday, April 3rd – 10:00 a.m. – Noon
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Assessing and Evaluating Employee Job Performance
Friday, April 10th – 10:00 a.m. – 11:30 a.m.
This training session will examine best practice in assessing and evaluating employee job performance. It will cover advice about using subjective ratings to measure job performance, the different types of performance rating errors, and the different stages for reducing rating errors. Presented by Alexandra Brown and Hannah Tarleton, NIU Industrial-Organizational (I-O) Masters Students

Overcoming Fear: Re-training Your Brain – Part II
Thursday, April 16th – 10:00 a.m. – Noon
This training is for employees who have completed the first part of the “Overcoming Fear: Re-training Your Brain – Part I” training session. During this follow-up session, participants will work through scenarios to further practice skills learned in the first workshop which taught participants how to manage their fear. Presented by Brian Smith, Director, EAP & Training Center

Making Effective Hiring Decisions
Friday, April 17th – 2:00 p.m. – 3:30 p.m.
This training session will cover key considerations for effective hiring decisions to ensure consistency and accuracy. It will cover types of selection measures, how to create ratings of applicants, and how to make decisions based on rating information. Presented by Cody Gibson and Allison Rivers, NIU Industrial-Organizational (I-O) Masters Students

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Maintaining Your Joy in the Workplace
Thursday, April 30th – 2:00 p.m. – 4:00 p.m.
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 workday. Presented by Lesley Gilbert, Assistant Director, EAP & Training Center
2020 NIU Health & Wellness Fair
“Healthy Mind, Body, & Spirit”

Wednesday, April 1, 2020
10:00 a.m. – 1:00 p.m.
Holmes Student Center – Duke Ellington Ballroom