and gives you tools to deal effectively with difficult situations. Presented by: Savili Ngovo Williams, Counselor, EAP & Training Center

Basic Interview Skills
Wednesday, February 20th - 10:00 a.m. – Noon
Register at hrtraining@niu.edu

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

Leadership Skills I Learned on T.V.: The Good, the Bad, the Ugly, and the Inspiring
Tuesday, February 26th - 2:00 p.m. – 3:30 p.m.
Register at hrtraining@niu.edu

This workshop is inspired by the concept of “servant leadership.” As public employees, we frequently feel that we are all “servant leaders.” However, what does that mean in the context of a public university? This interactive workshop will take a practical look at leadership skills as depicted in the tv show New Amsterdam. We will then work through how we can effectively use these examples (both good and bad) with our colleagues and our students to be everyday leaders, to keep ourselves engaged and motivated, and to inspire others.

Presented by Sarah Klaper, Ombudsperson, Office of the Ombudsperson

Effective Evaluation
Thursday, March 7th - 10:00 a.m. – Noon
Register at hrtraining@niu.edu

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

Positively NIU: Making Every Interaction Count
Wednesday, March 13th - 2:00 p.m. – 4:00 p.m.
Register at hrtraining@niu.edu

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

Is Attending School the Right Path for Me?
Wednesday, February 6th – 2:00 p.m. – 4:00 p.m.
Register at hrtraining@niu.edu.

Contemplating attending college in your future? There are many things an employee should consider before applying and many resources available once you’ve made the decision. In this session, you will learn what to consider before applying, ways to pay for college, resources NIU has available to employees, and important aspects of the application process.

Presented by Susan Swegle, Training & Development Specialist, EAP & Training Center

The Power of Listening
Tuesday, February 12th – 10:00 a.m. – Noon
To register: hrtraining@niu.edu

One of the most important skills required of anyone who wants to be an excellent communicator is that of being able to listen effectively. However, there are many people who seem to lack this powerful and vital resource because listening is also one of the most difficult skills in communication. This workshop provides you with tools to listen for understanding in order to become more effective communicators.

Presented by: Savili Ngovo Williams, Counselor, EAP & Training Center

Combat Conflict
Tuesday, February 19th – 2:00 p.m. – 4:00 p.m.
Register at hrtraining@niu.edu

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: Savili Ngovo Williams, Counselor, EAP & Training Center

Building Your Confidence in Public Speaking
Thursday, March 21st – 10:00 a.m. – Noon
Register at hrtraining@niu.edu

When you hear “public speaking” most people fill with anxiety and become nervous envisioning themselves standing in front of a
large group. Knowing how to do that confidently can make the difference between launching your ideas or letting them continue to collect dust. In this session, you’ll learn how to build your confidence to talk publicly in most any situation, to most any sized group, and earn the respect and credibility your ideas deserve.

Presented by Susan Swegle, Training & Development Specialist, EAP & Training Center

#######

Marketing Yourself: Showcasing Your Skills for Employers (formerly – Resume Writing)

Monday, March 25th – 1:00 p.m. - 4:00 p.m.

Register at hrtraining@niu.edu

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

#######

I-9 Training: USCIS Updated I-9 Form

Wednesday, March 27th – 1:00 p.m. – 4:00 p.m.

Register at hrtraining@niu.edu

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

#######

Coping with Change in the Workplace

Thursday, March 28th – 10:00 a.m. – Noon

Register at hrtraining@niu.edu

This workshop will offer information and tips on how you can better understand and respond to change. This will include identifying and understanding the emotions you experience during these times, while engaging participants in a discussion of ways that they can help themselves and each other successfully navigate change.

Presented by Brian Smith, Director, EAP & Training Center

#######

Maintaining Your Joy in the Workplace

Tuesday, April 9th - 10:00 a.m. – Noon

Register at hrtraining@niu.edu

Studies show that employees who are happy 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

#######

Building Your Confidence in Public Speaking

Wednesday, April 10th – 2:00 p.m. – 4:00 p.m.

Register at hrtraining@niu.edu

When you hear “public speaking” most people fill with anxiety and become nervous envisioning themselves standing in front of a large group. Knowing how to do that confidently can make the difference between launching your ideas or letting them continue to collect dust. In this session, you’ll learn how to build your confidence to talk publicly in most any situation, to most any sized group, and earn the respect and credibility your ideas deserve.

Presented by Susan Swegle, Training & Development Specialist, EAP & Training Center

#######

Basic Interview Skills

Thursday, April 11th - 2:00 p.m. – 4:00 p.m.

Register at hrtraining@niu.edu

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

#######

Overcoming Fear: Re-training Your Brain — Part I

Tuesday, April 16th – 10:00 a.m. – Noon

Register at hrtraining@niu.edu

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

#######

Managing Automatic Negative Thoughts (ANTs)

Tuesday, April 23rd – 10:00 a.m. – Noon

Register at hrtraining@niu.edu

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 Ngobo Williams, Counselor, EAP & Training Center

#######

Understanding Challenging Personalities in the Workplace

Thursday, April 25th – 2:00 p.m. – 4:00 p.m.

Register at hrtraining@niu.edu

During this training, participants will learn how to identify challenging personalities in the workplace. Brian will discuss ways to better understand why these personalities may exist in the work environment. With a focus on understanding why colleagues may exhibit challenging personalities, he will share methods to respond to the challenging behaviors.

Presented by: Brian Smith, Director, EAP & Training Center
Effective Evaluation
Tuesday, April 30th - 2:00 p.m. – 4:00 p.m.
Register at hrtraining@niu.edu
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

Overcoming Fear: Re-training Your Brain – Part II
Thursday, May 2nd – 10:00 a.m. – Noon
Register at hrtraining@niu.edu
This training is for employees who have completed the first part of the “Overcoming Fear” training. During this 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

Building Confidence and Self-Esteem
Monday, May 6th – 2:00 p.m. – 4:00 p.m.
Register at hrtraining@niu.edu
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 Ngovo Williams, Counselor, EAP & Training Center

Health & Wellness Lunchtime Programs will be announced soon.

2019 NIU Health & Wellness Fair
“Healthy Mind, Body, & Spirit”
Wednesday, April 3, 2019
10:00 a.m. – 1:00 p.m.
Holmes Student Center – Duke Ellington Ballroom