

Administrative

Administrative Communication – Lynn Halkowicz, Bakeless G02

3 Consecutive Wednesday sessions, December 5 through 19, 2:00 p.m. to 4:00 p.m.

Communication

Communicating Expectations at Work – Dr. Janet Bodenman, Schweiker Room

Tuesday, October 23, 9:00 a.m. to 10:30 a.m.

Resolving Conflict – Dr. Bob Wislock, location TBA

Schedule date TBA

Diversity

2008

Multicultural Awareness – Dr. Bob Wislock, location TBA

Schedule date TBA

Employee Health & Wellness

Adult CPR/AED - Brenda Pitonyak, 38A Waller Administration

2007

Friday, September 14, 8:15 a.m. to 12:15 p.m.

Monday, November 5, 8:15 a.m. to 12:15 p.m.

2008

Friday, February 8, 8:15 a.m. to 12:15 p.m.

Thursday, April 10, 8:15 a.m. to 12:15 p.m.

Wednesday, May 21, 9:00 a.m. to 12:15 p.m. (Schweiker Room)

Blood Borne Pathogens & Universal Precautions – Belinda DeLeon, Schweiker Room

2008

Wednesday, January 30th

Session 1: 5:00 to 6:00 p.m.

Session 2: 6:00 to 7:00 p.m.

Thursday, January 31st

Session 1: 8:00 to 9:00 a.m.

Session 2: 11:00 a.m. to 12:00 p.m.

First Aid - Brenda Pitonyak, Schweiker Room

2007

Thursday, November 15th 8:30 a.m. to 11:30 a.m.

Employee Health & Wellness (cont.)

First Aid - Brenda Pitonyak, Schweiker Room

2008

Thursday, March 20, 8:30 a.m. to 11:30 a.m.

Right-To-Know – Belinda Deleon, Schweiker Room

Wednesday, December 5th

Session 1: 5:00 to 6:00 p.m.

Session 2: 6:00 to 7:00 p.m.

Thursday, December 6th

Session 1: 8:00 to 9:00 a.m.

Session 2: 11:00 a.m. to 12:00 p.m.

Safeguarding Self & Others Awareness – Paul Mendofik, Schweiker Room

Faculty Sessions:

September 11 (Tuesday)

1:30 p.m. until 3:00 p.m.

3:30 p.m. until 5:00 p.m.

5:30 p.m. until 7:00 p.m.

September 12 (Wednesday)

8:30 a.m. until 10:00 a.m.

10:30 a.m. until 12:00 p.m.

1:30 p.m. until 3:00 p.m.

September 13 (Thursday)

8:30 a.m. until 10:00 a.m.

10:30 a.m. until 12:00 p.m.

1:30 p.m. until 3:00 p.m.

5:30 p.m. until 7:00 p.m.

Staff Sessions:

September 18 (Tuesday)

8:30 a.m. until 10:00 a.m.

10:30 a.m. until 12:00 p.m.

1:30 p.m. until 3:00 p.m.

3:30 p.m. until 5:00 p.m.

5:30 p.m. until 7:00 p.m.

September 24 (Monday)

8:30 a.m. until 10:00 a.m.

10:30 a.m. until 12:00 p.m.

1:30 p.m. until 3:00 p.m.

3:30 p.m. until 5:00 p.m.

5:30 p.m. until 7:00 p.m.

September 27 (Thursday)

8:30 a.m. until 10:00 a.m.

10:30 a.m. until 12:00 p.m.

1:30 p.m. until 3:00 p.m.

Fall 2007/Spring 2008

Training & Development Opportunities

3:30 p.m. until 5:00 p.m.

5:30 p.m. until 7:00 p.m.

DVD Sessions for New Employees:

Wednesday, March 26, 2008 - 10:30 a.m. until 12:00 p.m.

Friday, March 28, 2008 – 2:30 until 4:00 p.m.

Thursday, April 3, 2008 – 10:30 a.m. until 12:00 p.m.

Slips, Trips, Falls & Safe Lifting – InServco, location TBA
Schedule date TBA

2008 Tentative Offerings

Diabetes Education – Instructor TBA, location TBA
Schedule date TBA

Healthy Steps 2 – Instructor TBA, location TBA, Schedule date TBA

General Interest

2007

Employee Self Service (ESS) – Phil Amarante, Schweiker Room
Tuesday, October 9, 3:00 p.m. to 4:30 p.m.
Wednesday, October 10, 10:30 a.m. to 12:00 p.m.

Flexible Spending Accounts – Kim Fenicchia, WAB 38A
Tuesday, October 30, 10:30 a.m. – 11:30 a.m.
Thursday, November 1, 1:30 p.m. – 2:30 p.m.
Friday, November 2, 3:00 p.m. – 4:00 p.m.

Identity Theft – Office of Attorney General (Sponsored by Secretarial Roundtable), KUB Multipurpose Room A & B
Monday, October 22, 10:00 a.m. to 12:00 p.m.

Interviewing Skills – Jerry Reed, WAB 38A
Wednesday, November 7, 9:00 a.m. to 10:00 a.m.

Medical Leave & Family Medical Leave (FMLA) Requests – Gini Rinkus, WAB 38A
Tuesday, September 25, 3:30 p.m. to 4:30 p.m.
Wednesday, September 26, 10:00 a.m. to 11:00 a.m.

PEBTF Benefits Information Session – Kim Fenicchia, WAB 38A
Wednesday, October 10, 9:00 a.m. – 10:00 a.m.
Wednesday, October 10, 1:30 p.m. – 2:30 p.m.
Wednesday, October 17, 3:00 p.m. – 4:00 p.m.

Performance Evaluation Process – Gini Rinkus & Jerry Reed, WAB 38A
Thursday, October 11:
9:00 a.m. to 10:00 a.m.
11:00 a.m. to 12:00 p.m.
3:00 p.m. to 4:00 p.m.

General Interest (cont.)

Position Classification – Jerry Reed, Schweiker Room
Thursday, November 1, 1:00 p.m. to 3:00 p.m.
Friday, November 2, 9:00 a.m. to 11:00 a.m.

2008

Interviewing Basics for Success – Jeanne Fitzgerald, WAB 38A
Wednesday, February 6, 10:00 a.m. - 12:00 p.m.
Thursday, February 21, 2:00 p.m. - 4:00 p.m.

Interviewing Skills – Jerry Reed, WAB 38A
Thursday, February 14, 1:30 p.m. to 2:30 p.m.

PASSHE Benefits Information Session – Kim Fenicchia, WAB 38A
Monday, April 21, 1:30 p.m. – 2:30 p.m.
Thursday, April 24, 9:00 a.m. – 10:00 a.m.
Friday, April 25, 3:00 p.m. – 4:00 p.m.
Tuesday, April 29, 3:00 p.m. – 4:00 p.m.
Wednesday, April 30, 9:00 a.m. – 10:00 a.m.
Thursday, May 1, 1:30 p.m. – 2:30 p.m.

Performance Evaluation Process – Gini Rinkus & Jerry Reed, WAB 38A
Thursday, March 13: 9:00 a.m. to 10:00 a.m.
11:00 a.m. to 12:00 p.m.
3:00 p.m. to 4:00 p.m.

Retirement: Things to Consider – Instructor TBA, location TBA
Schedule date TBA

State Employee Assistance Program (SEAP) – Dr. Bob Wislock & Bonnie Burke, location TBA
Schedule date TBA

Grants & Research

2007

Understanding Proposal Submission & How the Grants Office Works – Dr. Jerrold Harris, KUB Conference Room 340
Friday, October 19, 12:30 p.m. - 1:30 p.m.

2008

Research Integrity – Dr. Jerrold Harris, location TBA
Schedule date TBA

Informational

Campus Information & Resources – Dr. Bill Harrar, Schweiker Room

2007

Thursday, October 18 – 9:00 a.m. to 10:00 a.m.

Friday, October 19 – 3:00 p.m. to 4:00 p.m.

2008

Tuesday, April 8 – 1:30 p.m. to 2:30 p.m.

Wednesday, April 9 – 10:00 a.m. to 11:00 a.m.

Liability: Scope of Employment Actions – Dave Stover, Location TBA
Schedule date TBA

Technology: Microsoft Topics

2007

Office 2007 Tips & Tricks – Sharon Fisher-Larson, Bakeless G02

Wednesday, November 14, 9:00 a.m. to 12:00 p.m.

Wednesday, November 14, 1:00 p.m. to 4:00 p.m.

What's New in Office 2007 – Kristina Wood, Bakeless G02

Additional Sessions: September 2007

Wednesday, September 5th - 3:00 p.m. until 4:00 p.m.

Thursday, September 6th - 9:00 a.m. until 10:00 a.m.

Tuesday, September 11th 1:30 p.m. until 2:30 p.m.

Wednesday, September 12th - 9:00 a.m. until 10:00 a.m.

Thursday, September 13th - 3:00 p.m. until 4:00 p.m.

2008

Microsoft Access 2007 Basics – Kristina Wood, Location TBA

Schedule date TBA

Microsoft Word 2007 – Jerry Reed, Location TBA

Schedule date TBA

Microsoft Excel 2007 Basic – Jerry Reed, Bakeless G02

Part 1: Thursday, April 10, 2008 – 8:30 a.m. until 12:30 p.m.

Part 2: Friday, April 11, 2008 – 8:30 a.m. until 12:30 p.m.

Microsoft Excel 2007 Intermediate – Phil Amarante, Location TBA

Schedule date TBA

Microsoft PowerPoint Basic 2007 – Kristina Wood, Bakeless G02

Part 1: Tuesday, April 15, 2008 – 8:30 a.m. until 12:30 p.m.

Part 2: Thursday, April 17, 2008 – 8:30 a.m. until 12:30 p.m.

Microsoft PowerPoint Advanced 2007 – Kristina Wood, Bakeless G02

Part 1: Thursday, May 1, 2008 – 8:30 a.m. until 12:30 p.m.

Part 2: Friday, May 2, 2008 – 8:30 a.m. until 12:30 p.m.