

NYU Human Resources Professional Development and Work-Life / Wellness Education Programs

PROFESSIONAL DEVELOPMENT

The Office of Learning and Development is committed to continual learning that goes beyond training. Professional Development Programs give you the opportunity to gain skills and knowledge so you can make the most of your career.

CAREER FITNESS SERIES

Career Development at NYU: Resources and Strategies
Geri Kalinsky, Director of Employment and Joe Simmons, SCPS' Office of Career, Education, and Life Planning
Wednesday, October 6 / 1:30-3 p.m.

Résumés That Get You the Interview
Carrolyn Nieto, Employment Specialist
Thursday, November 4 / 1:30-3:30 p.m.

How to Ace the Interview
Geri Kalinsky, Director of Employment and Carrolyn Nieto, Employment Specialist
Wednesday, November 17 / 1:30-4 p.m.

LEGAL FOUNDATIONS FOR SUPERVISORS AND HR REPS

These programs are required for and limited to Code 100 employees who supervise

FMLA
Joanne Bowman, Employee Relations Manager and Stephanie Vullo, Assistant General Counsel
Thursday, November 11 / 9:30 a.m.-12:30 p.m.

Legal Aspects of the Role of Today's Manager (2-SESSION PROGRAM)
Jo Katcher, Sr. Director of Employee Relations, Joanne Bowman, Employee Relations Manager, Geri Kalinsky, Director of Employment, and Stephanie Vullo, Assistant General Counsel
Thursday & Friday, November 18-19 / 9:30 a.m.-12:30 p.m.

Preventing Harassment
Jo Katcher, Sr. Director of Employee Relations, Joanne Bowman, Employee Relations Manager, and Stephanie Vullo, Assistant General Counsel
Tuesday, November 30 / 9:30 a.m.-12:30 p.m.

If you are responsible for completing or processing staff or academic I-9 Forms, please contact Geri Kalinsky at 212-998-1251 to schedule training for your school or division.

LEADERSHIP DEVELOPMENT

FrontLine Leadership (8-SESSION PROGRAM)
Kelly Archer, Learning and Development Specialist
Section I: Tuesdays, October 5, 12, 19, 26, November 2, 9, 16, and 23 / 9:30 a.m.-12:30 p.m.
Section II: Wednesdays, October 6, 13, 20, 27, November 3, 10, 17, and 24 / 9:30 a.m.-12:30 p.m.

Performance Communication Process: An Overview
Jill Krawitz, Manager of Learning and Development
Thursday, October 7 / 9:30-10:30 a.m.

Strategic Thinking (2-SESSION PROGRAM) **NEW**
Julie Kantor, JPKantor Associates
Tuesdays, October 12 and 19 / 9:30 a.m.-12:30 p.m.

Giving Recognition **NEW**
Jill Krawitz, Manager of Learning and Development
Thursday, October 14 / 9:30 a.m.-12:30 p.m.

Leading Meetings
Kelly Archer, Learning and Development Specialist
Thursday, November 4 / 9:30 a.m.-12:30 p.m.

INDIVIDUAL DEVELOPMENT

Project Management (2-SESSION PROGRAM) **NEW**
Steve Elmer, Stockard-Elmer & Company, Inc.
Tuesday & Wednesday, October 5-6 / 9:30 a.m.-12:30 p.m.

Handling Emotions Under Pressure **NEW**
Kelly Archer, Learning and Development Specialist
Thursday, October 7 / 9:30 a.m.-12:30 p.m.

Editing for Impact **NEW**
Vicky Cole, Stockard-Elmer & Company, Inc.
Wednesday, October 13 / 9:30 a.m.-12:30 p.m.

Achieving Results
Joanne Bowman, Employee Relations Manager
Friday, October 15 / 12:30-1:30 p.m.

Building a Service Culture
Kelly Archer, Learning and Development Specialist
Thursday, October 21 / 9:30 a.m.-12:30 p.m.

Interviewing and Hiring Workshop for Team Members (2-SESSION PROGRAM)
Geri Kalinsky, Director of Employment
Wednesday & Thursday, November 10-11 / 1:15-4:30 p.m.

Selecting a Mentor **NEW**
Joanne Bowman, Employee Relations Manager
Friday, November 12 / 12:30-1:30 p.m.

Power of Positive Thinking **NEW**
Julie Kantor, JPKantor Associates
Tuesday, November 16 / 9:30 a.m.-12:30 p.m.

If you have access to MATCH or the HRIS system and would like one-on-one instruction, please contact Geri Kalinsky at 212-998-1251 for MATCH or the Records and Information Services Office at 212-998-1248 for HRIS training.

TECHNOLOGY COURSES

NYU will pay 80% of the tuition for the following computer courses, offered jointly by the Human Resources Division and the School of Continuing and Professional Studies (SCPS). 100% of tuition is waived if the course is job-related; first speak with your supervisor and then contact your Human Resources Representative for authorization prior to registering.

To register for the following technology courses, follow the registration procedures at www.nyu.edu/scps. To use Tuition Remission, complete the appropriate Tuition Remission form before registering in person. For more information, call 212-998-7150.

X53.9961 **Introduction to Word**
Monday, October 4 / 9:30 a.m.-4:30 p.m.

X53.9843 **Introduction to Excel**
Monday, October 11 / 9:30 a.m.-4:30 p.m.

X53.9915 **Introduction to PowerPoint**
Tuesday, October 19 / 9:30 a.m.-4:30 p.m.

X53.9037 **Introduction to MS Project** **NEW**
Monday & Tuesday, October 25-26 / 9:30 a.m.-4:30 p.m.

X53.9034 **Introduction to Dreamweaver** **NEW**
Thursday, October 28 / 9:30 a.m.-4:30 p.m.

X53.9024 **Intermediate Word**
Tuesday & Wednesday, November 2-3 / 9:30 a.m.-4:30 p.m.

X53.9028 **Intermediate Excel**
Monday & Tuesday, November 8-9 / 9:30 a.m.-4:30 p.m.

X53.9031 **Intermediate Access**
Tuesday & Wednesday, November 16-17 / 9:30 a.m.-4:30 p.m.

X53.9861 **Introduction to Access**
Thursday, November 18 / 9:30 a.m.-4:30 p.m.

X53.9504 **Photoshop**
Thursday, November 18 / 9:30 a.m.-4:30 p.m.

X53.9026 **Intermediate PowerPoint**
Tuesday & Wednesday, November 23-24 / 9:30 a.m.-4:30 p.m.

WORK-LIFE / WELLNESS EDUCATION

The Office of Work-Life Services assists staff and faculty in reaching a comfortable balance between their work and personal lives. Our programs help you better manage stress, maintain personal health, and care for yourself and your loved ones. Open to all employees and retirees.

Programs listed here are held at the Washington Square Campus. For information on programs offered at the Dental Center, Midtown Center, and the Institute of Fine Arts, call the Office of Work-Life Services at 212-998-9085.

SKILLS FOR LIVING

Safe Zone Training
The Office of Lesbian, Gay, Bi-Sexual, & Transgender Student Services
Friday, October 1 / 10:45 a.m.-2 p.m.
For more information and to register, 212.998.4699

Creating Balance in Your Life **NEW**
Cheryl L. Smith, Lecturer and Career and Life Coach in private practice
Tuesday, October 5 / 1-2 p.m.

Preparing for the Unexpected **NEW**
American Red Cross in Greater NY
Thursday, October 14 / 12-1 p.m.

Building Your Assets: Saving With Purpose **NEW**
Dawn Brown, Financial Planner, L.J. Altfest & Co.
Tuesday, October 19 / 12-1 p.m.

Protecting Your Assets: Long Term Care Insurance
Ira C. Weiss, LLC, Genworth Financial Advisors
Tuesday, November 16 / 12-1 p.m.

HEALTH AND WELL-BEING

Tension Breaker On-Site Massage[®]
The Health Enhancement Company
Wednesdays, 11 a.m.-4 p.m.
By appointment, 718.282.8600 or hecbreak@aol.com

Nutritional Counseling
Department of Nutrition, Food Studies, and Public Health, Steinhardt School of Education
Beginning in October, by appointment, 212.998.9085 or worklife@nyu.edu

Ergonomics: Working Healthy at Work
Laurie Caruso, O.T., Department of Physical & Occupational Therapy, University Health Center
Tuesday, October 12 / 12-1 p.m.

Lowering Your Cardiovascular Risk: Focus on Your Cholesterol **NEW**
Edward A. Fisher, M.D., Ph.D., M.P.H. and Arthur Schwartzbard, M.D., F.A.C.C., Faculty, NYU School of Medicine and NYU Lipid Treatment and Research Center
Tuesday, October 26 / 12-1 p.m.

Pets for Life **NEW**
Jennifer Dragotta, M.S. Ed., Manager of NYC Education Programs, ASPCA
Thursday, October 28 / 1-2 p.m.

Our Overweight Children: Causes and Practical Solutions **NEW**
Sharron Dalton, Ph.D., R.D., Associate Professor, Department of Nutrition, Food Studies and Public Health, Steinhardt School of Education
Tuesday, November 9 / 12-1 p.m.

FITNESS FRIDAYS

Using Your Breath to De-Stress
On-Site Fitness, Inc.
Friday, October 8 / 12-1 p.m.

Beyond the Basic Crunch
Coles Sports and Recreation Center
Friday, October 15 / 12-1 p.m.

The Pilates Workout (6-SESSION PROGRAM)
On-Site Fitness, Inc.
Tuesdays, October 19, 26 November 2, 9, 16, 23 / 1:30-2:30 p.m.
Participation is limited to 12.
A non-refundable fee of \$60 is required to register.

Stress and Your Back (2-SESSION PROGRAM) **NEW**
Robin Powell, Ph.D., C.S.W., clinical social worker and movement specialist with a practice in stress and chronic pain management
Fridays, October 22 and November 5 / 12-1 p.m.

Static Stretching for Strength **NEW**
Coles Sports and Recreation Center
Friday, October 29 / 12-1 p.m.

Cardio-Kickboxing
Kathleen Mauro, ACE Certified Fitness Instructor and NYU Administrator
Friday, November 12 / 12-1 p.m.

Introduction to Meditation
Integral Yoga Institute of New York
Friday, November 19 / 12-1 p.m.

PARENTING

Evaluating Elementary Schools with a Spotlight on Best Practices **NEW**
Roxana Reid, M.S.W., Educational Consultant and Founder, Smart City Kids
Thursday, October 7 / 12-1 p.m.

Talking with Children and Others About Adoption **NEW**
Dina Rosenfeld, M.S.W., D.S.W., Clinical Associate Professor of Social Work and Director, Undergraduate Social Work Program, Ehrenkranz School of Social Work
Thursday, November 4 / 1-2 p.m.

Teen Health: Alcohol and Other Substances
Jane Bowman, Manager, Office of Wellness Learning
Thursday, November 11 / 12-1 p.m.

GROWING OLDER

Housing Options for Seniors **NEW**
A panel discussion with Barbara Kleger, President, Senior Living Consultants and Ann Marie Levine, Associate Administrator, ElderServe Senior Housing
Moderated by Nelson Burros, ElderServe in Midtown
Thursday, October 21 / 1-2 p.m.

Promoting Independence and Safety through Home Re-Design: Addressing the Changing Needs of Aging Adults
A panel discussion with Mary Fran Thaler, Director of Rehabilitation Services, The Hebrew Home for the Aged at Riverdale and Rosemary Bakker, Certified Interior Designer and Gerontologist
Moderated by Nelson Burros, ElderServe in Midtown
Thursday, November 18 / 1-2 p.m.

www.nyu.edu/hr

Read program descriptions and register online.

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Read Program Descriptions Online

See complete course descriptions and instructor information at www.nyu.edu/hr.

Register Online

To secure a spot in any of the Professional Development or Work-Life/Wellness Education programs listed in this brochure, register as early as possible. Waiting lists are kept for programs that are filled. If you need to cancel, please notify us as soon as possible so that others may attend.

Go to the Human Resources Web site, www.nyu.edu/hr, and click on *Register for Programs*.

If you do not have Internet access, call 212-998-1280 to register for Professional Development Programs and 212-998-1290 for Work-Life/Wellness Education Programs.

All staff should receive supervisory approval before registering for Professional Development Programs.

NYU DESIGN GROUP AT REPROGRAPHS / CBC-00069

Joyce Rittenburg / *Manager of Work-Life Services*

Jill Kravitz / *Manager of Learning and Development*

Sue Caporlingua / *Editor/Writer*

Jo Katcher / *Sr. Director of Employee Relations*

The Office of Employee Relations, Division of Human Resources administers the Professional Development and Work-Life/Wellness Education series and produces this brochure:

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