

Work/Life, Professional Seminar Schedule for 2009

January 2009			
Seminar	Date	Time	Location
ID Theft Prevention	Wednesday, January 21	11:00am-12:00pm	Student Union 312
ID Theft Prevention	Thursday, January 22	12:30pm-1:30pm	Student Union 312
Effectively Communicating Expectations for Supervisors	Tuesday, January 27	2:00pm-3:30pm	Student Union 316
Women's Studies Lecture Series Women and Money Barbara Fausnight, Pres Executive Insurance Group	Tuesday, January 27	7:00pm-8:30pm	Schrank Hall South 222
There is Still Hope for the Addicted Smoker	Wednesday, January 28	12:00pm-1:00pm	Student Union 310
Performance Review Help Drop-In Session	Wednesday, January 28	9:00am-11:00am	Student Union 322
Nutrition Tools for Success: ZipFit Lunch-n-Learn	Thursday, January 29	12:00pm-1:00pm	Student Union 308
Office Safety (UAPD)	Thursday, January 29	11:15am-12:00pm	Student Union 316
Office Safety (UAPD)	Thursday, January 29	12:15pm-1:00pm	Student Union 316
February 2009			
Nutrition Tools for Success: ZipFit Lunch-n-Learn	Tuesday, February 3	11:00am-12:00pm	Student Union 308
Campus Safety	Tuesday, February 3	11:15am-12:00pm	Student Union 316
Campus Safety	Tuesday, February 3	12:15pm-1:00pm	Student Union 316
Women's Studies Lecture Series Women and Money Betty Lin-Fisher, ABJ Reporter Contact: (330) 972-7008 to register	Tuesday, February 3	7:00pm-8:30pm	Schrank Hall South 222
Coeds Go Red (American Heart Association) Contact: Joanna Franks to register 330-664-1908	Wednesday, February 4	12:00pm-1:00pm	Student Union Ballrm A
Effectively Communicating Expectations for Supervisors	Thursday, February 5	9:00am-10:00am	Student Union 316
Performance Review Help Drop-In Session	Friday, February 6	9:00am-11:00am	ASB 130B
Performance Review Help Drop-In Session	Monday, February 9	1:30pm-3:30pm	Wayne Branch
Women's Studies Lecture Series Women and Money Kimberly Dark, Sociologist Gender Race and Money	Tuesday, February 10	7:00pm-8:30pm	Schrank Hall South 222
Effectively Communicating Expectations for Supervisors	Wednesday, February 11	9:00am-10:30am	Student Union 316
Performance Review Help Drop-In Session	Friday, February 13	1:30pm-3:30pm	Simmons Hall 101
Planning for the Future: Wills, Trusts, Living Wills, Powers of Attorney and More	Thursday, February 19	11:15am-12:15pm	Student Union 312
How to Save a Million Bucks	Monday, February 23	11:00am-12:00pm	Student Union 310
How to Save a Million Bucks	Tuesday, February 24	12:30pm-1:30pm	Student Union 312
Got the Blues? Detecting and Coping with Depression	Tuesday, February 24	12:00pm-1:00pm	?

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Self Defense Course	Tuesday, February 24	5:30pm-7:30pm	Memorial Hall 126
Women's Studies Lecture Series Women and Money Karen Dumon, Calvert Funds Socially Responsible Invest.	Tuesday, February 24	7:00pm-8:30pm	Schrank Hall South 222
March 2009			
Women's Studies Lecture Series Women and Money	Tuesday, March 3	7:00pm-8:30pm	Schrank Hall South 222
Performance Review Help Drop-In Session	Wednesday, March 4	9:00am-11:00am	Polisky NW Conference Rm 325F
A.L.i.C.E. Training (UAPD)	Friday, March 13	10:00am-11:30am	Student Union 335
Adult CPR/First Aid/AED classes	Tuesday, March 17	1:00pm-5:00pm	Rec & Well 246
Adult CPR/First Aid/AED classes	Thursday, March 19	1:00pm-5:00pm	Rec & Well 246
Self Defense Course	Tuesday, March 24	5:30pm-7:30pm	Memorial Hal 126
Lunch-n-Learn: Delicious and Easy: Fruits and Vegetables Cooking Demonstration	Tuesday, March 24	11:30am-12:30pm	Schrank Hall South 211
Cost Cutters	Tuesday, March 24	12:00pm-1:00pm	Student Union 316
Performance Review Help Drop-In Session	Thursday, March 26	1:30pm-3:30pm	ASB 130B
Lunch-n-Learn: Delicious and Easy: Fruits and Vegetables Cooking Demonstration	Tuesday, March 31	12:00pm-1:00pm	Schrank Hall South 211
Sexual Harassment Prevention	Tuesday, March 31	9:00am-10:30am	Student Union 316
April 2009			
Social Media	Tuesday, April 7	11:30am-1:00pm	Student Union 316
Keeping Our Campus a Greener Place to Work Speaker: Mike Szczukowski Director, UA Materials Hand. and Frank Horn, chairperson UA Blue,Gold, Green Cmmt.	Thursday, April 9	12:00pm-1:00pm	Student Union 335
Cost Cutters	Thursday, April 9	12:30pm-1:30pm	Student Union 308
A.L.i.C.E. Training (UAPD)	Friday, April 10	10:00am-11:30am	Student Union 335
What Every Caregiver Should Know	Wednesday, April 15	10:30am-11:30am	Student Union 316
Don't Burnout: Preventing Caregiver Burnout	Wednesday, April 15	12:00pm-1:00pm	Student Union 316
Accident Prevention: How Safe is Your Office	Thursday, April 16	12:00pm-1:00pm	Student Union 316
Sexual Harassment Prevention	Friday, April 17	9:00am-10:30am	Student Union 316
Don't Burnout: Preventing Caregiver Burnout	Thursday, April 29	10:30am-11:30am	Student Union 316
What Every Caregiver Should Know	Wednesday, April 29	12:00pm-1:00pm	Student Union 316
Braving the Bear Market	Wednesday, April 29	10:00am-11:00am and 1:30pm-2:30pm	Student Union 312

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May 2009			
Understanding Your Retirement System	Wednesday, May 27	10:00am-11:00am	Student Union 316
Qualified vs. Non-Qualified Accounts	Wednesday, May 27	1:00pm-2:00pm	Student Union 316
June 2009			
Understanding Your Retirement System	Thursday, June 4	10:00am-11:00am	Student Union 316
Protecting Your Identity	Thursday, June 4	1:00pm-2:00pm	Student Union 316
July 2009			
Long Term Financial Care	Thursday, July 9	10:00am-11:00am	Student Union 316
Understanding Your Retirement System	Thursday, July 9	1:00pm-2:00pm	Student Union 316
New Employee Orientation	Tuesday, July 14	8:30am-4:30pm	Student Union 310
Understanding Your Retirement System	Wednesday, July 22	10:00am-11:00am	Student Union 316
Estate Planning	Wednesday, July 22	1:00pm-2:00pm	Student Union 316
New Employee Orientation	Tuesday, July 28	8:30am-4:30pm	Student Union 310
September 2009			
New Employee Orientation	Tuesday, September 8	8:00am-4:00pm	Student Union 312
Introduction to Communication	Thursday, September 17	10:00am-11:30am	Student Union 323
New Employee Orientation	Tuesday, September 22	8:00am-4:00pm	Student Union 312
October 2009			
Introduction to Communication	Thursday, October 1	10:00am-11:30am	Student Union 323
Understanding Your System—Combined Service Credit of 10 Years and Less	Thursday, October 8	10:00am-11:00am	Student Union 316
Understanding Your System—Combined Service Credit of 24 Years and Less	Thursday, October 8	11:30am-12:30pm	Student Union 316
Understanding Your System—Combined Service Credit of 25 Years and Above	Thursday, October 8	1:30pm-2:30pm	Student Union 316
SPATS Sponsored Program Basics	Monday, October 12	11:30am—1:00pm	Student Union 316
The Facts of Retirement for Women	Thursday, October 15	10:00am-11:00am and repeat 1:00pm-2:00pm	Student Union 316
Mediation for the Workplace	Wednesday, October 28	1:30pm-4:30pm	Leigh Hall 414
November 2009			
Mediation for the Workplace	Monday, November 2	1:30pm-4:30pm	Leigh Hall 414
Mediation for the Workplace	Tuesday, November 3	2:00pm-5:00pm	Leigh Hall 414

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Mediation for the Workplace	Wednesday, November 4	8:30am-11:30am	Leigh Hall 414
Mediation for the Workplace	Thursday, November 5	8:30am-11:30am	Leigh Hall 414
Understanding Your System—Combined Service Credit of 10 Years and Less	Wednesday, November 11	10:00am-11:00am	Student Union 316
Understanding Your System—Combined Service Credit of 24 Years and Less	Wednesday, November 11	11:30am-12:30pm	Student Union 316
Understanding Your System—Combined Service Credit of 25 Years and Above	Wednesday, November 11	1:30pm-2:30pm	Student Union 316
Estate Planning Basics	Wednesday, November 18 th	10:00am-11:00am	Student Union 316
December 2009			
Understanding Your System—Combined Service Credit of 10 Years and Less	Thursday, December 10	10:00am-11:00am	Student Union 316
Understanding Your System—Combined Service Credit of 24 Years and Less	Thursday, December 10	11:30am-12:30pm	Student Union 316
Understanding Your System—Combined Service Credit of 25 Years and Above	Thursday, December 10	1:30pm-2:30pm	Student Union 316
Basics of Investing	Thursday, December 17 th	10:00am-11:00am	Student Union 316
January 2010			
SPATS Post-award Fundamentals	Thursday, January 21	11:30am-1:00pm	Student Union 316
February 2010			
Introduction to Compliance	Thursday, February 18	11:30am-1:00pm	Student Union 316
March 2010			
Pre-award Issues that Affect Post-award Compliance	Thursday, March 18	11:30am-1:00pm	Student Union 316
April 2010			
Special Topics in Research Administration	Thursday, April 22	11:30am-1:00pm	Student Union 316

Accident Prevention: How Safe is Your Office

Presenter: Dave Tiller

This seminar will discuss safety measures you can take in your office/work area to reduce the risk of accidents occurring. Dave Tiller will cover topics on: proper lifting, workstation arrangement, avoiding slips, trips and falls, fire safety, electrical hazards and emergency actions.

Work/Life, Professional Seminar Schedule for 2009

Adult CPR/First Aid/AED

Tuesday March 17 and Thursday March 19 from 1:00-5:00pm in Recreation and Wellness Center room 246 staff from the Rec Center are offering CPR/first aid/AED classes.

The purpose of this course is to train people to help them overcome any reluctance to act in emergency situations and to recognize and care for life-threatening respiratory or cardiac emergencies in adults. Provide people with the knowledge and skills necessary in an emergency to help sustain life and to minimize pain and the consequences of injury or sudden illness until professional medical help arrives.

Certification will be valid for:

Adult CPR/AED: 1 year

First aid: 3 years

Attendees MUST be present both days for a total of 8 hours of instruction and hands-on application.

There is a fee of \$26.00 which covers the cost of materials and certification through the American Red Cross. The fee is due by Friday March 13.

To register contact Chuck Kunsman at the Rec Center at X-5985 or by emailing at kunsman@uakron.edu.

A.L.i.C.E. (UAPD)

Presenter: Sgt. Chad Cunningham

What action will you take if an intruder enters the room? ALiCE training will provide UA employees with various response options from which to choose when faced with certain threats and crises. ALiCE is an acronym for Alert, Lockdown, inform, Counter, Evacuate. This training consists of a lecture and practical application scenarios. Attendees of the program are better prepared both mentally and physically to survive a crisis like Virginia Tech, Columbine, and Northern Illinois University.

Braving the Bear Market

Presenter: Michael Clayton, 21st Century Financial, Inc.

This seminar, facilitated by 21st Century Financial's Michael Clayton, will provide perspective on the current economic climate by placing it into a historical context. In addition, Mr. Clayton will be discussing some basic concepts on how to provide for a secure financial future. We strongly encourage all employees to take advantage of this learning opportunity.

Campus Safety

Presenter: Sgt. Chad Cunningham

The program gives the participants an overview of The U of A Police Department and campus escort service. Learn safety tips for on and off campus which includes: personal safety, external safety, vehicle safety, and how to identify a suspicious person.

Cost Cutters

Presenter: Ryan Von Ahn

Work/Life, Professional Seminar Schedule for 2009

Discover resources to find cheap or free entertainment around Akron . In today's economy, entertainment, leisure, and socializing often take a back seat when it doesn't have to. This seminar will cover some of the "hidden" deals and offers around town that many of us simply do not know about.

Don't Burnout: Preventing Caregiver Burnout

Presenter: Matthew Reed, Area Agency on Aging

This training provides information that assists caregivers to avoid caregiver burnout. This training covers the value of caregiving, identifying the causes of caregiver stress, and the signs of caregiver burnout. Attendees will develop their own Caregiver Strategy that will help them define and achieve their goals as a caregiver, set limits, and tailor stress relief tips to their own personal situation.

Effectively Communicating Expectations for Supervisors

Presenter: Alex Teodosio, Mgr Labor Relations

A Supervisors Guide to Evaluating Employee Performance and Administering Positive Corrective Action

All supervisors are invited to attend an informational session about appraising your employees' accomplishments in 2008 and assisting your employees to set their goals for 2009. Also, you will be introduced to the new program "Progressive Corrective Action." During the course, participants will learn the advantages of professionally administering positive corrective action using a five step model. Learn how to administer the corrective actions program to help your employees to meet your expectations and the requirements of their jobs.

Estate Planning

Presenter: Michael Clayton, 21st Century Financial, Inc.

Basic estate planning tools and techniques while moving toward more advanced concepts. A specialist in the Estate Planning field will be presenting.

The Facts of Retirement for Women

Presenter: Michael Clayton, 21st Century Financials, Inc.

This workshop will help you understand why women may have different retirement challenges than men and how planning can align with your personal strengths, values, concerns and goals. Even if your current knowledge is minimal, we can help you get started on the road to personal empowerment. You will better understand the choices available for tax-advantaged retirement plans, steady retirement income, and sound financial advice.

Get Your Stuff Together

Get tips for the organization of your office and computer. Learn to identify signs when someone might need professional help with a disorganized work area.

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Got the Blues? Detecting and Coping with Depression

Presenter: Eric Hayden, Psychologist with UA Counseling Center

Eric Hayden will be discussing the signs of depression and ways to cope. The 35 minute presentation will conclude with an optional, brief paper and pencil checklist to help people learn more about their personal moods, etc.

How to Save a Million Bucks

Presenter: Terri Campanelli, Consumer Credit Counseling Service

We'll discover the secret of millionaires around us, and how it's easier than you think to become one of them. What they really own, really drive, and how they got that that way.

ID Theft Prevention

Presenter: Terri Campanelli, Consumer Credit Counseling Service

Participants will learn how to protect their identity and what to do if personal data has been stolen or personal information breached.

Introduction to Communication

Presenter: Michael Kimble

This seminar discusses the basic model of communication and how situational and relational context plays a role in our ability to communicate effectively. We will also discuss tips on active listening, non verbal behaviors, and how to improve our overall interpersonal communications.

Keeping Our Campus a Greener Place to Work

Presenter: Mike Szczukowski and Frank Horn

Sustainability is a key issue that the whole world is keeping an eye on. Join us to learn what The University of Akron is doing to protect our Environment. This hour long presentation will explain what services are available on campus, current initiatives that are being implemented and tips on how you can help keep our campus a greener place to work.

Long Term Care

Presenter: Michael Clayton, 21st Century Financial, Inc.

What is Long Term Care and how might it complement my overall financial strategy? A specialist in the LTC field will be presenting.

Lunch-n-Learn: Delicious and Easy: Fruits and Vegetables Cooking Demonstration

Presenter: Jennifer Warren, MS, RD, LD, Assistant Lecturer Family and Consumer Sciences Nutrition and Dietetics Program

Bring your lunch and enjoy seeing fruits and vegetables prepared in the kitchen! This recipe demonstration full of taste testing opportunities will show you how to prepare delicious and easy fruits and vegetables to help you reach the recommended "5-a-day" servings. Expand your culinary toolkit and taste the results!

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Fee: \$2 cash payable upon arrival at the Brown Bag (covers cost of produce)

New Employee Orientation

Presenter: Kathy Batchelder (Mike Kimble)

The new employee orientation is designed to help you transition more smoothly into your campus surroundings. This one-day orientation program will include information about our campus community; university policies; campus safety; and the benefits and resources which are available to you.

Nutrition Tools for Success

As part of the ZipFit program. Guest Speakers will present topics on health and wellness.

Office Safety

Presenter: Sgt. Chad Cunningham

This program discusses how to arrange your office to allow for safety. Discussion on how to deescalate an agitated person. How to use the phone to alert others of a problem. How to keep your valuables safe in your office. How to describe a suspicious person.

Performance Review Help Drop-In Session

For all employees who need assistance completing the review form.

Phone Skills and Etiquette

Polish phone etiquette enhance customer satisfaction and client satisfaction.

Planning for the Future: Wills, Trusts, Living Wills, Powers of Attorney and More

Presenter: UA Law Professor Alan Newman

UA Law Professor Alan Newman offers a seminar on estate planning. His presentation will provide basic information on wills, trusts, living wills, powers of attorney and more to help you plan for your and your family's future.

Protecting Your Identity

Presenter: Michael Clayton, 21st Century Financial, Inc. (Guest lecturer from FBI)

What steps can you take to protect your identity from theft? What are some common pitfalls that are easily avoided? Guest lecturer will be from a local FBI field office.

Qualified vs. Unqualified Accounts

Presenter: Michael Clayton, 21st Century Financial, Inc.

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An introduction into the benefits and drawbacks of both tax deferred as well as taxed investment options. In addition we will be covering the benefits of proper diversification and asset allocation.

Self Defense

Presenter: Sgt. Chad Cunningham

This program is a modified P.R.O.T.E.C.T. program. This acronym stands for Personal Response Option and Tactically Effective Counter Techniques. We look at options to keep us safe and then easy to learn and perform techniques. These techniques utilize large motor skills to protect us.

Sexual Harassment Prevention Training

Presenter: Sid Foster

This training discusses topics relating to sexual harassment and other forms of discrimination. Discussion will include relevant federal and state laws, as well as UA rules and policies. Important contact information is also included. "Sexual Harassment & Other Forms of Discrimination Prevention" is required for all UA employees

Social Media

Presenter: Ryan Von Ahn

This lunchtime seminar will briefly discuss how communication mediums such as facebook, myspace, twitter and other social media outlets can be used as effective tools for marketing, recruitment and student interaction. We will also cover the jargon used by today's students in terms of Social Media.

There is Still Hope for the Addicted Smoker

Presenter: Elizabeth Burke – Mayo Clinic Tobacco Treatment Specialist, Akron Health Department

Join us for "There is still hope for the Addicted Smoker". Elizabeth is an ex-smoker and former director of the American Lung Association. She will talk about the latest information that will help smokers to not give up the fight against their addiction. If you are still struggling or love someone who is, come and listen to what's available! . Don't lose this opportunity to help yourself or a loved one.

Understanding Your Retirement System

Presenter: Michael Clayton, 21st Century Financials, Inc.

An in-depth look at the STRS/SERS Public Pension systems in the state of Ohio. In addition to defining pertinent acronyms we will delve into retirement options and how they may effect both the employee as well as their spouse and family. Any potential social security offset provisions will also be covered in this segment.

Understanding Your System - Combined Service Credit of 10 Years and Less

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Presenter: Michael Clayton, 21st Century Financials, Inc.

This seminar will include an overview of the defined benefit plans of the STRS/SERS systems. In addition we will discuss various strategies that can be employed to best position an employee for a comfortable retirement.

Understanding Your System - Combined Service Credit of 24 Years and Less

Presenter: Michael Clayton, 21st Century Financials, Inc.

In addition to a review of the basics of the STRS/SERS defined benefit plans we will discuss purchasing years of service as well as any potential social security offsets that may occur. We will also discuss how periodic risk assessments can be a strong benefit.

Understanding Your System - Combined Service Credit of 25 Years and Above

Presenter: Michael Clayton, 21st Century Financials, Inc.

This seminar will focus on the latter stages of a career spent working in the public sector. Topics covered will include understanding where income will be derived in retirement, adjustments in risk tolerance that come with nearing and then entering retirement as well as how to best position yourself for a long and rewarding retirement.

What Every Caregiver Should Know

Presenter: Matthew Reed, Area Agency on Aging

This training provides general information on caring for an older adult loved one. Topics covered include planning for the future of caregiving, safety in the home, new ways to give care, and creating a network of supports. Caregivers have differing needs depending on their situations, but this training is designed to speak to the most common needs among those caring for loved ones at home.

Disclaimer for 21st Century Financial

These presentations are for educational purposes only and should not be considered specific investment or planning advice, which will only be provided on a personalized basis. Depending on individual circumstances, the strategies discussed in these presentations may not be appropriate for your situation. This presentation is based upon the presenter's understanding of current laws, which are subject to change. Individual results may vary. These events are not endorsed or sponsored by STRS/SERS.

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