



T&OD Spotlight

Newsletter Vol. 4.1
September 2011

A Message from Training & Organizational Development ..

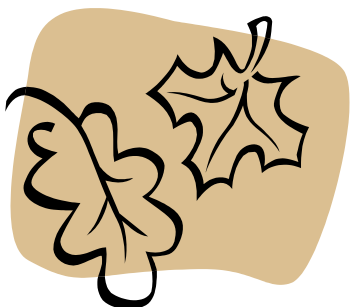
I hope you all had a great summer! Fall is a great time to take stock of your personal and financial wellness. Training and Organizational Development has partnered with the Benefits Office to offer a variety of new seminars on retirement planning, saving and investing, healthy eating, nutritional guidelines, and much more! Invest in yourself today and enroll in one of these great sessions!

Don't forget that performance evaluation season is in full swing. Sign up today for one of our interactive training sessions on the new electronic system. All training sessions are 90 minutes long and take place on campus in one of Halle Library's interactive labs so you can get started with our help.

Sign up for SuccessFactors Performance Evaluation Training by email to: hr_frontdeskstaff@emich.edu
Thur, Sept 15 – 10:00-11:30 – Halle Library Computer Lab 111
Wed, Sept 21 – 2:00-3:30 – Halle Library Computer Lab 110
Tues, Sept 27 – 9:00-10:30 – Halle Library Computer Lab 111
Thur, Sept 29 – 10:00-11:30 - Halle Library Computer Lab 111

Anita Schnars, Director, Training and Organizational Development

E TRAINING AND ORGANIZATIONAL DEVELOPMENT



Inside this issue:

Lunch & Learns

Classes being offered this quarter: **2**

- Pre-Retirement and Planning
- Financial Guide for Women
- Tax Smarts, Savings, and Investing
- Choose MyPlate!
- Healthy Snacking
- Women's/Men's Health Specifics
- Heart Healthy Meals

Easy Steps to Online Registration for Lunch and Learns **3**

TRAINING IS YOUR ROAD TO THE FUTURE

eSuccess Learning Management System & SuccessFactors Performance Management System Update

The eSuccess Learning Management System is now available to all EMU Staff and Faculty. eSuccess is 100% customizable for you, or your employee's needs. All AP/PT/AH/CC/AC staff have access to SuccessFactors Performance Management System. This is the online and streamlined method to complete your 2010-2011 performance evaluations. To view and learn more about these self-paced trainings, along with their reference guides follow the links below.

- [T&OD eSuccess Reference](#)
- [T&OD SuccessFactors Reference](#)

Check out our customized training programs to fit your department's needs. Contact the HR Training & Organizational Development department to set up your training TODAY.

- Anita Schnars, Director T&OD, aschnars@emich.edu 48-71862
- Jane Syzdek, Training Specialist, vsyzdek@emich.edu 48-71490
- Steven LaChance, GA T&OD, slachanc@emich.edu 48-73430
- Jada Wester, Assistant to Dir T&OD, jwester@emich.edu 48-71863



Lunch & Learn Activities for this Quarter:

TIAA-CREF: “A Personal Journey” (Pre-Retirement FES Seminar) – Each of us needs to focus on our retirement goals. Attend this session to learn about goal setting and how to best take the steps needed to reach a comfortable retirement.

In this session participants will learn:

- What’s your vision of retirement
- Four sources of retirement income
- Five hazards to retirement planning
- Retirement Goal Evaluator calculator
- Distribution options
- Unique situations - case studies
- Wealth Management module For WMG qualified)
- How TIAA-CREF can help in their planning

Monday, September 19th from noon -1pm

Presenter: Jennifer D. Brown, Associate Individual Consultant

EagleMail Tips and Tricks – Making decisions about what information to keep and what to discard from your mail file is important. Not only can storing excess information create clutter and disorganization, it also increases the need for long-term storage space which can have legal ramifications. The goal of this session is to provide you with email management best practices that will help you gain more control over your email through better organization techniques, improve your response time to everyday email requests, and keep up with critical actions and due dates.

Wednesday, September 21st from noon - 2pm

Presenter: Kathy Robertson, Information Technology

Office of Nutrition Services, EMU: “Select Health, Choose MyPlate!” – Today’s world has as many nutritional tips as there are people. This course is designed to help you get the facts and encourage informed dietary decisions.

In this course participants will learn how to:

- Identify which foods to increase and which to decrease as part of a healthy diet
- Identify ChooseMyPlate.gov recommended plate structure
- Identify appropriate portion sizes for foods from each food group
- Differentiate between whole and enriched grains
- Incorporate more vegetables, fruits, whole-grains, and low-fat dairy products in daily meals
- Calculate an estimate of your personal caloric needs
- Identify true sodium content of a food and apply the knowledge selecting lower sodium food options

Thursday, September 29th from noon -1pm

Presenter: Heather Anderson, RD & Dietetic Students

TIAA-CREF: “Charting Your Course: A Financial Guide for Women” – This workshop reviews key considerations for in managing one’s finances while incorporating aspects of each area that women in particular should keep in mind.

Key topics include:

- Unique challenges faced by women
- Evaluating financial health
- Financial goal setting
- Financial planning basics

Monday, October 3rd from noon - 1pm

Presenter: Jennifer D. Brown, Associate Individual Consultant

Office of Nutrition Services, EMU: “Healthy snacking at work and home” – Does the term snacking conjure up images of the vending machine and office candy bowl? Have you cut out snacking from your diet only to feel famished at meal times? This presentation will provide you with information on the benefits of healthy snacking and ways to incorporate snacking into your healthy eating plan. You’ll learn the best types of foods to snack on, the amount of food to eat, and the ideal frequency of snacks as part of a healthy diet. Snacking ideas, recipes, and samples will be provided. If your health goals include increased energy, weight loss, and more fruits and veggies, this is the presentation for you.

Thursday October 27th from noon - 1pm

Presenter: Heather Anderson, RD & Dietetic Students



Lunch & Learn Activities for this Quarter:

TIAA-CREF: “Tax Smart Ways to Save and Invest” - Identifying potential areas for savings involves three important steps: finding ways to reduce the taxes you pay on your earnings, reducing the amount you spend, and making investments that are "tax smart" so you can keep more or what you earn. This program will assist participants in developing effective strategies that will help them minimize taxes and make the most of their savings.

Key topics include:

- Individual tax rates
- Effective withholding strategies
- Budgeting and debt management
- Tax-favored savings products: which are best for you?
- Review of favorable tax law provisions
- How supplemental retirement plans can support an investment strategy

Monday, October 31st from noon - 1pm

Presenter: Jennifer D. Brown, Associate Individual Consultant

Office of Nutrition Services, EMU: “Women’s/Men’s - specific nutrition” - Ever wonder why your spouse and you eat the same foods, but he/she never gains a pound, while you’re working hard to keep the weight off? Do you really need a gender-specific vitamin supplement? The battle of the sexes continues when it comes to healthy eating. This presentation will discuss the unique nutrition needs of men and women, and provide tips for ensuring participants of either gender are eating for optimal health.

Thursday, November 10th from noon - 1pm

Presenter: Heather Anderson, RD & Dietetic Students

TIAA-CREF: “5 Habits of Highly Successful Investors” -

Key topics include:

- Setting financial goals
- Realizing tax advantages
- Reducing risk with diversifications
- Understanding cost of expenses
- Current market trends

Monday, November 28th from noon - 1pm

Presenter: Jennifer D. Brown, Associate Individual Consultant

Office of Nutrition Services, EMU: “Heart Healthy Meals” - Cardiovascular disease continues to lead as the number one cause of death of men and women in the US. In this presentation you’ll learn how to improve the health of your heart through nutrition. A discussion of fats, carbohydrates, and sodium- how much do you need and the right kinds, will be supplemented with heart-healthy tips for shopping, cooking, and dining out.

Thursday, December 8th from noon - 1pm

Presenter: Heather Anderson, RD & Dietetic Students

All training sessions will be held in the Training Room, 100 McKenny Hall

Course Registration:

Register Online with these simple steps:

1. Click on your “Employee Tab” in my.emich. Place your cursor under the “E-mail” logo to the right and scroll down to the “Training & Organizational Development” box on the bottom right.
2. Click on the text that reads, “Click Here.” This opens eSuccess, your very own Professional Development System. You’re almost done!
3. Click on the “Catalog” icon on the left side, and then click “ILT with Open Seats” located a few inches up and to the right of “Catalog.”
4. You now have a list of the Lunch and Learns! Once you locate a class you would like to know more about you can click the, “Scheduled Courses” button after the course description.
5. Finally, select the course by placing a check mark in the white box to the left of the course name and then click, “Enroll in this Course” to the bottom right. That’s it! You are able to drop the course at any time.

