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Fall Lunch & Learn Schedule

Location: 100 McKenny Hall

Change the Way You Think About Retirement

The MetLife **retirewise** Seminar Series is back by popular demand! Whether your retirement is right around the corner or years away, this four-part seminar series can help you take a detailed look at what to expect and how to prepare for it. The **retirewise** Seminar Series takes a look at both financial and non-financial topics to help you prepare for a balanced retirement. The four seminars cover topics such as the principles of money, creating and protecting wealth, establishing your retirement income stream and making the most of what you have. Below are dates and times for each seminar. Don't miss this opportunity to help make the transition between work and retirement with confidence. All sessions will be presented by a MetLife Senior **retirewise** Specialist and targeted for All EMU Employees. To learn more about the **retirewise** program click here: <http://breeze.metlife.com/emumar09/>

***To **register for retirewise** click the following link (or copy and paste the link in your browser). Seats are limited, be sure to register soon!*
<https://www.metliferetirewise.com/EventDesc.asp?c=5661&d=78>
You can also register by calling MetLife@1-866-801-3547.

MetLife retirewise: “Building the Foundation”

Date: October 21, 2009 Time: 12:00 pm - 2:00 pm

MetLife retirewise: “Creating & Protecting Wealth”

Date: October 28, 2009 Time: 12:00 pm - 2:00 pm

MetLife retirewise: “Establishing Your Retirement Income System”

Date: November 4, 2009 Time: 12:00 pm – 2:00 pm

MetLife retirewise: “Making the Most of What You Have”

Date: November 11, 2009 Time: 12:00 pm – 2:00 pm

Pandemic or Paranoia: Facts About H1N1

(Course#012)

In this session you will learn about the various flu viruses and how to reduce your risk of infection and transmission. You will also learn about the symptoms and treatment for the H1N1 flu virus. This session will give you the knowledge to answer the difficult question of “Who should be vaccinated?”

Date: October 7, 2009 Time: 12:00 pm – 2:00 pm

Target Audience: All EMU Employees

Presenter: Ellen Gold, Director of University Health Services

Understanding the Basics of FMLA

(Course #013)

Learn what the Family Medical Leave Act of 1993 is and how it applies to you. The FMLA law was created to provide employees aid in balancing work/Life responsibilities by supplying up to twelve weeks unpaid, job-protected leave. This session will present information on who qualifies, how to apply for FMLA, how this type of leave is administered and your rights under the law.

Date: October 14, 2009 Time: 12:00 pm – 2:00 pm

Target Audience: All EMU Employees

Presenters: Amanda Reynolds, Human Resources Generalist

“Avoid the Deadly Estate Planning Mistakes”

(Course #014)

This information packed program identifies effective planning techniques enabling individuals to minimize taxes and estate expenses; streamline the wealth transfer process; improve asset protection; and prepare heirs to become good stewards and thoughtful administrators of their ultimate inheritance.

Date: November 18, 2009 Time: 12:00 pm – 2:00 pm

Target Audience: All EMU Employees

Presenters: Terrance A. Bertram, PLLC

Social Security

(Course #015)

Social Security has become an integral part of one’s retirement plan. This session touches on Social Security, its benefits, and importance not only for those nearing retirement but those who are in the middle of their careers.

Date: December 2, 2009 Time: 12:00 pm – 2:00 pm

Target Audience: All EMU Employees

Presenter: Frances Heimes-Savickis, Social Security Administration

Applying for a Promotion at EMU

(Course #016)

This session provides EMU employees with information, skills and techniques to successfully apply, interview and obtain a promotion. Learn about the application process, the interview process, including the different types of interview questions and EMU’s new approach to competency based interviewing. Upon completing this training you will understand how to structure your resume and complete the employment application in a manner that will improve your chances at being contacted for an interview. You will also preview the different types of interview questions and why they may or may not be used in the interview process.

Date: December 9, 2009 Time: 12:00 pm – 2:00 pm

Target Audience: All EMU Employees

Presenter: Doug Bunce, HR/OD Consultant

Please contact us if you have any questions:

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Executing a Successful and Efficient Meeting

(Course #017)

With this lunchtime lesson you will examine the details and requisite practices to conduct a productive meeting. You will learn how to determine if a meeting is needed, how to conduct a well planned meeting, and the best manner to address difficult subjects/participants. You will also be equipped with how to properly evaluate meeting productivity for future references.

Date: December 16, 2009 Time: 12:00 pm – 2:00 pm

Target Audience: All EMU Employees

Presenter: Deborah Shannahan, HR/OD Consultant

Register for **EMU sponsored** Lunch & Learns by e-mailing **hr_tpd@emich.edu** (hr underscored tpd...) with the course title and number from above and your contact information.

**Visit the TPD Website
by clicking here :**

<http://www.emich.edu/hr/pfdevelopment/index.html>

