



Maryanne Vigneaux/Lib  
06/07/2007 12:23 PM

To Maryanne Vigneaux/Lib@SUNYSB  
cc  
bcc F.Jason Torre/Lib  
Subject Library Bulletin, June 7, 2007, Number 1608

### **CURRENT STAFF PHONE LIST:**

This list is an excel file and prints on legal size paper. There are extra copies on the counter where you pick up pay checks!



LIBRARY STAFF-PHONE LIST LEGAL SIZE.xls

### **SUMMER TRAINING & ORGANIZATIONAL DEVELOPMENT PROGRAMS:** (sent to Germaine from Maria Jackson , Manager, Training & Organizational Development)

**Seats are limited, so register today!**

**Please register using the link below.**

#### **Lets M.E.E.T**

Traditionally, meetings are an essential method to dealing with issues, crises and operations. Experts tell us, however, that the average professional wastes at least five hours a week in unnecessary meetings. Would you like to make sure the meetings you attend are more productive and focus driven, regardless of your role? In this workshop, we'll use common sense models and give a step-by-step approach to planning and conducting **m.e.e.t.**ings

**M**ake clearly defined objectives

**E**xplore options

**E**ncourage participation & respect

**T**ake responsibility steps

#### **Key Highlights:**

- Define the roles and functions surrounding an effective meeting
- Determine your meeting's, purpose/priorities/agenda
- Learn techniques for conducting productive meetings
- Facilitate at an effective level to achieve participation, consensus and action steps

**Target Audience:** All employees.

**Date:** June 19th - 9:30 AM - 12:30 PM

#### **Americans With Disabilities Act Awareness Training For Supervisors and Managers**

Statistics say one in five people have a disability. This is one minority group that any one of us could join at any given moment in our lives. Employees need to know their rights and responsibilities. Supervisors and managers should have working knowledge of the ADA, a civil rights law and know how best to serve employees with disabilities. Learn how and when to refer to the office of Disability Support Services.

**Target Audience:** All employees who manage staff.

**Date:** June 20th - 10:30 AM - 12:00 PM

#### **Mastering Performance Reviews**

Just as faculty members evaluate students on their performance in courses through papers, tests, classroom discussion, etc., managers evaluate employees on the quality and quantity of

their work performance. These evaluations are made every day, every week, every month, depending on how closely the manager works with or observes his/her employees. These informal ratings form the basis for what we now call the more formal "performance appraisal" or "performance review".

This program is designed to:

- Clarify the manager's role as a communicator, counselor and mentor
- Guide the manager through the process: from preparing for and conducting the appraisal session, to concluding the appraisal session, with follow-up.

**Date:** June 26th - 9:30 AM - 12:30 PM

**Target Audience:** Managers and supervisors who are responsible for managing the performance of others.

### **Powerful Presentations**

Excellent ideas alone do not guarantee engaging and successful presentations! Success is determined by the combined impact of your words, voice and body language. You can deliver powerful, high-impact presentations by learning where to focus your effort and energy. This is a challenging, fast paced and experiential workshop. Key highlights include:

- Develop prominent delivery skills
- Capture and hold listener attention
- Connect with and focus on your listeners
- Increase your comfort and confidence

**Date:** July 11th - 9:30 AM - 12:30 PM

**Target Audience:** All employees

### **Heart Saver CPR with AED Certification**

Learn basic cardiopulmonary resuscitation and use of the Automated External Defibrillator (AED) on the adult victim; chain of survival, recognition of cardiac emergencies. This is a certification course - Cost \$10 for Card from American Heart Association.

**Date:** July 11th or August 23rd - 9:00 AM - 12:00 PM

**Target Audience:** All employees

### **Taking Meeting Minutes**

Is part of your responsibility to take the minutes during meetings? If so, this class is for you.

This interactive workshop will help you:

- Identify what meeting minutes are
- Understand why minutes are important
- Correctly record, type and distribute meeting minutes

**Date:** July 18th - 9:30 AM - 12:30 PM

**Target Audience:** All employees

**Note:** Skillssoft has over 800 programs available 24 hours a day, seven days a week. Check out the link for details: [http://naples.cc.sunysb.edu/Admin/HRS.nsf/pages/Training\\_SkillSoft](http://naples.cc.sunysb.edu/Admin/HRS.nsf/pages/Training_SkillSoft)

\*\*\*\*\*

\*

### **NOTE:**

All sessions require supervisor approval. To register, please fax a [completed course registration](#)

form to Pat Lore at 2-2414.

The registration form may be downloaded by clicking on the blue letters above or from :

<http://naples.cc.sunysb.edu/Admin/HRSForms.nsf/aac30a50eebe3a8185256a6f004b0a84/7c48757ce9aedf9a85256a8d004b4293?OpenDocument>