Basic Interview Skills  

**Tuesday, October 8th - 2:00 p.m. – 3:30 p.m.**  
If you find yourself thinking about going a new direction in your career, after reviewing and updating your resume, it’s time to think about interview skills. Perhaps it has been a few years since you’ve done a job interview and you want a refresher course or maybe you’ve had a few interviews and want to know how you can improve upon your interview style. The first part of this workshop will be informational, with the last half hour focused on practicing your interview skills.  
**Presented by: Savili Ngovo Williams, Counselor, EAP & Training Center**

Decisive Decision Making  
**Tuesday, September 17th – 1:00 p.m. – 2:30 p.m.**  
Decisions...decisions...decisions. We make thousands of decisions a day with a wide range of value and importance. However, we often question why we struggle to make some decisions in our lives. This training offers tips to participants to help them understand their own process for decision-making while employing ways to make more timely and effective decisions.  
**Presented by: Brian Smith, Director, EAP & Training Center**

Managing Your Life (Stress Management)  
**Thursday, October 10th – 10:00 a.m. – Noon**  
Stress is a normal part of everyone’s life and can have both negative and positive effects. This training provides a quick orientation to stress, what it is, how to recognize it in yourself and how to manage it both short term and long term.  
**Presented by: Savili Ngovo Williams, Counselor, EAP & Training Center**

Be a Meeting Hero: Make Your Meetings Work  
**Tuesday, October 15th - 2:00 p.m. – 3:30 p.m.**  
Not often will we hear, “yeah, another meeting!” But we know they are necessary to bring ideas together and plan efficiently. This workshop will teach you a few quick tips on scheduling, holding, and getting results in your meetings, as well as creating a “buy in” atmosphere for others where it is known that things will get done when you call a meeting.  
**Presented by Susan Swegle, Training & Development Specialist, EAP & Training Center**

Balancing this focus on “high touch” services to our students, mentoring, and caring for our students and colleagues. Conflict is normal and exists in every area of our lives. It can allow supervisors to help their new employees find true success, which is a win for everyone. Supervisors will learn the three important functions they own in the onboarding process as well as creating a “buy in” atmosphere for others where it is known that things will get done when you call a meeting.  
**Presented by Lesley Gilbert, Assistant Director, EAP & Training Center**

**NIU Human Resource Services**  
**Employee Assistance Program (EAP) & Training Center**  
**Fall 2019 Campus Training**

Please register for trainings by emailing HRtraining@niu.edu or by calling 753-9191.

**Fall Training Opportunities**

**Positively NIU: Making Every Interaction Count**  
**Customer Service**  
**Thursday, September 12th - 10:00 a.m. – Noon**  
All NIU faculty and staff play a critical role in teaching, mentoring, and caring for our students and colleagues. Balancing this focus on “high touch” services to our students, and maintaining collegial workplace relations happens while coping with multiple work demands, and a sense of “doing more with less”. This workshop addresses techniques of providing excellent service to our students and colleagues, while managing stress and multiple demands.  
**Presented by Lesley Gilbert, Assistant Director, EAP & Training Center**

**Decisive Decision Making**  
**Tuesday, September 17th – 1:00 p.m. – 2:30 p.m.**  
Decisions...decisions...decisions. We make thousands of decisions a day with a wide range of value and importance. However, we often question why we struggle to make some decisions in our lives. This training offers tips to participants to help them understand their own process for decision-making while employing ways to make more timely and effective decisions.  
**Presented by: Brian Smith, Director, EAP & Training Center**

**Onboarding for Success**  
**Tuesday, September 24th – 2:00 p.m. – 3:30 p.m.**  
Onboarding is more than just a fancy buzzword or a few days of orientation. It is a process, that when done correctly, allows supervisors to help their new employees find true success, which is a win-win for everyone. Supervisors will leave this workshop understanding the three important functions they own in the onboarding process as well as learn to create a winning onboarding structure in their department.  
**Presented by Susan Swegle, Training & Development Specialist, EAP & Training Center**

**Combat Conflict**  
**Wednesday, September 25th – 2:00 p.m. – 4:00 p.m.**  
Conflict is normal and exists in every area of our lives. It can disrupt the normalcy and quality of life by generating fear and uncertainty. Conflict can also bring about positive growth and awareness as we engage with others. This training helps you to understand conflict, recognize personal attitudes about conflict, understand that the solution to conflict lies within you and gives you tools to deal effectively with difficult situations.  
**Presented by: Savili Ngovo Williams, Counselor, EAP & Training Center**

**How Can I Make Technology Accessible?**  
**Monday, September 30th – 10:00 a.m. – Noon**  
NIU is required by federal and Illinois law to ensure that people with disabilities have access to all electronic and information technologies available to people without disabilities. Help NIU comply with the law and create a culture of accessibility in everything we do. Understand the basic principles of creating accessible documents, know what to look for when purchasing technology and learn about assistive technologies.  
**Presented by: Katharine White, Information and Technology Accessibility Officer, Ethics and Compliance Office**

**Realizing Your Potential**  
**Thursday, October 3rd - 10:00 a.m. – 11:30 a.m.**  
Is there really a difference between being a good employee and being a great employee? You bet there is! And it’s a difference only you can create. Many times doing just a few specific things in our current job can guide our own career future. Feeling like there is nothing more you can do? This workshop will open your eyes to the potential you have yet to realize.  
**Presented by Susan Swegle, Training & Development Specialist, EAP & Training Center**

**Basic Interview Skills**  
**Tuesday, October 8th - 2:00 p.m. – 3:30 p.m.**  
If you find yourself thinking about going a new direction in your career, after reviewing and updating your resume, it’s time to think about interview skills. Perhaps it has been a few years since you’ve done a job interview and you want a refresher course or maybe you’ve had a few interviews and want to know how you can improve upon your interview style. The first part of this workshop will be informational, with the last half hour focused on practicing your interview skills.  
**Presented by Susan Swegle, Training & Development Specialist, EAP & Training Center**

**Be a Meeting Hero: Make Your Meetings Work**  
**Tuesday, October 15th - 2:00 p.m. – 3:30 p.m.**  
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**Presented by Susan Swegle, Training & Development Specialist, EAP & Training Center**

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**Presented by Lesley Gilbert, Assistant Director, EAP & Training Center**
practice the skills that help increase their leadership effectiveness and respond to ongoing changes in the work place. **Presented by: Brian Smith, Director, EAP & Training Center**

I-9 Training: USCIS I-9 Form

**Monday, October 21st – 10:00 a.m. – Noon**

This training will cover details on when and how to complete the I-9 Form. We will cover the form, section by section and go over the changes and will review the list of acceptable documents. We will also point out the common mistakes made by employees and employers when completing this form. Time will be allotted for questions and answers on the form. **Presented by: Noor Harrison, Human Resource Services**

Marketing Yourself: Showcasing Your Skills for Employers (formerly – Resume Writing)

**Tuesday, October 22nd – 10:00 a.m. - 11:30 a.m.**

Whether you need to prepare your first résumé or want to brush up on your résumé writing skills, during this workshop participants will review writing tips so you can prepare a grammatically correct résumé. Bring a copy of your current résumé to the workshop, so you can ask questions. The first hour of the workshop will be the résumé writing overview, the last half hour will be for Q&A. **Presented by: Gail Jacky, Director, University Writing Center**

Ethics with the Experts

**Monday, October 28th – 10:00 a.m. – Noon**

The annual training provides an overview of information about ethics at NIU. This custom training will discuss what to do if you receive a gift or believe that someone is engaging in unethical conduct. Bring your questions and get them answered by the experts. **Presented by: Kristin Good, Ethics Investigator, and Sarah Garner, Ethics Officer, Ethics and Compliance Office**

Building Confidence and Self-Esteem

**Tuesday, October 29th – 2:00 p.m. – 4:00 p.m.**

Most people’s worst enemy are themselves. Nothing is more important than how you feel and think about yourself. A high opinion about yourself; who you are, what you do and how you feel. Self-esteem is an important than how you feel and think about yourself. A high opinion about yourself; who you are, what you do and how you feel. Self-esteem is an important factor in our lives. We often miss or have too little of in today’s society. Low self-esteem makes us reluctant to express and assert ourselves, and as a result, we miss out on experiences and opportunities, and feel powerless to change things. This workshop will help you explore and develop some tools to help boost your confidence and increase your positive feelings of self. **Presented by: Savili Ngovo Williams, Counselor, EAP & Training Center**

Managing Harassment: For Supervisors

**Monday, November 4th – 2:00 p.m. – 4:00 p.m.**

This training will focus on how supervisors should manage employee allegations of discrimination, harassment, and retaliation in the workplace. It will enable supervisors to recognize when they should refer matters to the Ethics and Compliance Office and what offices employees should be referred to for support, both as impacted and accused employee. **Presented by: Lindsay Hatzis, Director of Investigations, Ethics and Compliance Office**

I Have to Talk in Front of People?

**Tuesday, November 5th – 10:00 a.m. – 11:30 a.m.**

Managing Automatic Negative Thoughts (ANTs)

**Tuesday, November 12th – 2:00 p.m. – 4:00 p.m.**

Do you notice ANTs all day long? Or do you seem to have more ANTs during those quiet moments when you decide to relax? This is not about the tiny social insects that tend to show up at every picnic or when you leave something sweet on your kitchen counter. This is referring to the ANTs, or Automatic Negative Thoughts, that jump into your head, pushing all the willpower and positive thoughts you need to reach your goals to the wayside. ANTs, even the smallest ones, can sabotage your resolutions and make you feel stuck. Learning to listen for and recognize self-destructive thoughts is the first step to conquering them. This workshop aims to increase your awareness of your ANTs and provide tools to help you conquer them. **Presented by: Savili Ngovo Williams, Counselor, EAP & Training Center**

Onboarding for Success

**Thursday, November 14th – 10:00 a.m. – 11:30 a.m.**

Onboarding is more than just a fancy buzzword or a few days of orientation. It is a process, that when done correctly, allows supervisors to help their new employees find true success, which is a win-win for everyone. Supervisors will leave this workshop understanding the three important functions they own in the onboarding process as well as learn to create a winning onboarding structure in their department. **Presented by Susan Swegle, Training & Development Specialist, EAP & Training Center**

Overcoming Fear: Re-training Your Brain – Part I

**Wednesday, November 20th – 10:00 a.m. – Noon**

During this training, participants will gain an understanding of the origins of their fears and the ways in which we can manage fear. With a focus on the brain and our behaviors, the training discusses a process by which you can alter the way your brain responds to fear both in the moment and in the future. **Presented by Brian Smith, Director, EAP & Training Center**

Maintaining Your Joy in the Workplace

**Tuesday, November 26th - 10:00 a.m. – Noon**

Studies show that employees who are happier in the workplace are likely to be more productive on the job. But, what happens when you don’t feel happy when you come in
to work? This workshop is designed to help employees reflect upon what they can do to maintain their own happiness during the work day. Presented by Lesley Gilbert, Assistant Director, EAP & Training Center

Emotional Intelligence in the Workplace
Tuesday, December 3rd - 10:00 a.m. – Noon
What is “emotional intelligence” and why is it beneficial to understand one’s emotional intelligence in the work setting? In this training, we will help participants understand emotional intelligence, identify its components, and start to understand what may motivate ourselves and fellow employees. Presented by Brian Smith, Director, and Lesley Gilbert, Assistant Director, EAP & Training Center

Please continue to check on the Training website as more workshops may be included over the course of the semester.

Also review our campus partner training links on our webpage, to learn of more trainings available on campus for employees.

2019 NIU Flu Shot Clinics

Thursday, September 26, 2019
10:00 a.m. – 4:00 p.m.
Holmes Student Center – Regency Room

or

Wednesday, October 23, 2019
10:00 a.m. – 4:00 p.m.
Holmes Student Center – Regency Room