

# Staff Development Day 2019



**LEARN. DISCOVER. ENGAGE!**

## Program Booklet

August 7, 2019 | 9:00 am – 4:00 pm  
Physical Sciences Building



**Working@Cornell**

PURSUE EXCELLENCE. DISCOVER SUCCESS.

Sponsored by  
Organizational Development & Talent Management  
School of Continuing Education & Summer Sessions  
The Employee Assembly  
Cornell Information Technologies

# Welcome!

Thank you for taking time to invest in your professional and personal development at Cornell!

We hope you'll find this year's assemblage of workshops and resources more exciting than ever. Here are a few tips to make the most of your time at Staff Development Day:

- **Plan Your Visit:** There are over 50 workshops and dozens of resource reps to visit. Use this booklet to browse which ones are of interest, so that you don't miss anything!
- **Livestreams:** Don't have much time to visit in person? You can catch the Keynote address and – new this year! – Eight additional sessions will be livestreamed and recorded to view at your convenience.
  - **Watch Room PSB120:** <https://cornell.zoom.us/j/481203135>
  - **Watch Room Clark 701:** <https://cornell.zoom.us/j/189851676>
- **Continental Breakfast:** Thanks to the Employee Assembly for providing a complimentary breakfast and great networking opportunity!
- **Bring Your Resume:** Cornell career specialists will be available to review and help you polish it to perfection.
- **Hot Dog Cart:** Grab a quick bite between all the action! Cornell Dining's convenient Hot Dog Cart will be outside in Rockefeller Plaza from 10am – 2pm.
- **Accommodations:** Please contact Deb Billups at [dav5@cornell.edu](mailto:dav5@cornell.edu) if your participation in these events will be enhanced by reserved seating, accessible digital or printed materials in advance, or other accommodations. (All locations are wheelchair/mobility accessible).
- **Questions:** Contact Deb Billups, [dav5@cornell.edu](mailto:dav5@cornell.edu)



# Schedule At-A-Glance

Wednesday, August 7, 2019

8:30 am – 10:00 am	Continental Breakfast provided by the Employee Assembly	West Pavilion
	Keynote Address	
9:00 am – 10:00 am	Peter Paradise, Associate Dean of Finance and Administration, CALS ( <b>LIVESTREAM</b> )	PSB, Seminar Room 120
	Resume Critiques	
10:00 am – 3:00 pm	Review your resume with a career specialist and receive feedback	West Pavilion
	Workshops	
10:00 - 11:00 am	<b>ONLINE WEBINAR: Take the First Step to Investing – Fidelity Investments</b>	<a href="http://bit.ly/2XVLIY2">http://bit.ly/2XVLIY2</a>
10:30 – 11:30 am	Career Management Toolkit	401 PSB
	Coaching for Development: Up, Down, and Across ( <b>LIVESTREAM</b> )	701 Clark Hall
	Make Your Resume Stand Out!	294D Clark Hall
	Money at Work 101: Foundations of Investing ( <b>LIVESTREAM</b> )	120 PSB Seminar Room
	What Educational Benefits Are Available To Me?	700 Clark Hall
	Stop The Bleed; Save A Life	294A Clark Hall
	Flexible Work Arrangements: Tools for Employees	294B Clark Hall
	Tips For Taking Healthy Breaks At Work	294C Clark Hall
	Maximizing Your Network for Networking And A Job Search	294E Clark Hall
	Advanced Tools for Sustainability Decision Making	294F Clark Hall
12:00 – 1:00 pm	Make The Most Of Your Retirement Savings ( <b>LIVESTREAM</b> )	PSB 120 Seminar Room
	Wellbeing@Cornell: An Overview of Programs and Services	294A Clark Hall
	Understand Your Think Preferences	401 Physical Sciences
	Stop The Bleed; Save A Life	294G Clark Hall
	How Can I Get a Degree While Working?	700 Clark Hall
	Zoom Meetings: Tips, Tricks, and Best Practices	294B Clark Hall
	Earn Your Green Office Certification In Under One Hour	294C Clark Hall
	Maximizing Your Network for Networking And A Job Search	294E Clark Hall
	Achieving Happiness At Work And In Life	294D Clark Hall
	Establishing a Culture of Belonging ( <b>LIVESTREAM</b> )	701 Clark Hall
	Understanding and Maximizing Your Endowed Benefits	294F Clark Hall
	<b>ONLINE WEBINAR: Market Volatility – TIAA</b>	<a href="http://bit.ly/2OgwA31">http://bit.ly/2OgwA31</a>
1:30 – 2:30 pm	Coaching When Diversity And Inclusion Are Real and Changing ( <b>LIVESTREAM</b> )	701 Clark Hall
	Paying Yourself ( <b>LIVESTREAM</b> )	120 PSB Seminar Room
	Video Hosting Using Video On Demand	294B Clark Hall
	Saving For College – It's Never Too Early Or Too Late!	294A Clark Hall
	For Supervisors: Fostering A Culture of Wellbeing & Flexibility With Your Team	700 Clark Hall
	Identity Theft Prevention Bootcamp	294C Clark Hall
	Resiliency: ATC and Avoiding Thinking Traps	294E Clark Hall
	Working Mindfully	401 Physical Sciences
	Fixed vs. Growth: The Two Basic Mindsets That Shape Our Lives	294D Clark Hall
	Establishing A Culture of Belonging	294F Clark Hall
	How to Get an Interview at Cornell	294G Clark Hall
3:00 – 4:00 pm	Maximize Social Security In Your Retirement Strategy ( <b>LIVESTREAM</b> )	120 PSB Seminar Room
	Advanced Zoom Training: Webinars And Meetings In A Mixed Environment	294B Clark Hall
	Facilitating Better Communication With English Language Learners in the Workplace	294A Clark Hall
	Make Your Resume Stand Out!	700 Clark Hall
	Resiliency In The Real World ( <b>LIVESTREAM</b> )	701 Clark Hall
	Elevating Your Career With LinkedIn Learning	401 Physical Sciences
	Understanding Your Digital Footprint	294E Clark Hall
	Giving & Receiving Feedback	294C Clark Hall
	Managing Change	294D Clark Hall
	Understanding and Maximizing Your Contract College Benefits	294F Clark Hall
	How to Get an Interview at Cornell	294G Clark Hall
	<b>ONLINE WEBINAR: Halfway There – TIAA</b>	<a href="http://bit.ly/30Q6uW3">http://bit.ly/30Q6uW3</a>
4:00 – 5:00 pm	<b>ONLINE WEBINAR: Create a Budget, Ditch Your Debt – Fidelity Investments</b>	<a href="http://bit.ly/2SziJOZ">http://bit.ly/2SziJOZ</a>

## PRESENTATION SERIES 1 10:30 – 11:30 AM

### **Career Management Toolkit**

*Deb Billups, Career Development Consultant, HR - ODTM*  
*Kim Swartwout, Compensation Consultant, HR - Compensation*  
401 PSB

Provide you with tools, resources, and programs to assist in career exploration and possibilities within your current role and potential future opportunities.

### **Coaching for Development: Up, Down, and Across**

*Kathy Burkgren, Ph.D., AVP, HR - ODTM*  
701 Clark Hall

**Livestream:** <https://cornell.zoom.us/j/189851676>

Coaching is key to helping colleagues all around you develop, whether a person is your peer, a direct report, or a supervisor. This session focuses on how you can help others develop and create action plans to be more effective and move and implement their ideas to advance the organization.

### **Make Your Resume Stand Out!**

*Rebecca Sparrow, Sr. Director, Student Career Services*  
294D Clark Hall

How do you make sure your resume will make it through the recruiter's screening to land you an interview? How do you show that you're the perfect candidate for the position? Learn what employers look for in resumes; how to demonstrate your skills, not just your job history; and how to make your resume stand out!

### **Money at Work 101: Foundations of Investing** TIAA

120 PSB, **Livestream:** <https://cornell.zoom.us/j/481203135>

The formula for successful investing? You plus knowledge. It doesn't matter how old you are, where you are in your career or how much you make. Reaching retirement goals requires the same things: spend less, save more. It's really that simple. TIAA's workshop leader will give you information to help you figure which investment vehicles are right for you: Discover what stocks, annuities, mutual funds and IRAs are so you can determine which ones best fit your needs; Learn about risk and finding your risk tolerance; See how the same savings principles work for short- or long-term goals.

### **Stop The Bleed; Save A Life**

*Frank Cantone, Director of the Office of Emergency Management, Environmental Health and Safety and Risk Management*  
294A Clark Hall

This course was developed for a nonmedical audience to address the immediate needs to control life-threatening bleeding until emergency responders arrive. This is a combination of a presentation and hands-on practice Note: maximum of 10 participants only.

### **What Educational Benefits Are Available To Me?**

*Maureen Brull, Sr. Consultant, HR – Benefits*  
*Jon Augustyn, Assoc Dir of Admissions, Undergraduate Admissions*  
*Brenda D'Angelo, Director of Student Services, Graduate School*  
*Mariah McNamara, Director of Admissions, Graduate School*  
*Heather Martens, Admissions and Application Manager, Executive MBA Americas Program*  
700 Clark Hall

It really is possible to be a full-time employee and complete an undergraduate or graduate degree at the same time! One of the biggest advantages is that you have an open-ended graduation date. No pressure! Representatives from Undergraduate and Graduate Admissions will provide you with information on how to begin the process and answer your questions.

### **Flexible Work Arrangements: Tools for Employees**

*Diane Bradac, Work/Life Consultant, HR – Work/Life*  
294B Clark

Cornell University embraces the use of flexible work arrangements to help organizations and individuals meet business demands/priorities/goals and to support the wellbeing of employees. This workshop is designed for employees who are interested in exploring, and possibly proposing, a flexible work arrangement to their supervisor. Attendees will learn the following:

- Your role in supporting a flexible work culture at Cornell
- Types of flexible work arrangements (formal and occasional) and their common opportunities/challenges
- Key considerations in determining which flex arrangement may be right for you
- How to propose a flexible work arrangement using the university's tools
- Resources to maximize effectiveness

### **Tips for Taking Healthy Breaks at Work**

*Ruth Merle-Doyle, Assistant Director, CU Wellness Program*  
294C Clark

Learn how to make the most of taking breaks throughout your workday. Learn about the art and importance of "micro-breaks," some ideas for taking longer moments to recover from work tasks, and some easy physical movements to compliment your typical work positions.

### **Maximizing Your Network for Networking and a Job Search**

*Christa Downey, Director, Cornell Engineering Career Center*  
*Heather Fortenberry, Career Development Specialist: Experiential Programs, Cornell Career Services*  
294E Clark Hall

Join us for an interactive session where we explore a few key features of LinkedIn and Colleague Connections. Learn to leverage your existing connections and the Cornell network. Learn how to make connections in specific fields or locations and get people to talk to you. Additionally, we will talk about the value of such tools in career exploration – how to get a better sense for career paths in a particular field and how to pick up valuable insight about career options without having to talk to anyone!

# Presentations

## **Advanced Tools for Sustainability Decision Making**

*Sarah Brylinsky, Sustainability Communications and Integration Specialist  
294F Clark Hall*

Learn how to use Cornell University's "quadruple bottom line" sustainability business decision making assessment tool developed by the Campus Sustainability Office, senior administrators, and faculty to help managers, purchasers, and staff at all levels assess the sustainability impact of their work. This workshop will guide participants through using the free tools available to perform an assessment for their work.

## **ONLINE WEBINAR: Take the First Step to Investing (10:00 AM)**

*Fidelity Investments*  
<http://bit.ly/2XVLIY2>

If you want to understand how to start investing: Learn key investing concepts, common investment types, and how to choose your investment approach. Review the basics of investing; Understand asset allocation and diversification; Identify your ideal investment approach.

## **PRESENTATION SERIES 2 12:00 –1:00 PM**

### **Make the Most of Your Retirement Savings**

*Fidelity Investments*

120 PSB, Livestream: <https://cornell.zoom.us/j/481203135>

If you want to save more for retirement: Learn how to maximize your retirement savings, ways to save for retirement beyond your workplace savings plan, and steps you can take today to get prepared for retirement. • The importance of saving as much as possible for retirement

- How much to save for retirement and the benefits of saving more
- Different account types you can use to save for retirement
- Ways to preserve and grow your savings to last throughout your lifetime

### **Maximizing Your Network for Networking and a Job Search**

*Christa Downey, Director, Cornell Engineering Career Center*

*Heather Fortenberry, Career Development Specialist: Experiential Programs, Cornell Career Services*

294E Clark Hall

Join us for an interactive session where we explore a few key features of LinkedIn and Colleague Connections. Learn to leverage your existing connections and the Cornell network. Learn how to make connections in specific fields or locations and get people to talk to you. Additionally, we will talk about the value of such tools in career exploration – how to get a better sense for career paths in a particular field and how to pick up valuable insight about career options without having to talk to anyone!

## **Wellbeing@Cornell: An Overview of Programs and Services**

*Amy Layton, Program Coordinator, HR – Work/Life*  
294A Clark Hall

Learn about the wide variety of wellbeing-related programs and services Cornell employees have access to. Modeled after the Cornell 7-Dimensions of Wellbeing, we will highlight programs related to physical and emotional health, family life, and much more. Join us for this short presentation and leave with information to help you and/or those you work with.

## **Understanding and Maximizing Your Endowed Benefits**

*Benefit Services & Administration Representatives*  
294F Clark Hall

Do you KNOW the Endowed benefit plans and programs available to you? Are you utilizing them to your best advantage? Join us for a presentation that helps you TAKE CHARGE of the plans you're in and learn how to enroll in the ones you need!

## **Establishing a Culture of Belonging**

*Anthony Sis, Diversity and Inclusion Training Specialist, HR – Department of Inclusion and Diversity*

701 Clark Hall, Livestream: <https://cornell.zoom.us/j/189851676>

You may have heard a lot about diversity and inclusion, but what about belonging? In this session, participants will understand the concept of belonging and how to establish a culture where people of all identities and lived experiences can feel a sense of belonging at work.

## **Stop The Bleed; Save A Life**

*Frank Cantone, Director of the Office of Emergency Management, Environmental Health and Safety and Risk Management*  
294G Clark Hall

This course was developed for a nonmedical audience to address the immediate needs to control life-threatening bleeding until emergency responders arrive. This is a combination of a presentation and hands-on practice. Note: maximum of 10 participants only.

## **Achieving Happiness at Work and In Life**

*Reginald White, HR Director, Cornell Research Division*  
294D Clark Hall

Thomas Jefferson and the founding fathers declared that we had a right to "life, liberty and the pursuit of happiness". At times, it seems as if the pursuit is an endless ride on the roller coaster of life. Happiness remains elusive. Frustration abounds. In recent years, psychologists have posited that happiness is not something we find, but something that we create. The research suggests that when we understand this, we are more engaged, productive and generally satisfied with our lives. In this session, we will explore ways to create happiness at work and in life. Though we can't promise you'll be happier at the end of the session, we can promise that you will have some tools and techniques that will help make your pursuit more successful!

## How Can I Get A Degree While Working?

*Maureen Brull, Sr. Consultant, HR – Benefits*

*Panelists: Amy Cheatle, Ann Richards, Jennifer Peaslee*  
700 Clark Hall

Here's an opportunity to meet 3 participants in the Employee Degree Program and hear about their experiences combining work, family and studies. You will meet an undergraduate, graduate and participant in the EMBA Americas Program, each with a unique story about their journey.

## Zoom Meetings: Tips, Tricks, and Best Practices

*Marshall Perryman, Video Streaming and Hosting Specialist/CIT*  
*Event Technical Support Manager, CIT*

294B Clark Hall

Zoom is a conferencing solution that is revolutionizing the way people communicate. You can get work done in online meetings, collaborate with anyone, anywhere on any device, it reduces travel and operational costs and it's easy to use and manage. Learn the basics of zoom meetings and best practices.

## Understand Your Think Preferences

*Ari Mack, OD Consultant, HR - ODTM*

401 PSB

Looking to understand how your thinking preferences impact who you are, what you do and how you do it? This introduction to the Herman Miller Brain Dominance (HBDI) will give you insight into why you value certain types of information over others. With that valuable knowledge about yourself, you can learn how to "flex" into other ways of thinking to adapt to others

## ONLINE WEBINAR: Market Volatility

TIAA

<http://bit.ly/2OqwA31>

What is market volatility? How smart investors ride out market volatility. What's the best way to handle market ups and downs? This seminar offers best practices and actionable steps to help investors steer through stormy markets to help stay on the path to financial security. It will cover topics such as how rising interest rates impact the various asset classes.

## Earn Your Green Office Certification in Under One Hour

*Kim Anderson, Sustainability Engagement Manager, Campus Sustainability Office*

294C Clark Hall

Join us for this interactive workshop where you will identify sustainable actions your office currently takes, and learn simple, useful changes you can make to reduce your waste and energy impact on-campus. By attending this event, you will earn or renew your green office certification and create a plan to achieve a Gold/Platinum rating. Please bring a laptop or email Kim Anderson [kab94@cornell.edu](mailto:kab94@cornell.edu) to reserve one for the event.

## PRESENTATION SERIES 3

### 1:30 – 2:30 PM

### Coaching When Diversity and Inclusion Are Real and Changing

*Kathy Burkgren, Angela Winfield*

701 Clark, **Livestream:** <https://cornell.zoom.us/j/189851676>

Coaching is a versatile tool that can help in a variety of contexts, including helping make progress in the diversity and inclusion space. Although it is not necessary to attend the morning session, this session will build on the morning session titled "Coaching for Development" and will focus on how to coach someone when diversity and inclusion are involved.

### Paying Yourself

TIAA

120 PSB, **Livestream:** <https://cornell.zoom.us/j/481203135>

Income options in retirement - It's time to consider a little payback. You've made a lot of sacrifices in order to put away enough money to retire. When it's finally time, do you know how to get the money back? There are lots of considerations, rules and tax implications that make these decisions very important and more complex. Relax. We can help. TIAA's workshop leader will help simplify retirement income:

- Learn the basic rules that govern the most common retirement accounts
- Gain perspective on when to tap into different assets
- Discover the flexible income choices TIAA offers

### Video Hosting Using Video on Demand

*Marshall Perryman, Video Streaming and Hosting Specialist/CIT*  
*Event Technical Support Manager, CIT*

294B Clark

Learn how to create accessible videos with captions, embed videos on your website, edit and share your Zoom cloud recordings, and create video collections with Video on Demand (VOD). Share video content with the Cornell community behind authentication, or share it with the world at large- all on a single (free!) online platform.

### Saving For College:

**It's Never Too Early or Too Late!**

*Melissa Kapsiak, Institutional Relationship Manager, New York's 529 College Savings Program*

294A Clark

Saving for college now is something you can do to help your child prepare for the future. Join us for an information session and learn how you can start saving with federal and state tax benefits for tuition, books and other qualified expenses!

# Presentations

## **For Supervisors: Fostering a Culture of Wellbeing & Flexibility with Your Team**

**Michelle Artibee, Associate Director, HR – Work/Life**  
700 Clark Hall

Supervisors are uniquely positioned to impact employee wellbeing and to cultivate a flexible work culture that helps both the team and the individual meet goals and personal needs. In this session, attendees will learn about 1) the evidence-based workplace benefits of wellbeing and flexibility, 2) signs of a healthy leader/healthy team, 3) how to better incorporate wellbeing into the workplace, and 4) how to integrate workplace flexibility as a strategic business practice.

## **Identity Theft Prevention Bootcamp**

**Meryl Bursic, Privacy Officer, Privacy Office**  
**Kyle Szuta, Security Operations Engineer, IT Security Office**  
294C Clark Hall

Where is all of your personal information? You may not have control over all of your data, but you can minimize the ill effects of its loss or misuse. Come join the Privacy Office and the IT Security Office to learn the most common types of identity theft, what steps to take if you experience it, and practical tips to minimize your risk!

## **Resiliency: ATC and Avoiding Thinking Traps**

**Debra Howell, Director of IT Operations, CU Library**  
294E Clark

We all have situations that we handle effectively and other situations that we don't handle as effectively as we need to. Additionally, Thinking Traps are overly rigid patterns in thinking that can cause us to miss critical information about a situation or individual. In this session, you will learn how to identify your "Heat of the Moment" thoughts about an Activating Event and the consequences of those thoughts so you can have greater control over your emotions and reactions, as well as, identifying and correcting counterproductive patterns in your thinking.

## **Working Mindfully**

**Ari Mack, OD Consultant, HR - ODTM**  
401 PSB

Come and learn how to inject more meaning and joy into your work while watching stress and burnout drain away as you begin learning how to leverage mindfulness in your everyday work environment.

## **Fixed Vs. Growth: The Two Basic Mindsets That Shape Our Lives**

**Reginald White, HR Director, Cornell Research Division**  
294D Clark Hall

Back by popular demand! This workshop explores how our approaches to challenge and learning impact our capacity for success. Based on the work of Dr. Carol Dweck from Stanford University, participants will discover the difference between fixed and growth mindsets. Understanding this distinction can make all the difference in how we learn and grow at work and in life!

## **Establishing a Culture of Belonging**

**Anthony Sis, Diversity and Inclusion Training Specialist, HR – Department of Inclusion and Diversity**  
294F Clark Hall, **LIVESTREAM**

You may have heard a lot about diversity and inclusion, but what about belonging? In this session, participants will understand the concept of belonging and how to establish a culture where people of all identities and lived experiences can feel a sense of belonging at work.

## **How to Get an Interview at Cornell**

**Susie Jackson and Shan Varma, Student and Campus Life HR**  
294G Clark Hall

Talk with two HR professionals regarding how to craft an impactful resume and write a persuasive cover letter. Get a recruiter's point of view on what makes or breaks an interview and how to present yourself in the most positive way.

## **PRESENTATION SERIES 4** **3:00 – 4:00 PM**

## **Maximize Social Security in Your Retirement Strategy**

**Fidelity Investments**

120 PSB, **Livestream:** <https://cornell.zoom.us/j/481203135>

If you want to understand important Social Security claiming strategies: Learn about strategies for claiming your Social Security benefit and how it fits with other income sources to create your retirement paycheck. Learn how Social Security fits your retirement paycheck; Identify Social Security claiming strategies; Create your retirement income plan

## **Advanced Zoom Training: Webinars and Meetings in a Mixed Environment**

**Marshall Perryman, Video Streaming and Hosting Specialist/CIT Event Technical Support Manager, CIT**  
294B Clark Hall

Zoom meetings don't always take place with everyone on their own device - many times groups will be in conference rooms, with some users remote. This can sometimes be challenging for everyone - from technical issues to lack of interactivity, there are a lot of things that can go wrong. Learn best practices for holding a Zoom meeting in a mixed environment and engage with your online audience in a way that improves the meeting, rather than derailing it. This session will also highlight some of Zoom's advanced features, a general knowledge of using Zoom is recommended.

## **How to Get an Interview at Cornell**

**Susie Jackson and Shan Varma, Student and Campus Life HR**  
294G Clark Hall

Talk with two HR professionals regarding how to craft an impactful resume and write a persuasive cover letter. Get a recruiter's point of view on what makes or breaks an interview and how to present yourself in the most positive way.

# Presentations

## **Facilitating Better Communication with English Language Learners in the Workplace**

*Sasha Endo, Program Liaison, Community Learning and Service Partnership (CLASP)*

*Bey Sisouphone, Cornell Dining*

294A Clark Hall

Participants will learn about challenges that international employees face because of perceptions of language and cultural difference, and will practice how to adapt our speaking in order to create a more comprehensible and welcoming work environment. This is also a chance to learn about the Community Learning and Service Partnership Program (CLASP) at Cornell, in which Cornell students and employees work together in mutual learning partnerships.

## **Make Your Resume Stand Out!**

*Rebecca Sparrow, Executive Director, Cornell Career Services*

700 Clark Hall

How do you make sure your resume will make it through the recruiter's screening to land you an interview? How do you show that you're the perfect candidate for the position? Learn what employers look for in resumes; how to demonstrate your skills, not just your job history; and how to make your resume stand out!

## **Resiliency in the Real World**

*Debra Howell, Director of IT Operations, CU Library*

701 Clark Hall, *Livestream:* <https://cornell.zoom.us/j/189851676>

Hunt the good stuff to counter Negativity Bias, create positive emotion, and notice and analyze what is good. Use Effective Praise and Active Constructive Responding to build mastery and winning streaks and to respond to others with authentic, active, and constructive interest to build strong relationships. Resiliency is a real world skill!

## **Elevating Your Career with LinkedIn Learning**

*Jen Jortner Cassidy, Customer Success Manager, LinkedIn Learning (formerly known as Lynda.com)*

401 PSB

LinkedIn Learning (formerly known as Lynda.com) offers a library of video based content focused on technology, creative, and business skills. All Cornell University staff and faculty will soon have complementary access to this ever-growing library of learning content. LinkedIn Learning is built on the LinkedIn platform which allows professionals to connect and share knowledge.

## **Giving & Receiving Feedback**

*Jim Sheridan, Sr. Management Consultant, HR - ODTM*

294C Clark Hall

Feedback can be positive (praise and recognition) or correcting (letting you know what is not working). Both are important. Clear and specific positive feedback is one of the easiest and cheapest motivating forces in existence. The key aim of this session is to understand the benefits of giving and receiving feedback in the right way. You'll learn 5 useful steps to giving feedback and how to effectively receive feedback from others.

## **Understanding Your Digital Footprint**

*Tammy Babcock, Director Support, CIT Information Systems*

*Kyle Szuta, Security Operations Engineer, IT Security Office*

294E Clark Hall

Join us for a discussion and presentation on how to protect your personal information. We will discuss strategies to protect yourself at home, at work, and in the world, as well as share real-world examples that will help you spot and defend cybersecurity attacks.

## **Managing Change**

*Jason Stark, Counselor/Therapist, Faculty Staff Assistance Program (FSAP)*

294D Clark Hall

Change is a fact of life for individuals, families, organizations, and communities. This program will explore why change is difficult, how best to cope with and manage change (particularly organizational change) and how good communication affects how well change is managed.

## **Understanding and Maximizing Your Contract College Benefits**

*Benefit Services & Administration Representatives*

294F Clark Hall

Do you KNOW the Contract College benefit plans and programs available to you? Are you utilizing them to your best advantage? Join us for a presentation that helps you TAKE CHARGE of the plans you're in and learn how to enroll in the ones you need!

## **ONLINE WEBINAR: Halfway There**

TIAA

<http://bit.ly/30Q6uW3>

A retirement checkup. Help make sure your retirement is ready when you are. Halfway? Already? Retirement has a way of creeping up on people. Before you know it, you'll be depending on all the money you saved and invested. But there's still time. It may be time to give your retirement savings a checkup. TIAA's workshop leader will provide information to help you determine where you need to be in your retirement savings, and how to get back on track if you're behind. Find out how much you should be saving; discover different investment vehicles and how they can work together to help you reach your retirement goals; learn what's competing for your retirement savings.

## **ONLINE WEBINAR: Create a Budget, Ditch Your Debt, and Start Saving for the Future You (4:00 pm)**

*Fidelity Investments*

<http://bit.ly/2SzUJOZ>

If you want to get your monthly finances on track: Learn about tools, tips, and strategies to help you balance paying down your debt with saving for your future goals. Recognize the importance of managing debt; learn steps for maintaining financial health; plan for future goals.



# Presenters

<b>Kim Anderson</b>	Energy and Sustainability	kab94@cornell.edu
<b>Michelle Artibee</b>	Work/Life in Human Resources	m1a264@cornell.edu
<b>Jon Augustyn</b>	Undergraduate Admissions Office	jra276@cornell.edu
<b>Tammy Babcock</b>	CIT Information Systems	tmb10@cornell.edu
<b>Deb Billups</b>	Organizational Development & Talent Management (ODTM)	dav5@cornell.edu
<b>Diane Bradac</b>	Work/Life in Human Resources	sdb39@cornell.edu
<b>Maureen Brull</b>	Benefit Services	mpb8@cornell.edu
<b>Sarah Brylinsky</b>	Energy and Sustainability	sbrylinsky@cornell.edu
<b>Kathy Burkgren</b>	Organizational Development & Talent Management (ODTM)	Klb18@cornell.edu
<b>Meryl Bursic</b>	Cornell University Privacy Office	mb118@cornell.edu
<b>Frank Cantone</b>	Environmental Health and Safety and Risk Management	fac2@cornell.edu
<b>Jen Jortner Cassidy</b>	LinkedIn Learning	jjortnercassidy@linkedin.com
<b>Amy Cheadle</b>	Center for Teaching Innovation	ac2288@cornell.edu
<b>Brenda D'Angelo</b>	Graduate School	bld56@cornell.edu
<b>Christa Downey</b>	Student Career Services	cd238@cornell.edu
<b>Sasha Endo</b>	Community Learning & Service Partnership (CLASP)	ske5@cornell.edu
<b>Heather Fortenberry</b>	Cornell Career Services	hao3@cornell.edu
<b>Debra Howell</b>	CU Library	dhowell@cornell.edu
<b>Susie Jackson</b>	Student and Campus Life Human Resources	Smm77@cornell.edu
<b>Melissa Kapsiak</b>	New York's 529 Colleague Savings Program	Melissa.Kapsiak@ascensus.com
<b>Amy Layton</b>	Work/Life in Human Resources	ael67@cornell.edu
<b>Ari Mack</b>	Organizational Development & Talent Management (ODTM)	ajm525@cornell.edu
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# Notes



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