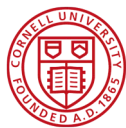


Sponsored by:
Organizational Development & Talent Management
School of Continuing Education & Summer Sessions
The Employee Assembly



Cornell University
Division of Human Resources



**20th ANNUAL
STAFF DEVELOPMENT DAY
2018** *Dedicated to Your Success*
Physical Sciences Building ♦ July 25, 2018

For Staff and Supervisors

PROGRAM BOOK

RESOURCE FAIR EXPERIENCE

BOOTH # 1

ORGANIZATIONAL DEVELOPMENT & TALENT MANAGEMENT (ODTM)

Contact: Deb Billups

(607) 254-1176

org_dev@cornell.edu

hr.cornell.edu/professional-development

ODTM is responsible for succession planning, career development, organizational development, organizational effectiveness, and the Cornell Interactive Theatre Ensemble. ODTM delivers organizational consulting, which strategically addresses individual and organizational effectiveness.

BOOTH # 2

CONTINUING EDUCATION & SUMMER SESSIONS

Contact: Lisa Schutt

(607) 255-7258

las8@cornell.edu

www.sce.cornell.edu

The School of Continuing Education presents the broadest possible range of high-quality learning opportunities to Cornell's many constituencies. We draw on the resources of all of Cornell's academic units, identifying needs and developing programs that most appropriately and effectively deploy Cornell's vast and varied educational resources.

BOOTH # 3

EMPLOYEE EDUCATION PROGRAMS

Contact: Maureen Brull

(607) 255-7509

mpb8@cornell.edu

hr.cornell.edu/benefits-pay/education-benefits

At Cornell, learning never stops. Cornell helps you grow your education and your career at your own pace through a variety of education benefits such as: Employee Degree Program; Part-Time Study; Tuition Aid; Tax Credits. Cornell also offers Dependent Education programs to help you prepare financially including scholarships and college savings programs such as NY's 529 College Saving Program, Cornell Children's Tuition Scholarship and Tax Credits.



BOOTH # 4

THE GRADUATE SCHOOL

Contact: Brenda D'Angelo

(607) 254-4561

bld56@cornell.edu

www.gradschool.cornell.edu/admissions/explore

With nearly 100 fields of study, the Graduate School exemplifies Cornell's motto to be an institution where any person can find instruction in any study. To find the field that best fits your academic and professional goals, explore our programs using the many online resources available.

BOOTH # 5

IT TRAINING & TECH TOOLS

Contact: Julia Leonard

(607) 255-8232

jsl76@cornell.edu

it.cornell.edu/training/

IT Training offers instructor-led workshops and classes open to the Cornell community. We provide office productivity training in the Microsoft Office Suite and Adobe Creative Cloud. And IT professional technical courses in networking, programming, administration, and more are available. Free online learning is available to active faculty, staff and students through our Lynda.com and Skillsoft.

BOOTH # 6

LYNDA.COM/LINKEDIN

Contact: Jen Jortner Cassidy

(617) 470-0399

jjortnercassidy@linkedin.com

it.cornell.edu/lynda

Current Cornell faculty, students and staff have free, unlimited access to Lynda.com's online library of high-quality videos on the latest software tools and skills. 2,500 high quality, detailed online training courses for people at all experience levels are available.

BOOTH # 7

NEW HORIZONS

Contact: Jason Krolak

(518) 452-6444

jkrolak@nhupstate.com

www.nhupstate.com

New Horizons offers Microsoft, Technical Training, Applications and Business Skills/Content Development with all the top industries including Microsoft, VMWare, Cisco, Citrix and more.

BOOTH # 8

DEPARTMENT OF INCLUSION & WORKFORCE DIVERSITY

Contact: Sherron Brown

(607) 255-3976

owdi@cornell.edu

www.diversity.cornell.edu/department-inclusion-and-workforce-diversity

Provides guidance, training, programs and other support to create a diverse and inclusive workplace at Cornell. Encourages full participation from all staff members and seeks to foster a genuine sense of belonging for staff from all backgrounds and life experiences.

BOOTH # 9

ISLAND HEALTH & FITNESS

Contact: Rachel Bogardus

(607) 277-3861

rbogardus@islandhealthfitness.com

www.islandhealthfitness.com

Island Health & Fitness delivers innovative fitness and lifestyle programs. Their friendly, professional staff will inspire and support you in your commitment to enhance the quality of your life.

BOOTH # 10

EMPLOYEE ASSEMBLY

Contact: Craig Wiggers, Chair EA

cww67@cornell.edu

assembly.cornell.edu/shared-governance-cornell/employee-assembly

The Employee Assembly ensures staff involvement and representation in non-academic and work-life matters, identifying concerns relating to staff and working with the university Administration to seek solutions.

RESOURCE FAIR EXPERIENCE

BOOTH # 11

SUNY CORTLAND

Contact: Doug Langhans
Doug.Langhans@cortland.edu
www.cortland.edu

BOOTH # 12

FINANCIAL EDUCATION & RETIREMENT PLANNING

Contact: Danielle Waight
(607) 254-2975

dw43@cornell.edu
hr.cornell.edu/benefits-pay/retirement-finances

Provides benefits and resources to support your family's financial security including Flexible Spending Account, Retirement and Savings, Financial Assistance, Financial Tools, and Navigating Personal Finances and Debt.

BOOTH # 13

COLLEAGUE NETWORK GROUPS

Contact: Cassandre Joseph
(607) 255-3936

cpj25@cornell.edu
hr.cornell.edu/colleague-network-groups

The university sponsors Colleague Network Groups (CNGS) as a way for traditionally underrepresented minorities and their allies to find support, both at Cornell and beyond. The CNGs enhance our community culture by providing engaging programs for Cornell faculty and staff.

BOOTH # 14

VETERAN'S COLLEAGUE NETWORK GROUP

vcng.cornell.edu

Raises awareness of issues facing veterans at Cornell, provides a forum for veterans and their supporters to meet to discuss topics of mutual interest and concern.

BOOTH # 15

OFFICE OF THE UNIVERSITY OMBUDSMAN

Contact: Helen Lang
(607) 255-4321
hel3@cornell.edu
www.ombudsman.cornell.edu

The Office of the University Ombudsman, open to all members of the Cornell community, can help resolve problems or complaints within the university and achieve equitable settlements. Its services are independent of the university administration and are confidential.

BOOTH # 16

NYS 529 COLLEGE SAVINGS PROGRAM

Contact: Pamela Wait
(585) 201-1882

pamela.wait@ascensus.com
hr.cornell.edu/benefits-pay/education-benefits/college-savings

Designed to help families of all income levels save for these important college savings goals.

BOOTH # 17

TC3

Contact: Carrie Coates Whitmore
(607) 844-6586
clw@tompkinscortland.edu
www.tc3.edu

BOOTH # 18

TST BOCES

Contact: Diane Bennett
(607) 257-1551
dmuller@tstboces.org
tstboces.org

BOOTH # 19

SUNY EMPIRE STATE COLLEGE

Contact: Heather Howard
(315) 460-3144
heather.howard@esc.edu
esc.edu

Empire State College serves mostly working adults pursuing degrees onsite at 35 locations in NYS and abroad as well as online. Whether online or face to face, or a combination of both, learners decide how, when and where to study.

BOOTH # 20

WORK/LIFE IN HUMAN RESOURCES

Contact: Diane Bradac
(607) 255-0388
worklife@cornell.edu

Provides programs and consultation services centered on parenting, eldercare, self-care, and flexible work. Additional support services are available such as the Faculty Dependent Care Travel Fund, Family Helper List, Lactation Support Program and caregiving newsletters.

BOOTH # 21

FINGER LAKES INDEPENDENCE CENTER

Contact: Teri Reinemann
(607) 272-2433
info@fliconline.org
fliconline.org

To empower all people with disabilities while creating an inclusive society through the elimination of social and architectural barriers.

BOOTH # 22

CORNELL RECREATION CONNECTION (CRC)

Contact: Cheryl McGraw
(607) 255-7565
crm54@cornell.edu

hr.cornell.edu/wellbeing-perks/events-activities/cornell-recreation-connection

The CRC's mission is to encourage camaraderie and the Cornell spirit among members of the community – staff, faculty, and retirees – by providing social experiences and recreational events.

BOOTH # 23

EMPLOYEE EVENTS

Contact: Cheryl McGraw
(607) 255-7565
hr.cornell.edu/events



RESOURCE FAIR EXPERIENCE

BOOTH # 24

SYRACUSE UNIVERSITY – UNIVERSITY COLLEGE

Contact: Nichole Henry
(315) 443-2894
nkhenry@syr.edu
parttime.syr.edu

BOOTH # 25

WELLNESS PROGRAM

Contact: Beth McKinney
(607) 255-3703
bm20@cornell.edu
recreation.athletics.cornell.edu/w
ellness

Cornell Wellness serves all staff, faculty, retirees, and their spouses/partners in the areas of fitness, nutrition, and well-being. We provide educational opportunities that empower individuals to make healthy choices for themselves.

BOOTH # 26

CORNELL UNIVERSITY LIBRARY

Contact: Nina Scholtz
(607) 255-5862
nes78@cornell.edu

www.library.cornell.edu

Cornell University Library continues to stand at the center of intellectual life on campus. With world-class collections and services – print, online, and in person – our Library serves as an indispensable partner in study, teaching and research at the university.



BOOTH # 27

COMMUNITY LEARNING & SERVICE PARTNERSHIP (CLASP)

Contact: Dave Nelson
(607) 255-7633
dns37@cornell.edu
clasp.education.cornell.edu

CLASP is a mutual learning opportunity for Cornell employees and students to work together in learning partnerships. Employees can set personal learning goals for the semester, such as learning basic computer skills, English language learning, and more.

BOOTH # 28

ENERGY & SUSTAINABILITY

Contact: Kimberly Anderson
(607) 255-9591
kab94@cornell.edu
energyandsustainability.fs.cornell.edu

We have the obligation to reduce our environmental footprint while providing reliable, cost-effective energy and water to campus. We have the opportunity to catalyze sustainable campus activities across many areas, enhance Cornell's reputation, and participate in exciting, mission-critical teaching and research activities.

BOOTH # 29

OFF-CAMPUS LIVING

Denise Thompson
(607) 254-8671
denise.thompson@cornell.edu
ccengagement.cornell.edu/off-campus-living

Providing off-campus housing assistance, education, and referral services to students, staff and faculty.

BOOTH # 30

ENVIRONMENTAL HEALTH & SAFETY (EH&S)

Contact: Marlene Larson
(607) 255-8200
mat2@cornell.edu
sp.ehs.cornell.edu

EH&S promotes a safe learning, working and living environment for the University through the integration of programs and services we provide to faculty, staff and students.



RESOURCE FAIR EXPERIENCE

BOOTH # 31

CORNELL UNIVERSITY POLICE

Contact: Jodi Condzella

(607) 255-1111

jl454@cornell.edu

www.cupolice.cornell.edu

The Cornell University Police department is an internationally accredited organization that operates 24 hours a day, 365 days a year, from its headquarters in Barton Hall. The Cornell Police protects lives and property, maintains order, prevents crimes, receives and investigates reports of crimes, and provides other law-enforcement services.

BOOTH # 32

IT SECURITY OFFICE

Contact: Meryl Bursic

(607) 255-4832

mb118@cornell.edu

it.cornell.edu/security-and-policy

Cornell University's IT Security Office is a team of information security professionals eager to help you understand how to securely use personal and work technologies with confidence. In partnership with the IT Service Desk, they are excited to provide a learning opportunity for staff and a space to ask questions about what security and privacy issues matters most to you!

BOOTH # 33

FACULTY STAFF ASSISTANCE PROGRAM (FSAP)

Contact: Pat Walsh

(607) 255-2673

paw86@cornell.edu

fsap.cornell.edu

FSAP offers free and confidential guidance and support to benefits-eligible employees and their partners to address issues that may be affecting their personal lives and/or job satisfaction or performance. This confidential resource is part of Cornell's broad commitment to foster and support the mental health and well-being of the campus community.



BOOTH # 34

COOPERATIVE EXTENSION OF TOMPKINS COUNTY

Contact: Aislyn Colgan

(607) 272-2292

acc332@cornell.edu

ccetompkins.org/energy/energy-smart-community-tompkins

The Energy Smart Community (ESC) was created by New York State Electric and Gas (NYSEG) to study the potential of Smart Meters and other grid upgrades to increase energy efficiency in our community.

BOOTH # 35

TOMPKINS CONNECT

Contact: Jamie Hom

(607) 255-5306

jlh478@cornell.edu

www.uwtc.org/tompkins-connect

Tompkins Connect's mission is to connect, educate, engage, and inspire a diverse group of young professionals and emerging leaders in a culture of social consciousness and leadership development that will benefit the not-for-profit community.

BOOTH # 36

CORNELL COMMUNITY RELATIONS

Contact: Katelynne Brill

(607) 255-5348

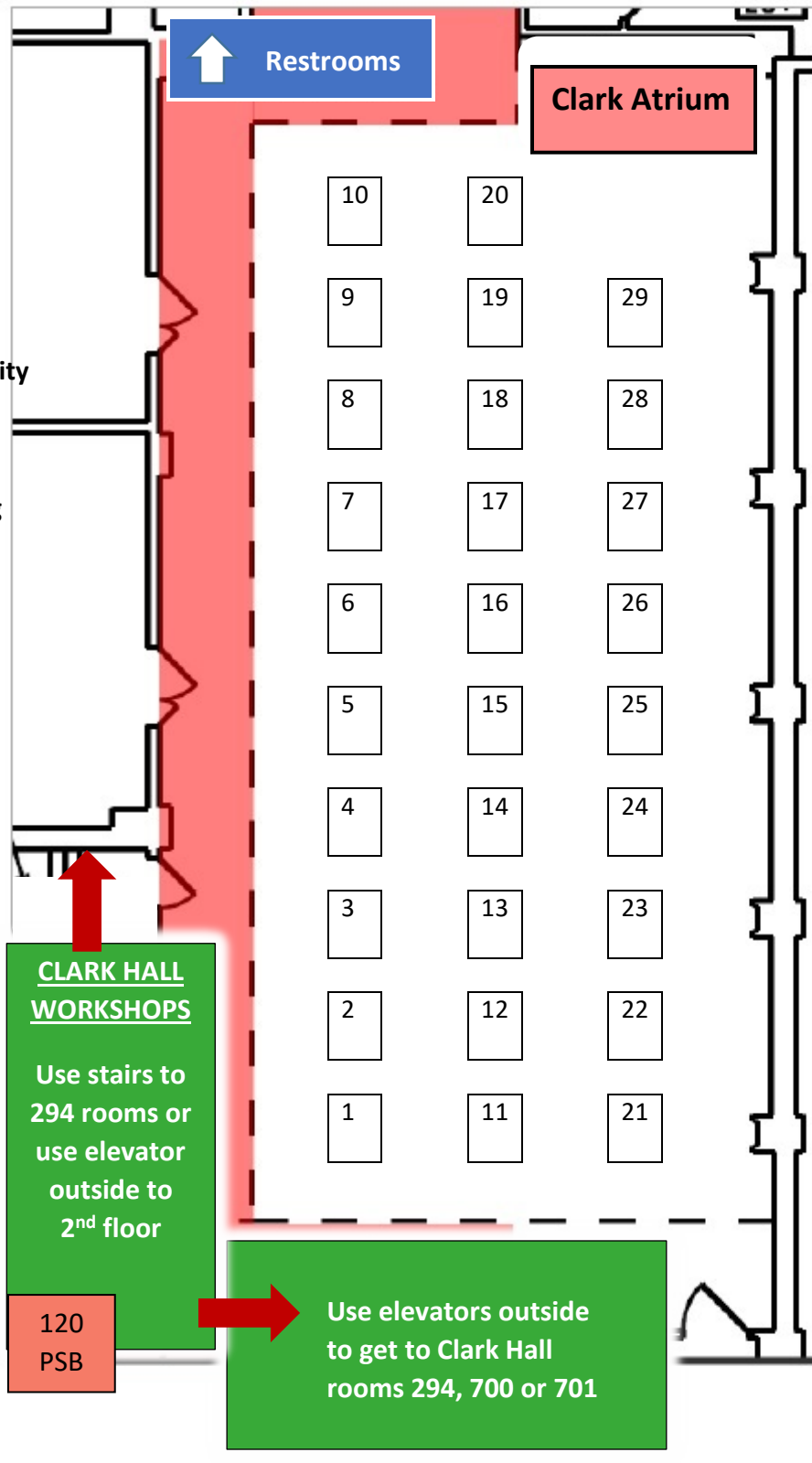
ks325@cornell.edu

communityrelations.cornell.edu

We serve as a lead liaison between Cornell and Tompkins County, assisting students, staff, faculty, and area residents with town-gown questions, shared interests & opportunities.



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- 4 The Graduate School
- 5 IT Training & Tech Tools & SkillSoft
- 6 Lynda.com
- 7 New Horizons of Syracuse
- 8 Department of Inclusion & Workforce Diversity
- 9 Island Health & Fitness
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Resume Critiquing & Mock Interviews



South Passageway

Resource Fair

Map



Staff Development Day- AT-A-GLANCE

WEDNESDAY • JULY 25, 2018

8:30 am – 10:00 am	Continental Breakfast provided by the Employee Assembly	West Pavilion
KEYNOTE ADDRESS		
9:00 am – 10:00 am	Mary Opperman, Vice President and Chief Human Resources Officer	PSB, Seminar Room 120
	Panel	
RESUME CRITIQUES AND SPEED MOCK INTERVIEWS		
10:00 am – 3:00 pm	Review your resume with a career specialist and/or practice interviewing and receive feedback.	South Passageway
WORKSHOPS		
10:30 – 11:30 am	Leveraging University Tools to Drive Your Career	PSB 401
10:30 – 11:30 am	Retirement 101: There's No Time Like the Present to Save for the Future	PSB 120 Seminar Room
10:30 – 11:30 am	What Employee Benefits are Available to Me?	700 Clark Hall
10:30 – 11:30 am	Lifelong Learning with Lynda.com	294B Clark Hall
10:30 – 11:30 am	Earn Your Green Office Certification in Under One Hour	294E Clark Hall
10:30 – 11:30 am	Understand Your Think Preferences	294A Clark Hall
10:30 – 11:30 am	Security: 5 Ways You Can Protect Your Devices, Your Work, and Your Personal Information	294F Clark Hall
10:30 – 11:30 am	Zoom Meetings: Tips, Tricks and Best Practices	294G Clark Hall
10:30 – 11:30 am	Let's Talk About Grief	294H Clark Hall
12:00 – 1:00 pm	Navigating Workday – All That it Offers You	294B Clark Hall
12:00 – 1:00 pm	Pitch Perfect Job Applications	294H Clark Hall
12:00 – 1:00 pm	Retirement 201: Help Make Sure Your Retirement is Ready When You Are	PSB 120 Seminar Room
12:00 – 1:00 pm	How to Get a Degree While Working	700 Clark Hall
12:00 – 1:00 pm	Maximize Social Security in Your Retirement Strategy	701 Clark Hall
12:00 – 1:00 pm	Resiliency in the Real World	294E Clark Hall
12:00 – 1:00 pm	Leadership in a Changing Climate: Understanding the Science & Opportunities of Climate Change	294C Clark Hall
12:00 – 1:00 pm	Fixed vs. Growth: The Two Basic Mindsets that Shape Our Lives	294F Clark Hall
12:00 – 1:00 pm	Experience.cornell.edu Content Contributor Training	294G Clark Hall
12:00 – 1:00 pm	Roundtable Discussions: Risk Taking, Career Development, Belonging & Professional Development	PSB 401
1:30 – 2:30 pm	Career Navigator: A Career Path Tool	294D Clark Hall
1:30 – 2:30 pm	Leveraging Workday as a Manager	294A Clark Hal
1:30 – 2:30 pm	Effective Cover Letters and Resumes	PSB 120 Seminar Room
1:30 – 2:30 pm	Exploring a Career in Accounting/Finance Through Mentoring	294G Clark Hall
1:30 – 2:30 pm	Inside Money: Managing Income and Debt	700 Clark Hall
1:30 – 2:30 pm	Creating a Culture of Wellness	294C Clark Hall
1:30 – 2:30 pm	Understanding and Managing Change	294E Clark Hall
1:30 – 2:30 pm	Working Mindfully	294F Clark Hall
1:30 – 2:30 pm	Saving for College – It's Never Too Early or Too Late	294H Clark Hall
1:30 – 2:30 pm	Roundtable Discussions: Risk Taking, Career Development, Belonging & Professional Development	PSB 401
3:00 – 4:00 pm	Managing Your Own Performance	294C Clark Hall
3:00 – 4:00 pm	Tips for a Successful Interview	PSB 120 Seminar Room
3:00 – 4:00 pm	Life Long Learning with Lynda.com	294A Clark Hall
3:00 – 4:00 pm	Password Management: Keep it Secret. Keep it Safe. Use LastPass to Store Them All!	294E Clark Hall
3:00 – 4:00 pm	Saving Energy Saves You Money: Tips and Tools to Shrink Your Electric Bill	294F Clark Hall
3:00 – 4:00 pm	Changing Ladders: The Move from Individual Contributor to Supervisor	294B Clark Hall
3:00 – 4:00 pm	The Power of Vulnerability – The Path to Authenticity	294D Clark Hall
3:00 – 4:00 pm	Let's Talk About Grief	401 PSB
3:00 – 4:00 pm	Office of Community Relations: Here to Serve You, On and Off-Campus	294H Clark Hall

STAFF DEVELOPMENT DAY-AT-A-GLANCE



Check out the **Hot Dog Cart**
from 10 am – 2 pm @ Rockefeller Plaza

Presentation Series 1

10:30 – 11:30 am

PSB Room 401

Leveraging University Tools to Drive Your Career

This presentation will provide you with tools, resources and programs to help you develop in your current role and prepare for future opportunities. Topics will include information on mentoring, experiential development opportunities, Optimal Resume and Workday.
Deb Billups, ODTM; Maria Wolff, ODTM; Amy Parmley, HRIS

PSB Seminar Room 120

Retirement 101: There's No Time Like the Present to Save for the Future

Sometimes it's hard to think about retirement when you're just starting out in your career. The truth is, that's when thinking ahead can do the most good! It all starts with some practical knowledge. Learn how to get ahead of your retirement savings with some tools and information you can use right now. Learn the real effect of time on money thanks to compounding and dollar cost averaging, understand debt and how to manage it, and see how budgeting can find money & help you save.
Molly Vallone Amos, TIAA

Clark Hall Room 294A

Understand Your Think Preferences

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.
Tanya Grove, ODTM; Ari Mack, ODTM

Clark Hall Room 700

What Employee Benefits are Available to Me?

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.

Maureen Brull, Benefit Services; Tara Bubble, Undergraduate Admissions Office; Mariah McNamara, Graduate School; Brenda D'Angelo, Graduate School

Clark Hall Room 294B

Lifelong Learning with Lynda.com

Lynda.com is an online library of video based courses that enables anyone to learn skills to achieve personal and professional goals. Courses are taught by engaging teachers who are also working professionals. Staff has complementary access to Lynda.com through a LyndaCampus agreement. The session will cover best practices for self-directed lifelong learning, how to find content best suited to you, and a demo of the Lynda.com website.
Jen Jortner Cassidy, Lynda.com / LinkedIn

Clark Hall Room 294E

Earn Your Green Office Certification in Under One Hour

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/renew your green office certification and create a plan to achieve a Gold/Platinum rating. Please bring a laptop or e-mail Kim Anderson at kab94@cornell.edu to reserve one for the event.
Kim Anderson, Energy and Sustainability

Clark Hall Room 294F

Security: 5 Ways You Can Protect Your Devices, Your Work and Your Personal Information

Good security doesn't have to be hard to understand or difficult to implement. Come learn some of the simple steps that you can take to improve your security and privacy awareness in a digital world. Attend and receive a free laptop webcam privacy cover!

Meryl Bursic, IT Security Office

Clark Hall Room 294G

Zoom Meetings: Tips, Tricks and Best Practices

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.

Marshall Perryman, CIT

Clark Hall Room 294H

Let's Talk About Grief

Grief is the normal and natural reaction to loss. Grieving is a unique, individual lived process. Yet, almost everything we've learned about dealing with grief is not normal, not natural and not helpful. This can lead to unresolved grief that takes a toll on us in every area of our lives, including the workplace. Let's talk about loss and grief, what a grieving person most needs and wants, and how to break the myth that feeling bad is bad.

Tracey Brant, Eng Undergraduate Programs



Presentation Series 2

12:00 – 1:00 pm

Clark Hall Room 294B

Navigating Workday – All that it offers you

This workshop provides you with the information needed to navigate within Workday. As an employee, you have access to this one-stop University HR/Payroll system to view and update an assortment of employee personal data, performance dialogues, career opportunities, benefits, payroll, timesheets, and time-off. Examples of specific demonstrations include how to make changes to retirement savings, review tax withholding forms and locating your position description. Attend this workshop to learn how to ensure your University data is accurate and complete. *Laurie Conlon, HRIS*

PSB Seminar Room 120

Retirement 201: 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. There's still time! Give your retirement savings a check-up. Information will be provided 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; and learn what's competing for your retirement savings. *Stephen Smith, TIAA*

Clark Hall Room 701

Maximize Social Security in Your Retirement Strategy

Learn about strategies for claiming your Social Security benefit and how it fits with other income sources to create your retirement paycheck. *William Stark, Fidelity Investments*

Clark Hall Room 700

How to Get a Degree While Working

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.

Maureen Brull, Benefit Services; Michelle Zirbel, School of Hotel Administration; Kimberly Phoenix, College of Human Ecology Apparel Design; Levi Harmon, EH&S

Clark Hall Room 294C

Leadership in a Changing Climate: Understanding the Science & Opportunities of Climate Change at Cornell

How can you take a leadership role in creating a sustainable future, while advancing your career and using your unique skills? This session will provide an overview of the causes of climate change, how it is altering the world around us, and how you as a Cornell staff member can be a part of creating solutions. Examples of what Cornell is doing to address climate change will be shared along with what we can do in our workplace and beyond.

Sarah Brylinsky, Energy and Sustainability

Clark Hall Room 294E

Resiliency in the Real World

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!

Debra Howell, Facilities & Campus Services

Roundtables

PSB Room 401

We want to hear from you! Join us for discussion sessions built around these 4 questions:

- **Risk Taking** – What would it take to create a workplace culture where risk taking is the norm?
- **Career Development** – What do you need to be successful as you manage your career?
- **Belonging** – What needs to be done to truly develop a workplace where everyone feels like they belong?
- **Professional Development** – What training topics are you interested in that would support your job and career goals?

Each roundtable session will be 10 minutes in length and a facilitator will then have you rotate to another table of your choice.

Clark Hall Room 294F

Fixed vs. Growth: The Two Basic Mindsets that Shape Our Lives

Why do some people avoid challenges and languish when faced with difficulties, while others thrive and achieve their highest potential? Based on the work of Carol Dweck from Stanford, this session will give you insights to help you discover the connection between achievement and our mindsets. It will lay the foundation for living a happy, fulfilled life of lifelong learning. Your continued success is in your mindset. *Reginald White, ODTM*

Clark Hall Room 294G

Experience.cornell.edu Content Contributor Training

Experience.cornell.edu is a student-facing website that collects information about Cornell opportunities into one space: research, study abroad, community engagement, off-campus learning, and more. If you are a staff member that promotes a program in one of these areas, or think you have a program that would be a good fit for experience.cornell.edu, then attend this training to learn how experience.cornell.edu can help you. The training will include a demo of experience.cornell.edu & hands-on training for those who want to enter content into the site. *Rebecca Joffrey, CIT*

Clark Hall Room 294H

Pitch Perfect Job Applications

Make a pitch with your next job application that you're the perfect candidate for the position. Learn what employers look for in resumes, how to demonstrate your skills rather than just your job history, how to target your documents effectively, and how to avoid common pitfalls. Bring your resume with you and learn to tune up your materials to make your perfect pitch!

Rebecca Sparrow, Cornell Career Services



Presentation Series 3

1:30 – 2:30 pm

Clark Hall Room 294D

Career Navigator: A Career Path Tool

Use this tool to explore where you can take your career at Cornell! How could I transition from an administrative job to a technical job? Are there professional development workshops to attend that would enhance my skills? This presentation guides you through the Career Navigator's features and shows you how you can use it to explore career possibilities at Cornell. *Kim Swartwout, Compensation Services*

Clark Hall Room 294A

Leveraging Workday as a Manager

This workshop provides managers with the ability to navigate Workday and use it as a decision-making tool. We'll guide you in Workday as you locate key information on employees within your organization and generate a variety of reports to assist you in your supervisory responsibilities. Additional topics will include how to navigate supervisory organizations, approve time-off and review of current and historical employee HR events. *Amy Parmley – HRIS*

PSB Seminar Room 120

Effective Cover Letters and Resumes

Talk with two HR professionals regarding how to craft an impactful resume and write a persuasive cover letter. *AJ DeDio, Recruitment & Employment Center; Shan Varma, Workforce Policy & Labor Relations*

Clark Hall Room 294C

Creating a Culture of Wellness

Have you ever wondered how to incorporate more Wellness into your personal and professional life? Or how to import a culture of Wellness into your workplace? Come learn the aspects of creating an atmosphere or Wellbeing, the resources available and how to make it work for you!

Keri Johnson, Cornell Wellness Program

Clark Hall Room 294E

Managing Change

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.

Jason Stark, EAP

Clark Hall Room 294F

Working Mindfully

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.

Ari Mack, ODTM

Clark Hall Room 294G

Exploring a Career in Accounting/Finance through Mentoring

This will be a discussion about one of the longest running mentoring programs along with training opportunities that will help staff navigate into the accounting/finance career path or gain more knowledge in this area.

Steve Jackson, ODTM

Clark Hall Room 294H

Saving for College – It's Never Too Early or Too Late!

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!

Pamela Wait, Ascensus College Savings

Clark Hall Room 700

Inside Money: Managing Income and Debt

It's your budget – take control. Everyone talks about a budget, but how many of us actually make one? Most people have some debt, but how many understand its effects on their lives and futures? Let us show you the real impact of budgeting and debt and how to help make your money work. *Stephen Smith, TIAA*

Roundtables

PSB Room 401

We want to hear from you! Join us for discussion sessions built around these 4 questions:

- **Risk Taking** – What would it take to create a workplace culture where risk taking is the norm?
- **Career Development** – What do you need to be successful as you manage your career?
- **Belonging** – What needs to be done to truly develop a workplace where everyone feels like they belong?
- **Professional Development** – What training topics are you interested in that would support your job and career goals?

Each roundtable session will be 10 minutes in length and a facilitator will then have you rotate to another table of your choice.



Presentation Series 4

3:00 – 4:00 pm

PSB Seminar Room 120

Tips for a Successful Interview

Get a recruiter's point of view on what makes or breaks an interview and how to present yourself in the most positive way. *Cutter Cramton, Student Campus Life HR; Tara Wilder, College of Arts & Sciences HR*

PSB Room 401

Let's Talk About Grief

Grief is the normal and natural reaction to loss. Grieving is a unique, individual lived process. Yet, almost everything we've learned about dealing with grief is not normal, not natural and not helpful. This can lead to unresolved grief that takes a toll on us in every area of our lives, including the workplace. Let's talk about loss and grief, what a grieving person most needs and wants, and how to break the myth that feeling bad is bad. *Tracey Brandt, Eng Undergraduate Programs*

Clark Hall Room 294A

Lifelong Learning with Lynda.com

Lynda.com is an online library of video based courses that enables anyone to learn skills to achieve personal and professional goals. Courses are taught by engaging teachers who are also working professionals. Staff has complementary access to Lynda.com through a LyndaCampus agreement. The session will cover best practices for self-directed lifelong learning, how to find content best suited to you, and a demo of the Lynda.com website. *Jen Jortner Cassidy, Lynda.com / LinkedIn*

Clark Hall Room 294B

Changing Ladders: The move from individual contributor to supervisor

What does it take to shift course as an individual contributor and become a successful supervisor? Making the shift is not just a step up the organizational ladder, but a jump to an entirely new ladder in terms of skills, motivations, perspectives, responsibilities, and impact to the organization. In this session we will begin to identify the challenges & strategies to minimize the hurdles individuals face making this move. *Jennifer Fonseca and Jim Sheridan, ODTM*

Clark Hall Room 294C

Managing Your Own Performance

No one cares about your career as much as you! Learn how to consistently set the right bar to achieve your performance goals. We'll talk about how to create a lasting development process for yourself, managing your own productivity, finding the connections and support you need to meet your goals and how to have performance conversations with your manager. *Tanya Grove, ODTM*

Clark Hall Room 294E

Password Management: Keep it secret. Keep it safe. Use LastPass to store them all!

How many passwords do you have to manage? Cornell now has a free and secure tool to help you with this challenge: LastPass! Bring your "Two-Step Login" device and come learn how this tool gives you peace of mind, greater convenience when visiting websites, and protection against phishing attacks. *Chris McLain, CIT Identity Management Office*

Clark Hall Room 294F

Saving Energy Saves You Money: Tips and Tools to Shrink Your Electric Bill

Learn how your family can lower your energy bill, support the switch to renewable sources, and use energy more efficiently in your home. We will give you tips and tricks to cut your electric bill and shrink your carbon footprint and also talk about new Smart Grid technology that may help your home be more efficient. Bring your questions, ideas, and your electric bill to this community conversation. *Anne Rhodes, Cooperative Extension of Tompkins County*

Clark Hall Room 294D

The Power of Vulnerability – The Path to Authenticity

Based on the work of Professor Brené Brown from University of Houston, this session explores ways to rethink our experiences of being vulnerable in the workplace and life in general. Often we think that vulnerability is a sign of weakness. Participants in this workshop will leave with a renewed sense of self and the ability to reclaim vulnerability as a path to joy, productivity and happiness. *Reginald White, ODTM*

Clark Hall Room 294H

Office of Community Relations: Here to Serve You, On and Off-Campus

Many staff members are interested in volunteering in their community, or engaging on local issues, including those with campus connections. Cornell's Office of Community Relations, located in 110 Day Hall, stands ready to assist colleagues with "town-gown" introductions, ideas on ways to get involved on and off-campus, and background on the area's non-profits, governments, schools and business sectors. This session will provide an overview of Cornell Community Relations and related opportunities for every staff member. *Gary Stewart, Office of Community Relations*

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