



GET TRAINED! Work, Health, and Life Training Series

PROFESSIONAL DEVELOPMENT Fall 2009 Schedule

► **NEW!!! The Fundamentals of Managing Represented Employees**

Tuesday, October 6, 2009

1-3 p.m.

Presenter: Trent Sevene, Esq., Human Resources

Location: Human Resources Training Room, 25 Buick Street, Second Floor

Do your employees belong to a union? If so, you will not want to miss this opportunity to learn the fundamentals necessary to be an effective manager in a unionized workplace. This course will provide even experienced managers with a renewed sense of confidence in addressing issues routinely encountered in a unionized environment. Participants will become conversant with the relevant law and related principles that regulate interaction between employers and unions. Interactive discussions will detail proven strategies for forging constructive relationships with both employees and their union representatives. Best practices for avoiding common pitfalls will also be explored through a comprehensive overview of the legal requisites for establishing enforceable policies and procedures, as well as the essential elements of sustainable employee discipline. The program will also seek to instill an understanding of proper contract administration by highlighting key provisions found in collective bargaining agreements and explaining important concepts related to their interpretation and enforcement, with a particular emphasis on demystifying the grievance procedure.

► **POPULAR!!! Enhancing Your Customer Service Skills**

Wednesday, October 7, 2009

9:30-11:30 a.m.

Presenter: Kelly Lamothe, Human Resources

Location: Human Resources Training Room, 25 Buick Street, Second Floor

Learn proven customer service techniques you can apply in your current position when dealing with the general public, students, or other departments. This interactive workshop explores the elements of good customer service and how to use them to your advantage in any customer-driven environment. We will also discuss different communication styles and personalities that challenge us in specific environments. Join us and learn why high-quality customer service requires outstanding communication skills, personal support, and the continued reevaluation of internal systems and procedures.

Being an Effective Campus Resource for Students

Tuesday, October 13, 2009

9:30-11:30 a.m.

Presenters: Associate Director(s), University Service Center

Location: Human Resources Training Room, 25 Buick Street, Second Floor

As faculty and staff working with students, we sometimes encounter situations, questions, or concerns that are outside our areas of expertise. This workshop will examine various types of situations that may arise, review existing University resources, and help attendees identify ways to effectively connect students with appropriate campus personnel and services.



GET TRAINED! Work, Health, and Life Training Series

PROFESSIONAL DEVELOPMENT
Fall 2009 Schedule

▶ **NEW!!! Good, Better & Best: Improving, Enhancing, and Sharpening Your Grammar Skills**

Tuesday, October 20, 2009

9:30-11:30 a.m.

Presenter: Kelly Lamothe, Human Resources

Location: Human Resources Training Room, 25 Buick Street, Second Floor

Effect or Affect of grammar? If you find that you have trouble distinguishing there vs. their, your vs. you're, or its vs. it's, then this grammar refresher course is for you. We'll review basic grammar rules and also discuss how to identify and correct common errors.

▶ **NEW!!! The Fundamentals of Managing Represented Employees**

Thursday, October 22, 2009

10 a.m.-Noon

Presenter: Trent Sevene, Esq., Human Resources

Location: Crosstown, 801 Massachusetts Avenue, 4th Floor, Room CT460

Do your employees belong to a union? If so, you will not want to miss this opportunity to learn the fundamentals necessary to be an effective manager in a unionized workplace. This course will provide even experienced managers with a renewed sense of confidence in addressing issues routinely encountered in a unionized environment. Participants will become conversant with the relevant law and related principles that regulate interaction between employers and unions. Interactive discussions will detail proven strategies for forging constructive relationships with both employees and their union representatives. Best practices for avoiding common pitfalls will also be explored through a comprehensive overview of the legal requisites for establishing enforceable policies and procedures, as well as the essential elements of sustainable employee discipline. The program will also seek to instill an understanding of proper contract administration by highlighting key provisions found in collective bargaining agreements and explaining important concepts related to their interpretation and enforcement, with a particular emphasis on demystifying the grievance procedure.

Successful Teams

Friday, October 23, 2009

9 a.m.-Noon

Presenter: Shawn Flynn, Human Resources

Location: Human Resources Training Room, 25 Buick Street, Second Floor

Whether on the playing field or in the workplace, the concept of "team" is vital to an organization's success. The successful team consists of a number of individual members with varying areas of expertise who are all working together toward a common goal. Teamwork is a collaboration of everyone's skills, abilities, and talents to achieve a desired outcome that exceeds what any individual team member could have accomplished on their own. Come join us as we explore the team concept within the more traditional business setting. You will have the opportunity to assess your own team-player style and work with other teammates to develop and utilize team problem-solving techniques. Don't stand on the sidelines; come join us on the playing field!



GET TRAINED! Work, Health, and Life Training Series

PROFESSIONAL DEVELOPMENT Fall 2009 Schedule

A Walking Tour of the Boston University Campus

Wednesday, October 28, 2009

11 a.m.–Noon

Presenter: Admissions Student Tour Guide Representative

Location: Admissions Reception Center at 121 Bay State Road

Join the Admissions staff on a one-hour informational tour of Boston University's Charles River Campus. This comprehensive overview of the University is presented by a current BU student.

▶ **POPULAR!!! Supervisors' Guide to Managing Staff**

Thursday, October 29, 2009

9:30 a.m.–4:30 p.m.

Presenters: Tom Bagarella, Human Resources

Kim Randall, Equal Opportunity

Location: Crosstown, 801 Massachusetts Avenue, 4th Floor, Room CT460A

ADA, FMLA, unlawful discrimination, hostile environment, employee-at-will, reasonable accommodation—these are terms that supervisors should know but often don't. Supervising staff can be one of the most challenging aspects of a manager's job; a strong working knowledge of the legal aspects of employment can help. Come join us for this full-day program and learn the practical applications of the Americans with Disabilities Act, Family and Medical Leave Act, federal and state antidiscrimination laws, Union contracts, and the Boston University Employee Handbook. Lunch will be provided.

▶ **NEW!!! Meeting Management**

Wednesday, November 4, 2009

9:30–11:30 a.m.

Presenter: Kelly Lamothe, Human Resources

Location: Human Resources Training Room, 25 Buick Street, Second Floor

A meeting is an important part of a successful workday, yet the very word can send shivers down the spine. Given the current workplace shift to teamwork, effective and efficient meetings are more important than ever. Meetings should be seen as a place where ideas can be discussed, issues resolved, and work streamlined. In this training, you will learn facilitation skills, selecting who should attend the meeting, developing agendas, meeting time management, and evaluating the outcomes.

▶ **NEW!!! Communications**

Friday, November 6, 2009

9–11 a.m.

Presenter: Shawn Flynn, Human Resources

Location: Human Resources Training Room, 25 Buick Street, Second Floor

Mixed messages, misunderstandings, and misconceptions can have your team working hard but not working on the same page. Improving workplace communication will help improve your team's operational smoothness, increase productivity, and have everyone working toward the same goal! This basic workshop will help identify important workplace communication skills and covers the fundamentals of interpersonal communication. Participants should gain a better understanding of what good communication skills look like and what they can do to improve their abilities.



GET TRAINED! Work, Health, and Life Training Series

PROFESSIONAL DEVELOPMENT Fall 2009 Schedule

Hiring the Best

Tuesday, November 10, 2009

1:30–4:30 p.m.

Presenters: Joanne Letty and Josephine Tompkins, Human Resources

Location: McNary Building, 80 E. Concord Street, 1st Floor, Room 123

This interactive workshop for managers will cover preparing for and conducting interviews, questions that can and cannot be asked, and how to assess candidate qualifications.

► NEW!!! Communications

Friday, November 13, 2009

1–3 p.m.

Presenter: Shawn Flynn, Human Resources

Location: Crosstown, 801 Massachusetts Avenue, 4th Floor, Room 460

Mixed messages, misunderstandings, and misconceptions can have your team working hard but not working on the same page. Improving workplace communication will help improve your team's operational smoothness, increase productivity, and have everyone working toward the same goal! This basic workshop will help identify important workplace communication skills and covers the fundamentals of interpersonal communication. Participants should gain a better understanding of what good communication skills look like and what they can do to improve their abilities.

Hiring the Best

Tuesday, November 17, 2009

9 a.m.–Noon

Presenters: Joanne Letty and Josephine Tompkins, Human Resources

Location: Human Resources Training Room, 25 Buick Street, Second Floor

This interactive workshop for managers will cover preparing for and conducting interviews, questions that can and cannot be asked, and how to assess candidate qualifications.

BU Academy: Boston University's On-Campus High School

Wednesday, November 18, 2009

10 a.m.–Noon

Presenters: James Berkman, Michelle Cannon, Paige Brewster, Boston University Academy

Location: Boston University Academy, One University Road

The mission of Boston University Academy is to educate talented students who are passionate about learning and who share the joy of inquiry. The Academy's classically based core curriculum serves as a foundation for the development of critical thinking and inquiry skills as well as for advanced coursework at Boston University during junior and senior year. All are invited to the Academy to learn more about its unique academic program for high school students as well as to understand how various departments at the University may connect with us. The workshop will include a tour of the Academy and presentation, followed by lunch with administrators and faculty.



GET TRAINED! Work, Health, and Life Training Series

PROFESSIONAL DEVELOPMENT Fall 2009 Schedule

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Kim Randall, Equal Opportunity

Location: Human Resources Training Room, 25 Buick Street, Second Floor

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GET TRAINED! Work, Health, and Life Training Series

PROCEDURAL WORKSHOPS Fall 2009 Schedule

▶ **POPULAR!!! Training and Supervising Your Student Workers**

Monday, October 5, 2009

10 a.m.-Noon

Presenter: Bethany Sheldon, Student Employment Office

Location: Human Resources Training Room, 25 Buick Street, Second Floor

Working with student employees is a challenge regardless of whether you have supervised employees before. This workshop offers tips and techniques for supervising Work-Study students and other student employees.

▶ **NEW!!! Payroll Processing "Pain Points"**

Monday, October 5, 2009

10 a.m.-Noon

Presenters: Patricia Buckley and Nghe Lam, Payroll

Location: Boston University Medical Campus, 580 Harrison Avenue, 3rd Floor Suite 3N, Room 329

Learn the "pain points" of processing time sheets, new hires, and turnarounds and how to deal with them effectively.

Based on the content, this program is being offered to Medical Campus employees only.

Boston University Experience—Unique Venue for Hosting Events

Tuesday, October 6, 2009

11 a.m.-Noon

Presenters: Georgia Balafas and Rebecca Gloe

Campus Information & Visitor Relations

Location: The BU Experience, 602 Commonwealth Avenue, Lower Level

The Boston University Experience is a unique and compelling multimedia presentation that showcases the University's long-standing tradition of academic excellence and leadership for social change. No other college or university has anything like this state-of-the-art facility. Learn how you can take advantage of this spectacular on-campus location for your office's or department's events. Nothing comes close to the BU Experience!

Sourcing: Resources and Methods

Thursday, October 8, 2009

10 a.m.-Noon

Presenter: Rick Aronofsky, Sourcing & Procurement

Location: Sourcing & Procurement, 985 Commonwealth Avenue, Room 210

This workshop will explain the various purchasing options at the University, clarify policies and procedures, and recommend best practices. Topics include requisitions and the different types of purchase orders, the University Purchasing Card program, open accounts, invoice processing, and receipt acknowledgments.



GET TRAINED! Work, Health, and Life Training Series

PROCEDURAL WORKSHOPS Fall 2009 Schedule

Sourcing: Resources and Methods

Thursday, October 8, 2009

2-4 p.m.

Presenter: Rick Aronofsky, Sourcing & Procurement

Location: Sourcing & Procurement, 985 Commonwealth Avenue, Room 210

This workshop will explain the various purchasing options at the University, clarify policies and procedures, and recommend best practices. Topics include requisitions and the different types of purchase orders, the University Purchasing Card program, open accounts, invoice processing, and receipt acknowledgments.

Be Green: Sustainability on Campus

Friday, October 9, 2009

10-11 a.m.

Presenter: Dennis Carlberg, Sustainability

Location: Human Resources Training Room, 25 Buick Street, Second Floor

The terms "Being Green" and "Sustainability" are often used in the news these days. What do these terms mean? This workshop will explain what sustainability is and also what efforts the BU community is taking to provide a more sustainable future.

▶ **POPULAR!!! Completing the Performance Evaluation Form**

Tuesday, October 13, 2009

9 a.m.-Noon

Presenter: Mark Braun, Human Resources

Location: Crosstown, 801 Massachusetts Avenue, 4th Floor, Room CT462

In this workshop, performance evaluation forms will be reviewed in detail, including goals and accomplishments, performance factors, job descriptions, and areas of development and improvement. Information on how to complete the forms, how to best summarize an employee's performance, and how to write effective and accurate performance summaries will be covered. This program is for exempt/supervisory staff.

Based on the content, this program is being offered to Medical Campus employees only.

▶ **POPULAR!!! Completing the Performance Evaluation Form**

Wednesday, October 14, 2009

9 a.m.-Noon

Presenters: Tom Bagarella and Jeanne Domenichella, Human Resources

Location: Human Resources Training Room, 25 Buick Street, Second Floor

In this workshop, performance evaluation forms will be reviewed in detail, including goals and accomplishments, performance factors, job descriptions, and areas of development and improvement. Information on how to complete the forms, how to best summarize an employee's performance, and how to write effective and accurate performance summaries will be covered. This program is for exempt/supervisory staff.

Based on the content, this program is being offered to Charles River Campus employees only.



GET TRAINED! Work, Health, and Life Training Series

PROCEDURAL WORKSHOPS Fall 2009 Schedule

**The University Service Center:
Your Resource When Assisting Students
Thursday, October 15, 2009**

9:30-11:30 a.m.

**Presenter: Kris Gilchrist-Minasidis, University Service Center
Location: Human Resources Training Room, 25 Buick Street, Second Floor**

Designed to ensure that there's always a place for students to go for help at Boston University, the University Service Center (USC) is an excellent resource for faculty and staff who are working to assist students. In this workshop you'll learn about the USC's services and the ways in which we can assist students and the faculty and staff who work with them.

▶ **POPULAR!!! Conducting an Effective Performance Evaluation Meeting**

Wednesday, October 21, 2009

9 a.m.-Noon

**Presenters: Tom Bagarella and Jeanne Domenichella, Human Resources
Location: Human Resources Training Room, 25 Buick Street, Second Floor**

Providing employees with performance feedback is a daily function of all supervisors. With the performance management program in place, supervisors will be conducting an annual performance evaluation meeting with all of their exempt and non-exempt staff. This workshop gives supervisors practical tips on how to best prepare for and conduct an effective and productive meeting for both the employee and the supervisor. This program is for exempt/supervisory staff.

Based on the content, this program is being offered to Charles River Campus employees only.

Moveable Capital Equipment

Wednesday, October 21, 2009

9-11 a.m.

**Presenters: Ben DeGennaro Jr., Min Duan, and Jessica Schmidt
Facilities Cost Analysis**

Location: Human Resources Training Room, 25 Buick Street, Second Floor

Learn about the policies and procedures for moveable capital equipment from the staff of Property Management. This workshop will explain when and how to report all equipment transactions, including acquisitions, transfers, donations, and disposals.

Based on the content, this program is being offered to Charles River Campus employees only.



GET TRAINED! Work, Health, and Life Training Series

PROCEDURAL WORKSHOPS Fall 2009 Schedule

- ▶ **NEW!!! Sourcing: Computers, Software, and Peripherals**
Tuesday, October 27, 2009 **9-10:30 a.m.**
Presenters: Lucas Dean, Sourcing & Procurement
Mike Dunn, Distributed Computer Services
Location: Sourcing & Procurement, 985 Commonwealth Avenue, Room 210

This workshop will explain Boston University's new process for purchasing computers, software, and peripherals. Topics include an introduction to the preferred vendors, accessing the vendors' websites to shop and prepare quotes, and how orders are placed.

- ▶ **NEW!!! Sourcing: Computers, Software, and Peripherals**
Tuesday, October 27, 2009 **2-3:30 p.m.**
Presenters: Lucas Dean, Sourcing & Procurement
Mike Dunn, Distributed Computer Services
Location: Sourcing & Procurement, 985 Commonwealth Avenue, Room 210

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- ▶ **NEW!!! Recruitment and Hiring of Regular Full- and Part-Time Staff/BUMC**
Wednesday, October 28, 2009 **9-11 a.m.**
Presenter: Boris Lazic, Human Resources
Location: Crosstown, 801 Massachusetts Avenue, 4th Floor, Room CT460A

This workshop is designed to provide a general understanding of the steps involved in the hiring process at BUMC, which has specific procedures related to job posting and filling a vacant position. Throughout such procedures, communication and cooperation between hiring managers and HR staff are imperative so as to produce a smooth process that leads to a successful hire. Yet, as a hiring manager, how often do you find yourself in a position where you would like to post a job for a recent vacancy in your department, but you are unsure as to the steps you must follow in order to make this happen? To that end, this course will outline the steps that hiring managers and HR staff must take together while going through the hiring process, various aspects of which will be discussed.

Based on the content, this program is being offered to Medical Campus employees only.



GET TRAINED! Work, Health, and Life Training Series

PROCEDURAL WORKSHOPS Fall 2009 Schedule

- ▶ **NEW!!! Understanding the FMLA (Family and Medical Leave Act)**
Wednesday, October 28, 2009 **9:30-10:30 a.m.**
Presenter: Julie York, Human Resources
Location: Human Resources Training Room, 25 Buick Street, Second Floor

The Family and Medical Leave Act requires employers to provide employees with leave for certain medical and family-related reasons. This program will provide an overview of the act and give you a firm understanding of BU's obligation as an employer. *Based on the content, this program is being offered to Charles River Campus employees only.*

- ▶ **POPULAR!!! Conducting an Effective Performance Evaluation Meeting**
Thursday, October 29, 2009 **9 a.m.-Noon**
Presenter: Mark Braun, Human Resources
Location: Crosstown, 801 Massachusetts Avenue, 4th Floor, Room CT460

Providing employees with performance feedback is a daily function of all supervisors. With the performance management program in place, supervisors will be conducting an annual performance evaluation meeting with all of their exempt and non-exempt staff. This workshop gives supervisors practical tips on how to best prepare for and conduct an effective and productive meeting for both the employee and the supervisor. This program is for exempt/supervisory staff. *Based on the content, this program is being offered to Medical Campus employees only.*

- General Accounting**
Tuesday, November 3, 2009 **9-11 a.m.**
Presenter: Jennifer LaPierre, Office of the Comptroller
Location: Human Resources Training Room, 25 Buick Street, Second Floor

This session will review accounting policies and procedures relating to restricted, unrestricted, and designated gift accounts. Discussion will focus on the various types of accounts and the appropriate processes associated with them. *Based on the content, this program is being offered to Charles River Campus employees only.*



GET TRAINED! Work, Health, and Life Training Series

PROCEDURAL WORKSHOPS Fall 2009 Schedule

Bulk Mail/Campus Mail

Tuesday, November 3, 2009

10 a.m.-Noon

Presenters: Joseph Breen and Stephen Lambkin, University Mail Services

Location: Evans Building, 80 E. Concord Street, 7th Floor, Room 720

Staff from Mail Services will provide an overview of processing campus mailings and bulk mailings. This program will provide participants with the necessary tools and information needed to cost effectively prepare and process their mail.

Based on the content, this program is being offered to Medical Campus employees only.

General Accounting

Wednesday, November 4, 2009

9-11 a.m.

Presenter: Jennifer LaPierre, Office of the Comptroller

Location: Crosstown, 801 Massachusetts Avenue, 4th Floor, Room CT462

This session will review accounting policies and procedures relating to restricted, unrestricted, and designated gift accounts. Discussion will focus on the various types of accounts and the appropriate processes associated with them.

Based on the content, this program is being offered to Medical Campus employees only.

Bulk Mail/Campus Mail

Wednesday, November 4, 2009

10 a.m.-Noon

Presenters: Tony Melchiorri and Stephen Lambkin, University Mail Services

Location: University Mail Services, 120 Ashford Street, Room 156

Staff from Mail Services will present an overview of processing campus mailings and bulk mailings. This program gives participants the necessary tools and information needed to cost effectively prepare and process their mail.

Based on the content, this program is being offered to Charles River Campus employees only.



GET TRAINED! Work, Health, and Life Training Series

PROCEDURAL WORKSHOPS Fall 2009 Schedule

The Basics of Compensation

Thursday, November 5, 2009

9-11 a.m.

Presenter: Michael Kerr, Human Resources

Location: Crosstown, 801 Massachusetts Avenue, 4th Floor, Room CT460

This seminar covers the fundamentals of Compensation. Included will be instructions on how to write a complete and comprehensive job description, how Compensation evaluates a job, and what makes a position "exempt" or "non-exempt." We will also discuss the current BU salary structure and how we determine offers to incoming candidates.

Based on the content, this program is being offered to Medical Campus employees only.

▶ **NEW!!! Travel Documentation on Sponsored Awards—**

The Good, the Bad, and the Ugly

Thursday, November 5, 2009

9:30-11:30 a.m.

Presenters: Tim Reuter, Cost Compliance

Craig Gerome, Research Accounting

Location: Human Resources Training Room, 25 Buick Street, Second Floor

What documentation should I have to support the expenses submitted on a Travel Reimbursement Form? Does it matter what agency is supporting the award? When is the best time and what is the best type of documentation to have to support the expenses? Experienced administrators from Research Accounting will explain University policies, as well as some agency-specific rules for documenting travel expenses, along with real work experiences and information from agency travel audits.

Based on the content, this program is being offered to Charles River Campus employees only.

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GET TRAINED! Work, Health, and Life Training Series

PROCEDURAL WORKSHOPS Fall 2009 Schedule

- ▶ **NEW!!! Family Educational Rights and Privacy Act (FERPA)—an Overview**
Tuesday, November 10, 2009 **10-11 a.m.**
Presenter: Richard Rook, Office of the Registrar
Location: Human Resources Training Room, 25 Buick Street, Second Floor

This workshop will present an overview of the federal law (FERPA) that regulates the release of, and access to, student information at Boston University.

- Cashiering**
Thursday, November 12, 2009 **9-11 a.m.**
Presenter: Lisa Wong, Office of the Comptroller
Location: Human Resources Training Room, 25 Buick Street, Second Floor

The Cashier's Office will discuss processing departmental income (cash, checks, and credit card payments) and petty cash reimbursements. Other cashier and banking-related procedures will also be covered.

Based on the content, this program is being offered to Charles River Campus employees only.

- Power-Searching the Web: Getting the Most Out of Google**
Thursday, November 12, 2009 **10 a.m.-Noon**
Presenters: Linda Plunket, Pickering Educational Resources Library
Tom Casserly, Mugar Memorial Library
Location: L Building, School of Medicine, 80 E. Concord Street, Room L1110

Google offers an incredible array of products and search features. This hands-on demonstration/presentation will explore some of them, such as Google News, Google Finance, Google Scholar, and Google Books. We'll discuss various other search features and how to make the most of searching with Google.

This class complements the session "Power-Searching the Web: Using Specialized Online Databases," but can also stand alone. Staff should feel free to sign up for one or both of these classes.



GET TRAINED! Work, Health, and Life Training Series

PROCEDURAL WORKSHOPS Fall 2009 Schedule

Power-Searching the Web: Using Specialized Online Databases

Friday, November 13, 2009

10 a.m.-Noon

Presenters: Tom Casserly, Mugar Memorial Library

Linda Plunket, Pickering Educational Resources Library

Location: L Building, School of Medicine, 80 E. Concord Street, Room L1110

Boston University libraries subscribe to powerful and specialized online databases that provide access to information not easily found on the “free” Web. In this session, you will learn how to conduct research using library databases. The class will focus on selecting appropriately, searching efficiently, and managing results. A variety of databases such as PsychInfo, Web of Science, and Business Source Premier will be covered and participants will perform searches on topics and databases of interest to them.

This class complements the session “Power-Searching the Web: Getting the Most Out of Google” but can stand alone. Staff should feel free to sign up for one or both of these classes.

► NEW!!! BUMC Emergency Preparedness

Wednesday, November 18, 2009

9 a.m.-Noon

Presenter: Stephen A. Morash, Emergency Planning & Response

Location: Crosstown, 801 Massachusetts Avenue, 4th Floor, Room CT462

This program consists of an interactive presentation of emergency management principles and how everyone on campus has a role in emergency management here at Boston University. We will use a PowerPoint presentation to present and discuss the various phases of emergency management and how we operate here at BUMC and CRC.

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Power-Searching the Web: Getting the Most Out of Google

Thursday, November 19, 2009

10 a.m.-Noon

Presenters: Linda Plunket, Pickering Educational Resources Library

Tom Casserly, Mugar Memorial Library

Location: Pickering Educational Resources Library

School of Education, 2 Silber Way, Electronic Classroom, Basement Level

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Location: Pickering Educational Resources Library

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► **NEW!!! The BU Brand 101**

Wednesday, December 2, 2009

10-11 a.m.

Presenters: Amy Hook, Strategic Communications

Amy Schottenfels, Design/Print Communications

Location: 985 Commonwealth Avenue, Room 221

Did you know that BU has a new brand initiative? Did you know it’s been rolling out over the last two years? If you want to know even more, this is the workshop for you. We’ll explain the history and reasoning, and even how to work with it. We’ll play “stump the chumps” with brand questions you might not know how to answer. Learn how to help differentiate BU from other schools using our brand voice. Experience the brand’s potential so future students, alumni, and staff can, too!

Student Payroll and Work-Study Procedures

Thursday, December 3, 2009

1-3 p.m.

Presenter: Carol Gately, Student Employment Office

Location: Human Resources Training Room, 25 Buick Street, Second Floor

The Student Payroll and Work-Study Offices will review policies and procedures for hiring and paying student employees and Work-Study students.



GET TRAINED! Work, Health, and Life Training Series

PROCEDURAL WORKSHOPS Fall 2009 Schedule

► **NEW!!! How to Work with Creative Services**
Wednesday, December 9, 2009
Presenters: Amy Hook, Strategic Communications
Pamela Sarian, Creative Services
Location: 985 Commonwealth Avenue, Room 221

10-11 a.m.

Solve the mystery of how to work with Creative Services! If you're feeling clueless as to how to get a new project started, how to provide the right information to get a creative piece done, or what you need to tell us so we can get you a cost estimate, then come on down to this workshop and we'll walk you through becoming a working partner with Creative Services.



GET TRAINED! Work, Health, and Life Training Series

LIFE ENHANCEMENT PROGRAMS Fall 2009 Schedule

- ▶ **NEW!!! Real Estate Advantage Home Buying/Mortgage Seminar**
Tuesday, October 6, 2009 **Noon-1 p.m.**
Presenters: Margy Ikenberry, Coldwell Banker Relocation Services,
and Mary McCarthy, NEMoves Mortgage
Location: Crosstown, 801 Massachusetts Avenue, 4th Floor, Room CT460A

An overview of the current mortgage financing requirements, loan programs available, and understanding your credit score. Discussion of whether it is the right time to buy; selecting an agent; buyer's agency; negotiating the sale; home inspections; mortgage and other contingencies; and closing day.

- ▶ **NEW!!! Understanding Social Media and**
How to Protect your Privacy Online
Wednesday, October 7, 2009 **3-5 p.m.**
Presenter: Bill Castell, Boston University Academy
Location: Boston University Academy, One University Road, Computer Lab

This short session will address important questions of how to understand online applications like Facebook, and assist you with protecting your privacy.

- ▶ **POPULAR!!! Financial Literacy**
Thursday, October 8, 2009 **Noon-1:30 p.m.**
Presenter: Vincent Simonelli, Receivables
Location: Human Resources Training Room, 25 Buick Street, Second Floor

The basics of designing a personal financial plan, including an understanding of how money works, how a budget is designed and implemented, how credit works, and what resources are available to help you manage your money.



GET TRAINED! Work, Health, and Life Training Series

LIFE ENHANCEMENT PROGRAMS Fall 2009 Schedule

- ▶ **NEW!!! Teens and Tweens in Cyberspace: A Conversation Among Parents**
Friday, October 9, 2009 **1-3 p.m.**
Presenter: Thierry Guedj, PhD, Faculty Staff Assistance Office
Location: Crosstown, 801 Massachusetts Avenue, 4th Floor, Room CT460

Facebook, MySpace, Yahoo groups, and online gaming are now all part of children's daily lives. Like most parents, you probably sometimes worry about whether your kids are spending too much time online or whether they are being safe. You may even ask yourself whether you should forbid or monitor certain activities, including posting certain personal information or inappropriate pictures. Another area of concern is, of course, cyberbullying. This lunchtime workshop will discuss new and developing online trends and suggest reasonable, safe guidelines. We will also talk about effective strategies for talking and interacting with your kids in order to keep them safe and preserve a good relationship with them.

- ▶ **NEW!!! Real Estate Advantage Home Buying/Mortgage Seminar**
Tuesday, October 13, 2009 **Noon-1 p.m.**
Presenters: Margy Ikenberry, Coldwell Banker Relocation Services,
and Mary McCarthy, NEMoves Mortgage
Location: Human Resources Training Room, 25 Buick Street, Second Floor

An overview of the current mortgage financing requirements, loan programs available, and understanding your credit score. We will discuss whether it's the right time to buy; selecting an agent; negotiating the sale; home inspections; mortgage and other contingencies; and closing day.

- ▶ **NEW!!! How Do They Find a Gene for a Disease?**
Wednesday, October 14, 2009 **10-11 a.m.**
Presenter: Dr. Larry Atwood, Framingham Heart Study
Location: Crosstown, 801 Massachusetts Avenue, 4th Floor, Room CT460A

The popular media often reports that a gene has been "found" for some disease. This presentation describes how geneticists use family information to locate a gene that causes disease. The actual mechanism is quite simple and can be displayed graphically. We assume no knowledge of genetics; in fact, we will define a gene in simple terms that everyone can understand.



GET TRAINED! Work, Health, and Life Training Series

LIFE ENHANCEMENT PROGRAMS Fall 2009 Schedule

► **NEW!!! The Photographic Resource Center (PRC): A Tour and Preview
of the 2009 PRC Benefit Auction**

Wednesday, October 14, 2009

Noon-1 p.m.

**Presenters: Jason Landry, Photographic Resource Center
Caleb Cole, Photographic Resource Center**

Location: Photographic Resource Center, 832 Commonwealth Avenue

The Photographic Resource Center (PRC) at Boston University is an independent, nonprofit organization that serves as a vital forum for the exploration and interpretation of new work, ideas, and methods in photography and related media. The PRC presents exhibitions, fosters education, develops resources, and facilitates community interaction for local, regional, and national audiences.

In this session, you will be given a guided tour of the PRC that will include a brief history of the center and a tour of the main gallery space and library. We will conclude with a walk-through of the work that will be on display for the 2009 PRC Benefit Auction. This walk-through will take place at our main location at 832 Commonwealth Avenue; we will then go next door to the 808 Commonwealth Avenue Gallery.

A View from the Vault:

Exhibitions from the Howard Gotlieb Archival Research Center

Thursday, October 15, 2009

4-5 p.m.

Presenters: Staff of the HGARC

**Location: Richards-Roosevelt Exhibition Room, First Floor,
Mugar Library, 771 Commonwealth Avenue**

Participants will be treated to a talk about the nature of collecting the papers and memorabilia of important figures in the arts and humanities. The session will include a tour of exhibitions of rare documents collected over forty years by the late Howard Gotlieb and by Vita Paladino, Director of the Center. Exhibits include the manuscripts, correspondence, photographs, and personal memorabilia of such figures as Alistair Cooke, Basil Rathbone, Cab Calloway, Mary-Louise Parker, Forest Whitaker, Willem Dafoe, Langston Hughes, Douglas Fairbanks Jr., Fred Astaire, Bette Davis, Elie Wiesel, Isaac Asimov, W. Somerset Maugham and many, many others. Participants will be able to tour some of the current exhibitions including: "A View from the Vault" (First Floor), "Pin His Ear to the Wisdom Post: Martin Luther King, Jr., and the School of Prophets" (Third Floor), and others.



GET TRAINED! Work, Health, and Life Training Series

LIFE ENHANCEMENT PROGRAMS Fall 2009 Schedule

- ▶ **NEW!!! “Casual Males”: A Guided Tour**
Friday, October 16, 2009 **12:30–1:30 p.m.**
Presenter: Lynne Cooney, CFA, School of Visual Arts
Location: Sherman Gallery, 775 Commonwealth Avenue, 2nd Floor

The “Casual Males” exhibition, presented by CFA’s School of Visual Arts, explores male identity through varied interpretations of contemporary portraiture. Paintings and drawings take innovative and traditional approaches to the portrait, showing themes of friendship, family relations, gender, and sexuality from a distinctly male perspective. Curator Lynne Cooney will discuss the exhibition’s theme and introduce ways for the nonvisual artist to experience and enjoy the work. Note: Images in this exhibition may contain nudity.

- ▶ **NEW!!! The Barnes & Noble at BU Book Club**
Monday, October 19 and November 30, 2009 **6–7 p.m.**
Presenter: Jeanne Haight, Barnes & Noble at BU
Location: The Reading Room, Level Five, Barnes & Noble at BU
660 Beacon Street (in Kenmore Square), Boston

Every month we’ll pick a great read and meet over complimentary coffee, tea, and treats in our fifth-floor Reading Room. We try to keep it balanced between fiction and nonfiction (though we probably read more of the former). In the past, we’ve read books like *Water for Elephants* by Sara Gruen, *The Monsters of Templeton* by Lauren Groff, *Three Cups of Tea* by Greg Mortenson, and *Falling Through the Earth* by Danielle Trussoni. Book club selections are always 20 percent off for the month. So, show up with a thought or two to share about the book! The more people, the better the discussion, so please tell your friends—we’re looking to gather a diverse group united by their passion for the written word. For the current selection, please contact Jeanne Haight at 617-236-7448 or by e-mail at jmhevent@bu.edu.

- Conversations with Women at Midlife**
Tuesday, October 20, 2009 **Noon–1 p.m.**
Presenters: Nikki Sibley, MA, Family Resources
Bonnie Jean Teitleman, LICSW, Faculty Staff Assistance Office
Location: Human Resources Training Room, 25 Buick Street, Second Floor

Women of “a certain age” may think that life is passing quickly at work and in their personal lives. This lunchtime session will provide an opportunity for participants to discuss where they are now and where they are going. We will explore the challenges of this phase of life and identify strategies to cope successfully with the changes that life brings. Participants will share their experiences and hear how others are managing.



GET TRAINED! Work, Health, and Life Training Series

LIFE ENHANCEMENT PROGRAMS Fall 2009 Schedule

- ▶ **POPULAR!!! A Station Tour of WBUR, Boston's NPR News Source**
Wednesday, October 21, 2009 **11:15 a.m.-12:15 p.m.**
Presenter: Jean Wong, WBUR
Location: WBUR Lobby, 890 Commonwealth Avenue, 3rd Floor

If you ever wondered what it looks like inside a radio station, here's your chance to find out. This is your opportunity to receive a rare behind-the-scenes tour of WBUR and get a glimpse of the news-gathering and program operations.

- ▶ **NEW!!! A Walking Tour of BU Common@Mugar—Our Enhanced Library**
Thursday, October 22, 2009 **10-11:30 a.m.**
Presenter: Mary McGowan, Mugar Memorial Library
Location: Main Entrance of BU Common@Mugar
(771 Commonwealth Avenue)

The Boston University libraries offer many services to University staff and their families—let us introduce you to some of these services as we tour Mugar Library. You will learn how to find and take out books and how to schedule a research consultation with the librarians at our Research Center. You will also be introduced to the library website. Along the way, you will see highlights of our recent renovation, including many comfortable places to research and relax.

- Lunch Hour: To Work Out or Not!**
Thursday, October 22, 2009 **Noon-2 p.m.**
Presenter: Barbara Green-Glaz, Physical Education, Recreation & Dance
Location: Meet in the FitRec Lobby, 915 Commonwealth Avenue

This introduction to the FitRec fitness facility includes a review of how to properly use the cardiovascular equipment, circuit training machines, and free weights. The staff will give a tour of the floor space, demonstrate the correct form and postural alignments to assume when using the equipment, and answer questions pertaining to general fitness training goals.

Based on the content, this program is being offered to Charles River Campus employees only.



GET TRAINED! Work, Health, and Life Training Series

LIFE ENHANCEMENT PROGRAMS Fall 2009 Schedule

▶ **NEW!!! Understanding Depression**

Tuesday, October 27, 2009

Noon-1:30 p.m.

**Presenters: Bonnie Teitleman, LICSW, and Thierry Guedj, PhD,
Faculty Staff Assistance Office**

Location: Human Resources Training Room, 25 Buick Street, Second Floor

Depression is a mood disorder or illness that can appear at almost any age, affecting many aspects of life both at work and home. This presentation will describe the signs and symptoms of depression and the various treatments and resources available to people who have been affected by depression either personally or through someone they know.

▶ **NEW!!! Knitting**

Friday, October 30, 2009

Noon-1 p.m.

Presenter: Samantha Khosla, University Faculty Governance

Location: Human Resources Training Room, 25 Buick Street, Second Floor

Are you a knitter? Would you like to learn? Come to meet your fellow crafters, learn a new skill or sharpen existing ones, relieve stress, and take a break from the workday.

▶ **NEW!!! Teens and Tweens in Cyberspace: A Conversation Among Parents**

Wednesday, November 4, 2009

1-3 p.m.

Presenter: Thierry Guedj, PhD, Faculty Staff Assistance Office

Location: Human Resources Training Room, 25 Buick Street, Second Floor

Facebook, MySpace, Yahoo groups, and online gaming are now all part of children's daily lives. Like most parents, you probably sometimes worry about whether your kids are spending too much time online or whether they are being safe. You may even ask yourself whether you should forbid or monitor certain activities, including posting certain personal information or inappropriate pictures. Another area of concern is, of course, cyberbullying. This lunchtime workshop will discuss new and developing online trends and suggest reasonable, safe guidelines. We will also talk about effective strategies for talking and interacting with your kids in order to keep them safe and preserve a good relationship with them.



GET TRAINED! Work, Health, and Life Training Series

LIFE ENHANCEMENT PROGRAMS Fall 2009 Schedule

- ▶ **NEW!!! The Boston University Theatre: Behind the Scenes**
Tuesday, November 10, 2009 **12:30-1:30 p.m.**
Presenter: Roger Meeker, CFA, School of Theatre
Location: Boston University Theatre, 264 Huntington Avenue, Boston

Each year, the College of Fine Arts presents over a dozen theatre and opera productions on the stages of the BU Theatre, all designed and constructed by the students of the School of Theatre Design & Production program. Roger Meeker will lead a tour of the BU Theatre's mainstage, black box studio, and backstage spaces, and describe the integral creative contribution that D & P students make to getting each show on stage.

- ▶ **NEW!!! Conversations with Parents of Young Children**
Tuesday, November 17, 2009 **Noon-1:30 p.m.**
Presenters: Kristin Gruber, MBA, Children's Center,
Nikki Sibley, MED, Family Resources, and
Bonnie Jean Teitleman, LICSW, Faculty Staff Assistance Office
Location: Human Resources Training Room, 25 Buick Street, Second Floor

This is an opportunity for parents, stepparents, or caretakers of children ages 0-7 to come together and share common issues. These may include the challenges of balancing work and family needs, parenting strategies, emotional, physical, and financial stressors and how to manage them, and choosing and evaluating child care.

- Caregiver Conversations**
Thursday, December 10, 2009 **Noon-1:30 p.m.**
Presenters: Nikki Sibley, MA, Family Resources, and
Bonnie Jean Teitleman, LICSW, Faculty Staff Assistance Office
Location: Human Resources Training Room, 25 Buick Street, Second Floor

Do you have parents or someone else entering a stage where they may need a caregiver? Are you already a caregiver? Caring for your loved ones is one of life's challenges. This session will offer you professional and peer support and information as you contemplate your caregiving role.



GET TRAINED! Work, Health, and Life Training Series

**HEALTH PROMOTION
Fall 2009 Schedule**

Back/Neck Pain

Thursday, October 1, 2009

Noon-1 p.m.

Presenter: Tony Tannoury, MD

Assistant Professor of Orthopedic Surgery, BUSM

**Location: Boston University Occupational Health Center,
930 Commonwealth Avenue, West (Pleasant Street entrance)**

This lecture is an overview of common orthopedic injuries and problems of the back, and will include treatment modalities and expected outcomes. Lunch will be provided.

The Solution for Good Health: Rx Vitamin D

Thursday, October 15, 2009

Noon-1 p.m.

Presenter: Michael Holick, PhD, MD

Professor of Medicine, Physiology, Biophysics, BUSM

Location: Crosstown, 801 Massachusetts Avenue, 4th Floor, Room CT460A

This lecture will provide important information about the vitamin D deficiency pandemic, its health consequences, and how to prevent and treat vitamin D deficiency.

Methods to Detect Heart and Vascular Disease

Tuesday, October 20, 2009

12:30-1:30 p.m.

Presenter: Gary Balady, MD, Section of Cardiology

Boston Medical Center, Professor of Medicine

Boston University School of Medicine

Location: Crosstown, 801 Massachusetts Avenue, 4th Floor, Room CT462A

An overview of current methods that are used to detect disease of the heart and blood vessels. Methods to discuss: risk factors, electrocardiogram, physical exam, stress testing, CT scanning, ultrasound, and MRI.



GET TRAINED! Work, Health, and Life Training Series

**HEALTH PROMOTION
Fall 2009 Schedule**

**Colorectal Cancer Screening: Why, When, and How
Wednesday, October 21, 2009**

Noon-1 p.m.

**Presenter: Paul C. Schroy, MD, MPH, Professor of Medicine
Boston University School of Medicine
Director of Clinical Research, Section of Gastroenterology,
Boston Medical Center**

**Location: Boston University Occupational Health Center
930 Commonwealth Avenue, West (Pleasant Street entrance)**

Colorectal cancer is the second-leading cause of cancer-related death in the United States and third-most commonly diagnosed cancer among men and women. Screening is an effective yet underutilized strategy for reducing colorectal cancer incidence and mortality. The objectives of this seminar are to review the epidemiology of colorectal cancer, understand its natural history and the rationale for screening, discuss the pros and cons of the different screening options, and become familiar with current screening recommendations. Lunch will be provided.

**Healthy Eating for the Holidays
Tuesday, November 10, 2009**

Noon-1 p.m.

**Presenter: Stacey Zawacki, MS, RD, Nutrition & Fitness Center
Location: Boston University Occupational Health Center
930 Commonwealth Avenue, West (Pleasant Street entrance)**

This presentation will focus on five essential eating strategies for preventing holiday weight gain. Lunch will be provided.

**Common Cosmetic Dental Procedures
Tuesday, November 17, 2009**

Noon-1 p.m.

**Presenter: Margaret Errante, DDS, Assistant Clinical Professor
Director, BU Dental Health Center
Location: Boston University Occupational Health Center
930 Commonwealth Avenue, West (Pleasant Street entrance)**

An overview of common cosmetic dental procedures. Lunch will be provided.



GET TRAINED! Work, Health, and Life Training Series

**HEALTH PROMOTION
Fall 2009 Schedule**

Women's Health

Tuesday, December 1, 2009

Noon-1 p.m.

Presenter: Andrea Kronman, MD, MSc

Clinical Instructor of Medicine, BUSM

Location: Boston University Occupational Health Center

930 Commonwealth Avenue, West (Pleasant Street entrance)

This presentation will cover women's health issues and provide information on signs and symptoms of common health problems. It will include the latest treatments for medical problems and a discussion of preventative measures. Lunch will be provided.