



Colorado College  
Leadership Academy

Spring Session

Unit I: Full Days Jan.14 & 15, 8:00 – 4:30

Unit II: ½ Days Jan.27, Feb.3, & Feb. 10; 8:30 – noon

Unit III: ½ Days Feb. 24, Mar.3 & Mar. 10; 8:30 – noon

Unit IV: ½ Day April 14, 8:30 - noon

Summer Session

Unit I: Full Days July 8 & 9, 8:00 – 4:30

Unit II: ½ Days July 21, Jul. 28, & Aug. 4; 8:30 – noon

Unit III: ½ Days Aug. 18, Aug. 25 & Sep. 1; 8:30 - noon

Unit IV: ½ Day Oct. 6, 8:30 - noon

Participation is by invitation only. Call Pam Butler at x.6222 for more information!

NEW! Basic Supervisory Skills: January 21  
8:30 a.m. – noon, in Gaylord Hall

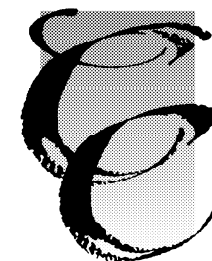
Pam Butler: Essential knowledge for new supervisors  
or those who just want to brush up on their skills.

Would you like an HR Representative to attend your next departmental meeting? Contact Kelley Mathers at x.6421 to schedule or ask questions today!

Mountain States Employers Council  
provides an excellent series of training for supervisors  
at their Colorado Springs Regional Office

- Change Management
- Conflict: Self-Management
- Developing Effective Working Relationships
- Interviewing Skills
- E-Mail Essentials (writing skills)
- Harassment Law for Supervisors
- Performance Documentation Skills
- Performance Management
- Supervisor Core Competencies
- Workplace Respect

Call Pam Butler at x.6222 for information.



COLORADO COLLEGE  
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2008-2009 Human Resources  
Professional Development Program

For additional information, contact Pam Butler  
HR Manager at 389-6222

To RSVP, e-mail Kelley Mathers, HR Staff Assistant, at  
kelley.mathers@coloradocollege.edu

### **Supervisor Training Series**

2<sup>nd</sup> Tuesday of each Block (except October)  
1:00 to 2:30

October 14\* (Bemis): Interviewing & Hiring Skills  
Teresa Rome, Mountain States Employers Council  
October 15: Roundtable discussion at noon in the HR Conference Room

November 4 (Bemis): Sexual Harassment & Discrimination Prevention  
S. Kato Crews, Partner, Rothgerber, Johnson & Lyons, LLP  
November 5: Roundtable discussion at noon in the HR Conference Room

December 2 (McHugh Commons): Managing Conflicts at Work – What To Do When Employees Can't Get Along  
Steve Tucker, Profile EAP  
December 3: Roundtable discussion at noon in the HR Conference Room

January 27 (McHugh Commons): Performance Management  
Shari Hartley, The Hartley Group  
January 28: Roundtable discussion at noon in the HR Conference Room

February 24 (McHugh Commons): FMLA and ADA Accommodation  
Shaleen Prehm, HR Manager/Benefits Administrator  
February 25: Roundtable discussion at noon in the HR Conference Room

March 31 (McHugh Commons): Salary Administration  
Pam Butler, HR Manager  
April 1: Roundtable discussion at noon in the HR Conference Room

April 28 (McHugh Commons): The Art of Affirmation  
Sue Garcia, Profile EAP  
April 29: Roundtable discussion at noon in the HR Conference Room

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*In conjunction with each program listed above, please plan to attend a brown-bag roundtable discussion of the presentation topic on the 2<sup>nd</sup> Wednesday of each block (the day following each session) in the HR Conference Room.*

### **HR Policies Series**

Friday of each block break (except December)  
1:00 to 2:30 in Slocum Commons  
OPEN TO ALL EMPLOYEES

October 24: Job Classification  
Pam Butler, HR Manager

November 21: CC's Employee Assistance Program  
Profile EAP Staff will provide an overview of the services available to Colorado College employees.

December 12\* (not block break): Planning for Your Retirement  
TIAA-CREF Representative

January 16: Cultural Diversity  
Deanna Zobel-Grey, Profile EAP

February 13: Sexual Harassment & Discrimination Prevention  
S. Kato Crews, Partner, Rothgerber, Johnson & Lyons, LLP

March 13: Benefits Update  
Shaleen Prehm, HR Manager/Benefits Administrator  
Information about the upcoming open enrollment period and plan offerings

April 17: Salary Administration Results  
Pam Butler, HR Manager & Barbara Wilson, HR Director

Join us for a discussion of the Emeriti Retirement Health Savings Program on October 21<sup>st</sup> in Bemis Great Hall. All staff are invited to attend the 1:00 session, and there will be a 3:00 session for those considering retirement within the next 3-5 years.

*If you have a suggestion for a future topic, call Pam Butler at 389-6222!*

Interested in finding out more about the ACM-TREP benefit? Sign up now to attend a special informational meeting on Thursday, October 30, from 3:30 to 5:00 p.m. in the Cutler Hall Conference Room. This is only for benefit-eligible employees whose dependents may be thinking of attending college soon.  
Contact Gina Lujan at x.6044 for more info.

### **Employee Wellness Series**

Noon – 1:00 in the HR Conference Room  
1<sup>st</sup> Thursday of each block

October 30: 5 Essential Rules for Living a Healthy Life  
Shaleen Prehm, HR Manager/Benefits Administrator

December 4: The Flexibility Factor  
Deanna Zobel-Grey, Profile EAP  
Stuck in a routine? Give the idea of change a try!

January 22: A Good Night's Sleep  
Shaleen Prehm, HR Manager/Benefits Administrator

February 19: Getting Active  
Shaleen Prehm, HR Manager/Benefits Administrator  
Changing Health Behaviors for the Better

March 26: Men & Women in Conversation  
Nancy Bader & Scott Cassidy, Profile EAP  
Why can't we just get along?

April 23: Can Someone Please Push the Pause Button?!!  
Scott Cassidy, Profile EAP  
Learn how to incorporate humor in stress management.