

Winter 2012
Offerings



Advancing Workplace Learning and Performance

Northwestern University Learning & Organization Development



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www.northwestern.edu/hr/training



Spotlight on the “Write Stuff”

Writing well is a skill that nearly all of us require in our positions at the University. Whether you're part of a small department or a large research unit, written communications drive our daily work, and the ability to get your message across—clearly and succinctly—is crucial. Learn how to strengthen the impact of e-mail messages, memos, letters, web pages, and policy documents by improving your writing skills this winter. Choose from these workshops:

Better Business Grammar and Usage

Jan. 17 & 24, 8:30 a.m.–12:30 p.m., EV

Are you ever unsure about whether to use a semicolon or a comma? Do you spend time debating whether to use “that” or “which”? This two-session workshop will answer those questions and more through a comprehensive, confidence-building review of the basic rules of writing. Ensure that your documents are grammatically error free.

Intermediate Writing for the Web

Jan. 12, 1–3 p.m., EV Feb. 21, 1–3 p.m., CH

Producing content for web pages requires a different mindset than does writing for other mediums. If you know the basics of creating online content but could use help to solve specific problems or to revise existing pages, this hands-on workshop led by a web communications expert is just what you need. (Prerequisite: Introduction to Writing for the Web or consent of instructor)

Writing for Results

Feb. 16, 9 a.m.–4 p.m., CH

Letters, memos, and e-mails are an opportunity to connect and communicate with colleagues. Written poorly, they can cause confusion or waste time. Learn to leverage the power of these everyday missives by writing effective, organized, and action-oriented correspondence.



Writing workshops offered at other times of year include

Writing Difficult Messages • Proofread like a Pro • Introduction to Writing for the Web

Questions? Call Learning & Organization Development at 1-5081 or visit www.northwestern.edu/hr/training.

Winter 2012 Schedule of Offerings

	When	Course	Title	Where	Fee	
December	Dec. 5, 9 a.m.–4 p.m.	HRD251	Dreamweaver: Fundamentals	EV, Parkes 127	\$145	
	Dec. 6, 9 a.m.–noon	HRD705	Effective Business Operations	CH, Wieboldt 109	None*	
	Dec. 6, 9 a.m.–4 p.m.	HRD156	Excel 2010: Beyond the Basics	EV, Parkes 127	\$145	
	Dec. 7, 8:45 a.m.–4:30 p.m.	HRD900	Leadership and Management, Part 6	CH, Wieboldt 109	\$795/series•	
	Dec. 7 & 8, 9 a.m.–4 p.m.	HRD116	Access 2010: Building a Database	EV, Parkes 127	\$260#	
	Dec. 8, 9 a.m.–4 p.m.	HRD630	Effective Presentation Skills	CH, Wieboldt 309	\$285	
	Dec. 9, 9 a.m.–noon	HRD187	Excel 2011 for Mac: Sorting, Filtering, Subtotals, Pivot Tables	EV, Parkes 127	\$90	
	Dec. 9, 1–4 p.m.	HRD177	Excel 2011 for Mac: Charts and Multiple Worksheets	EV, Parkes 127	\$90	
	Dec. 13, 9 a.m.–noon	HRD755	How Compensation Works	CH, Wieboldt 109	None*	
	Dec. 13, 9 a.m.–4 p.m.	HRD210	Photoshop	EV, Parkes 127	\$170	
	Dec. 13, 11:45 a.m.–1:15 p.m.	HRD545	Writing Compelling Employee of the Year Nominations	CH, Rubloff 11th-floor conference room	None	
	Dec. 14, 11:45 a.m.–1:15 p.m.	HRD545	Writing Compelling Employee of the Year Nominations	EV, Norris 101	None	
	Dec. 15, 9 a.m.–noon	HRD186	Excel 2010: Sorting, Filtering, Subtotals, Pivot Tables	EV, Parkes 127	\$90	
	Dec. 15, 1–4 p.m.	HRD176	Excel 2010: Charts and Multiple Worksheets	EV, Parkes 127	\$90	
	Dec. 16, 9 a.m.–4 p.m.	HRD208	InDesign	EV, Parkes 127	\$145	
	Dec. 16, 11 a.m.–1 p.m.	HRD800	Managing Your Career, Part 6	EV, Norris 104	None•	
	Dec. 19, 9 a.m.–4:30 p.m.	HRD715	Purchasing and Payments	CH, Tarry 1-730	None*	
	January	Jan. 4, 9 a.m.–4 p.m.	HRD156	Excel 2010: Beyond the Basics	CH, Wieboldt 415	\$145
		Jan. 5, 9 a.m.–4 p.m.	HRD251	Dreamweaver: Fundamentals	EV, Parkes 127	\$145
		Jan. 6, 9 a.m.–4 p.m.	HRD357	PowerPoint 2011 for Mac: Introduction	EV, Parkes 127	\$170
Jan. 9, 9 a.m.–noon		HRD106	Access 2010: Enter, View, Find Data	EV, Parkes 127	\$90	
Jan. 9, 1–4 p.m.		HRD328	Outlook 2010: Just Calendars and OWA	EV, Parkes 127	\$90	
Jan. 10, 9 a.m.–12:30 p.m.		HRD740	What Should I Do? Standards for Business Conduct	CH, Wieboldt 262	None*	
Jan. 10, 9 a.m.–4 p.m.		HRD356	PowerPoint 2010: Introduction	CH, Wieboldt 415	\$170	
Jan. 11, 8:45 a.m.–4:30 p.m.		HRD950	Leadership and Management, Part 1	EV, Norris 104	\$795/series	
Jan. 11 & 12, 9 a.m.–4 p.m.		HRD116	Access 2010: Building a Database	CH, Wieboldt 415	\$260#	
Jan. 12, 9 a.m.–noon		HRD820	Work/Life Strategies for Enhancing Workplace Performance	CH, Wieboldt 109	None*	
Jan. 12, 1–3 p.m.		HRD565	Intermediate Writing for the Web	CH, Wieboldt 109	None*	
Jan. 13, 9 a.m.–4 p.m.		HRD406	Word 2010: Beyond the Basics	EV, Parkes 127	\$145	
Jan. 13, 11 a.m.–1 p.m.		HRD850	Managing Your Career, Part 1	CH, Wieboldt 109	None	
Jan. 17 & 24, 8:30 a.m.–12:30 p.m.		HRD500	Better Business Grammar and Usage	EV, Norris 101A	\$225#	
Jan. 17, 9 a.m.–noon		HRD271	Dreamweaver: Newsletters	EV, Parkes 127	\$90	
Jan. 17, 1–4 p.m.		HRD218	OneNote 2010	EV, Parkes 127	\$90	
Jan. 18, 9 a.m.–4 p.m.		HRD205	Acrobat 9.0	EV, Parkes 127	\$145	
Jan. 19, 9 a.m.–4 p.m.		HRD215	Illustrator	EV, Parkes 127	\$145	

Winter 2012 Schedule of Offerings *(continued)*

When	Course	Title	Where	Fee
Jan. 19, 9 a.m.–4:30 p.m.	HRD680	Recruiting and Hiring Great Staff for Northwestern	CH, Wieboldt 107	None*
Jan. 20, 9 a.m.–4 p.m.	HRD408	Word 2011 for Mac: Advanced	EV, Parkes 127	\$145
Jan. 20 & 27, 9 a.m.–4 p.m.	HRD960	Advanced Communication Skills	CH, Wieboldt 309	\$579#
Jan. 24, 9 a.m.–noon	HRD821	Navigating Difficult Employee Relations Issues	CH, Wieboldt 109	None*
Jan. 26, 8:45 a.m.–3:15 p.m.	HRD450	New Employee Orientation, Part 2	CH, Wieboldt 150	None*
Jan. 31, 9 a.m.–12:30 p.m.	HRD660	Grace under Pressure	CH, Wieboldt 362	None*
February Feb. 1, 9 a.m.–4 p.m.	HRD156	Excel 2010: Beyond the Basics	EV, Parkes 127	\$145
Feb. 2, 9 a.m.–4 p.m.	HRD261	Dreamweaver: Advanced	EV, Parkes 127	\$145
Feb. 2, 9 a.m.–4 p.m.	HRD640	Time Management Secrets	CH, Wieboldt 109	\$285
Feb. 3, 9 a.m.–4 p.m.	HRD327	Outlook 2011 for Mac	EV, Parkes 127	\$145
Feb. 6, 9 a.m.–noon	HRD316	Word 2010: Mail Merge	CH, Wieboldt 415	\$90
Feb. 6, 1–4 p.m.	HRD416	Word 2010: Advanced	CH, Wieboldt 415	\$90
Feb. 7, 9 a.m.–4 p.m.	HRD221	Publisher 2010	CH, Wieboldt 415	\$145
Feb. 7, 9 a.m.–4 p.m.	HRD630	Effective Presentation Skills	EV, Norris 101	\$285
Feb. 8, 9 a.m.–4 p.m.	HRD326	Outlook 2010	CH, Wieboldt 415	\$145
Feb. 9, 9 a.m.–noon	HRD186	Excel 2010: Sorting, Filtering, Subtotals, Pivot Tables	CH, Wieboldt 415	\$90
Feb. 9, 9 a.m.–noon	HRD705	Effective Business Operations	EV, Norris 206	None*
Feb. 9, 1–4 p.m.	HRD176	Excel 2010: Charts and Multiple Worksheets	CH, Wieboldt 415	\$90
Feb. 10, 11 a.m.–1 p.m.	HRD850	Managing Your Career, Part 2	CH, Wieboldt 109	None
Feb. 13, 9 a.m.–4 p.m.	HRD446	PowerPoint 2010: Advanced	EV, Parkes 127	\$170
Feb. 14, 9 a.m.–4 p.m.	HRD126	Access 2010: Advanced	EV, Parkes 127	\$90
Feb. 14 & 21, 9 a.m.–4 p.m.	HRD960	Advanced Communication Skills	EV, Norris 206	\$579#
Feb. 15, 9 a.m.–4 p.m.	HRD231	Visio 2010	EV, Parkes 127	\$145
Feb. 16, 9 a.m.–4 p.m.	HRD166	Excel 2010: Advanced	EV, Parkes 127	\$145
Feb. 16, 9 a.m.–4 p.m.	HRD530	Writing for Results	CH, Wieboldt 262	\$175
Feb. 17, 9 a.m.–noon	HRD426	Integrating Office 2010: Word, Excel, PowerPoint	EV, Parkes 127	\$90
Feb. 17, 9 a.m.–4:30 p.m.	HRD715	Purchasing and Payments	EV, Main Library B234	None*
Feb. 21, 9 a.m.–noon	HRD690	ADA Accommodations	CH, Wieboldt 109	None*
Feb. 21, 1–3 p.m.	HRD565	Intermediate Writing for the Web	EV, Norris 208	None*
Feb. 22, 8:45 a.m.–4:30 p.m.	HRD950	Leadership and Management, Part 2	EV, Norris 202	\$795/series
Feb. 23, 9 a.m.–12:30 p.m.	HRD660	Grace under Pressure	EV, Norris 208	None*
Feb. 28, 8:45 a.m.–3:15 p.m.	HRD450	New Employee Orientation, Part 2	EV, Norris 202	None*

*No-show/cancellation fee (varies); chart string required to register

#Multisession workshop

•Registration closed

For workshop descriptions and registration, go to www.northwestern.edu/hr/training

Leadership and Management

HRD950 Leadership and Management

This series of six monthly workshops provides a foundation of leadership principles and tools for frontline supervisors and managers (with direct reports) at Northwestern. It is offered January–June in Evanston (HRD950) and July–December in Chicago (HRD900).

Participants register to complete the entire series in sequence on either campus for \$795. Continental breakfast and lunch are provided at each workshop. Workshops may not be taken individually.

Part 1: Leadership and the Role of Management

Jan. 11, 8:45 a.m.–4:30 p.m., EV

Part 2: Recruiting and Hiring Great Staff for Northwestern

Feb. 22, 8:45 a.m.–4:30 p.m., EV

Part 3: Performance Excellence for Managers I & II

March 21, 8:45 a.m.–4:30 p.m., EV

Part 4: Effective Delegation and Resource Utilization

April 11, 8:45 a.m.–4:30 p.m., EV

Part 5: Building Strong Teams

May 23, 8:45 a.m.–4:30 p.m., EV

Part 6: Dealing with Performance Problems/Taking Leadership to the Next Level

June 20, 8:45 a.m.–4:30 p.m., EV

HRD900 Part 6

Dec. 7, 8:45 a.m.–4:30 p.m., CH

Performance Excellence

The Performance Excellence Process helps individuals and organizations at Northwestern realize their goals. It encourages leaders and teams to set priorities—to decide what needs to be done and how—and become more effective, efficient, and engaged on the job.

Performance Excellence workshops are free and exclusively for Northwestern managers and employees. Next offered in spring 2012.

HRD550 Performance Excellence for Employees: What, Why, and How

HRD560 Performance Excellence for Managers I: Initiating the Process

HRD570 Performance Excellence for Managers II: Completing the Process

University Business Processes

These workshops inform employees about the University's major business processes, policies, and procedures. Through hands-on exercises involving real-life situations, participants learn how to work within Northwestern's business environment.

University Business Processes workshops are free. HRD700 must be taken before 705 and 715. To enroll in 700, send a request with your NetID to training@northwestern.edu; after you receive confirmation the next business day, the module will be viewable 24/7 through Blackboard.

HRD700 Introduction to University Business Processes

Online 24/7 through Blackboard (see above)

HRD705 Effective Business Operations

Prerequisite: HRD700
Dec. 6, 9 a.m.–noon, CH
Feb. 9, 9 a.m.–noon, EV

HRD715 Purchasing and Payments

Prerequisite: HRD700
Dec. 19, 9 a.m.–4:30 p.m., CH
Feb. 17, 9 a.m.–4:30 p.m., EV

HRD740 What Should I Do? Standards for Business Conduct

Jan. 10, 9 a.m.–12:30 p.m., CH

Manager's HR Toolkit

What Every Northwestern University Manager Needs to Know

Next offered in Evanston in summer 2012.

HRD690 ADA Accommodations

Feb. 21, 9 a.m.–noon, CH

HRD755 How Compensation Works

Dec. 13, 9 a.m.–noon, CH

HRD821 Navigating Difficult Employee Relations Issues

Jan. 24, 9 a.m.–noon, CH

HRD820 Work/Life Strategies for Enhancing Workplace Performance

Jan. 12, 9 a.m.–noon, CH

Workplace Skills

Offerings in the Workplace Skills lineup vary from quarter to quarter. Workshops offered at other times of the year are listed online.

Fees vary; refer to the schedule of offerings.

HRD960 Advanced Communication Skills: How to Hold Difficult Conversations with Your Staff, Peers, or Manager

Two-session workshop

Jan. 20 & 27, 9 a.m.–4:30 p.m., CH

Feb. 14 & 21, 9 a.m.–4:30 p.m., EV

HRD500 Better Business Grammar and Usage

Two-session workshop

Jan. 17 & 24, 8:30 a.m.–12:30 p.m., EV

HRD630 Effective Presentation Skills

Dec. 8, 9 a.m.–4 p.m., CH

Feb. 7, 9 a.m.–4 p.m., EV

HRD660 Grace under Pressure

Jan. 31, 9 a.m.–12:30 p.m., CH

Feb. 23, 9 a.m.–12:30 p.m., EV

HRD565 Intermediate Writing for the Web

Prerequisite: HRD555 Introduction to Writing for the Web or consent of instructor

Jan. 12, 1–3 p.m., CH

Feb. 21, 1–3 p.m., EV

HRD680 Recruiting and Hiring Great Staff for Northwestern

Jan. 19, 9 a.m.–4:30 p.m., CH

HRD640 Time Management Secrets

Feb. 2, 9 a.m.–4 p.m., CH

HRD530 Writing for Results

Feb. 16, 9 a.m.–4 p.m., CH

Organization Development

Our customized workshops, consulting, facilitation, and coaching help groups and organizations at Northwestern improve their effectiveness, efficiency, and engagement in key areas including

*Strategic planning
Process improvement
Communication
Team building*

If you head a unit at the University and would like to learn more about customized organization development services, please contact Learning & Organization Development director Paul Corona at p-corona@northwestern.edu or 847-491-8570.

For workshop descriptions and registration, go to www.northwestern.edu/hr/training

Computer Applications

Fees vary; refer to the schedule of offerings.
Applications are Windows based unless noted.

- HRD106 Access 2010: Enter, View, Find Data**
Jan. 9, 9 a.m.–noon, EV
- HRD116 Access 2010: Building a Database—Design, Tables, Queries, Forms, and Reports**
Two-session workshop; prerequisite: HRD106 or equivalent skills
Dec. 7 & 8, 9 a.m.–4 p.m., EV
Jan. 11 & 12, 9 a.m.–4 p.m., CH
- HRD126 Access 2010: Advanced**
Prerequisite: HRD106 or equivalent skills
Feb. 14, 9 a.m.–4 p.m., EV
- HRD205 Acrobat 9.0**
Jan. 18, 9 a.m.–4 p.m., EV
- HRD251 Dreamweaver: Fundamentals**
Dec. 5, 9 a.m.–4 p.m., EV
Jan. 5, 9 a.m.–4 p.m., EV
- HRD261 Dreamweaver: Advanced**
Prerequisite: HRD251 or equivalent skills
Feb. 2, 9 a.m.–4 p.m., EV
- HRD271 Dreamweaver: Newsletters**
NEW *Prerequisite: HRD251 or equivalent skills*
Jan. 17, 9 a.m.–noon, EV
- HRD156 Excel 2010: Beyond the Basics**
Dec. 6, 9 a.m.–4 p.m., EV
Jan. 4, 9 a.m.–4 p.m., CH
Feb. 1, 9 a.m.–4 p.m., EV
- HRD166 Excel 2010: Advanced Functions**
Prerequisite: HRD156 or equivalent skills
Feb. 16, 9 a.m.–4 p.m., EV
- HRD176 Excel 2010: Working with Charts and Multiple Worksheets**
Prerequisite: HRD156 or equivalent skills
Dec. 15, 1–4 p.m., EV
Jan. 7, 1–4 p.m., CH
- HRD186 Excel 2010: Sorting, Filtering, Subtotals, and Pivot Tables**
Prerequisite: HRD156 or equivalent skills
Dec. 15, 9 a.m.–noon, EV
Feb. 9, 9 a.m.–noon, CH
- HRD177 Excel 2011 for Mac: Working with Charts and Multiple Worksheets**
Prerequisite: Excel: Beyond the Basics or equivalent skills
Dec. 9, 1–4 p.m., EV
- HRD187 Excel 2011 for Mac: Sorting, Filtering, Subtotals, and Pivot Tables**
Prerequisite: Excel: Beyond the Basics or equivalent skills
Dec. 9, 9 a.m.–noon, EV

Computer Applications (continued)

- HRD215 Illustrator**
Prerequisite: intermediate computer skills
Jan. 19, 9 a.m.–4 p.m., EV
- HRD208 InDesign**
Prerequisite: intermediate computer skills
Dec. 16, 9 a.m.–4 p.m., EV
- HRD426 Integrating Office 2010: Word, Excel, PowerPoint**
Feb. 17, 9 a.m.–noon, EV
- HRD218 OneNote 2010**
NEW Jan. 17, 1–4 p.m., EV
- HRD326 Outlook 2010**
Feb. 8, 9 a.m.–4 p.m., CH
- HRD328 Outlook 2010: Just Calendars and Outlook Web App**
Jan. 9, 1–4 p.m., EV
- HRD327 Outlook 2011 for Mac**
Feb. 3, 9 a.m.–4 p.m., EV
- HRD210 Photoshop**
Prerequisite: intermediate computer skills
Dec. 13, 9 a.m.–4 p.m., EV
- HRD356 PowerPoint 2010: Introduction**
Jan. 10, 9 a.m.–4 p.m., CH
- HRD446 PowerPoint 2010: Advanced**
Prerequisite: HRD356 or equivalent skills
Feb. 13, 9 a.m.–4 p.m., CH
- HRD357 PowerPoint 2011 for Mac: Introduction**
Jan. 6, 9 a.m.–4 p.m., EV
- HRD221 Publisher 2010**
Prerequisite: intermediate computer skills
Feb. 7, 9 a.m.–4 p.m., CH
- HRD231 Visio 2010**
Prerequisite: intermediate computer skills
Feb. 15, 9 a.m.–4 p.m., EV
- HRD406 Word 2010: Beyond the Basics**
Jan. 13, 9 a.m.–4 p.m., EV
- HRD316 Word 2010: Mail Merge**
Prerequisite: HRD406 or equivalent skills
Feb. 6, 9 a.m.–noon, CH
- HRD416 Word 2010: Advanced**
Prerequisite: HRD406 or equivalent skills
Feb. 6, 1–4 p.m., CH
- HRD408 Word 2011 for Mac: Advanced**
Prerequisite: Word: Beyond the Basics or equivalent skills
Jan. 20, 9 a.m.–4 p.m., EV

Computer Applications (continued)

One-on-One and Group Coaching

Learning & Organization Development offers individual and customized group coaching to complement our traditional computer applications workshops. Through one-on-one sessions conducted at their desks around their schedules, participants improve how they work on their own computers. We provide coaching in

*Creative Suite 5
Database design
Office 2007, 2010, 2011
Publisher
Visio
Windows/Mac OS*

To schedule one-on-one coaching or to inquire about customized group coaching and fees, please contact Learning & Organization Development at 847-467-5081 or training@northwestern.edu.

Managing Your Career

HRD850 Managing Your Career: Bringing Who You Are to What You Do

Open exclusively to Northwestern employees, Managing Your Career is for those looking to take control of their careers and find greater contentment at work. The series of six monthly workshops is offered January–June in Chicago (HRD850) and July–December in Evanston (HRD800). Series participants may also take advantage of one-on-one career coaching.

The Managing Your Career series is free. Participants register to complete the entire series on either campus. Workshops may not be taken individually.

Part 1: Managing Your Career: Introduction
Jan. 13, 11 a.m.–1 p.m., CH

Part 2: Assessment: Where Are You in Your Career?
Feb. 10, 11 a.m.–1 p.m., CH

Part 3: Exploring Options: Where Do You Want to Go?
March 9, 11 a.m.–1 p.m., CH

Part 4: Creating Your Plan: How Are You Going to Get There?
April 13, 11 a.m.–1 p.m., CH

Part 5: Marketing Yourself: Applying for the Job
May 11, 11 a.m.–1 p.m., CH

Part 6: Marketing Yourself: Interviewing
June 8, 11 a.m.–1 p.m., CH

HRD800 Part 6
Dec. 16, 11 a.m.–1 p.m., EV

New Employee Orientation

Providing need-to-know information about working at the University, New Employee Orientation (NEO) is the best and most efficient way for newcomers to get on board. *For more information about NEO and other tools for new employees and hiring managers, see www.northwestern.edu/hr/training/newemployee.html or call 847-491-7459.*

NEO, Part 1, offers an overview of Northwestern's history, its learning and working environment, and the perks that faculty and staff enjoy. Benefits counselors discuss health care, retirement, and tuition benefits, answer questions, and help new employees complete their benefits enrollment.

NEO, Part 1, is free of charge. No registration is required. Sessions take place 10 a.m.–4 p.m. once a week, alternating between campuses:

Dec. 7	EV, Norris 101
Dec. 14	CH, Wieboldt 109
Dec. 21	EV, Main Library Forum Room
Jan. 4	CH, Wieboldt 109
Jan. 11	EV, Main Library Forum Room
Jan. 18	CH, Wieboldt 109
Jan. 25	EV, Main Library Forum Room
Feb. 1	CH, Wieboldt 109
Feb. 8	EV, Main Library Forum Room
Feb. 15	CH, Wieboldt 109
Feb. 22	EV, Main Library Forum Room
Feb. 29	CH, Wieboldt 109

NEO, Part 2, features a Northwestern leader who shares his or her perspective on the University's current state and future direction. The day includes a networking lunch and workshops that introduce the University's Standards for Business Conduct and its Performance Excellence Process for goal setting and effective communication.

Registration for NEO, Part 2, is required, and a \$50 no-show/cancellation fee applies. Seating is limited. To register, go to www.northwestern.edu/hr/training/newemployee.html.

HRD450 NEO, Part 2

Jan. 26, 8:45 a.m.–3:15 p.m., CH
Feb. 28, 8:45 a.m.–3:15 p.m., EV

Employee Recognition

Service Excellence Awards

When "thank you" just isn't enough, there's the Service Excellence Award. Any member of the University community may nominate an employee to be recognized. The employee's supervisor reviews the nomination to confirm that the award is deserved. *The nomination form is at www.northwestern.edu/hr/training/service.pdf.*

Length of Service Recognition

Staff members who have dedicated many years of service to Northwestern are those whose knowledge, expertise, and mentoring are sought out, and they deserve gratitude and recognition. A commemorative lapel pin is conferred for every five years of continuous service. At 20 years and every five years thereafter, staff members are recognized publicly at the University's annual Staff Service Recognition Luncheon.

Employee of the Year

A staff member who goes above and beyond others in commitment and service to the University can be nominated for Employee of the Year. Every year one staff member is selected by a committee that reviews the nominations. Staff who have been at the University for at least three years and did not win in the previous year's program are eligible. Finalists and the winner are honored at Northwestern's annual Staff Service Recognition Luncheon. *Nomination forms are at www.northwestern.edu/hr/training/servrec.html. For more information, call 847-491-7509 or e-mail maudell-gaines@northwestern.edu. A free workshop offering tips for preparing submissions is offered on each campus:*

HRD545 **NEW** Writing Compelling Employee of the Year Nominations

Dec. 13, 11:45 a.m.–1:15 p.m., CH
Dec. 14, 11:45 a.m.–1:15 p.m., EV

Specialized Learning

See www.northwestern.edu/hr/training for detailed information about specialized learning opportunities for University employees, including those offered by or in the following areas:

Athletics, recreation, and team building
Clinical research education
Faculty and Staff Information Systems
Financial planning
Office for Research
Office of Equal Opportunity and Access
Office of Work/Life Resources
Sexual Harassment Prevention Office
Student Enterprise System
University Services

Ready to register?

When you go to www.northwestern.edu/hr/training and request enrollment online, you'll immediately receive e-mail acknowledgement of your request; a second e-mail confirming your enrollment will be sent as soon as your FASIS training approver has provided authorization. As a rule, enrollment requires a chart string, but employees as well as nonemployees may also pay by check. Since there are no cancellations or refunds, you may offer your seat to a colleague if you're unable to attend.



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Mixed Sources

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