

PROFESSIONAL DEVELOPMENT AND TRAINING FALL 2009 SCHEDULE

Updated 11/10/2009

To Register, call Human Resources at 4221 or email mleventis@camdence.edu

NEW EMPLOYEE ORIENTATION

This series is mandatory for all new employees; however, any employee is welcome to attend.

Mandatory Orientation will be presented to New Employees on the following dates:

November 20, 2009 – Jefferson 102

December 11, 2009 – Jefferson 102

Time: 9 am to 4 pm

Training/Title	Course Description/Recommended Audience	Office/Presenter	Time/Session Length
General Fire and Safety	Overview of College policies and procedures regarding institutional fire and safety regulations. Annual attendance is mandatory for all at-risk employees.	Public Safety <i>W. Fretz</i>	9:00 AM
Blood-borne Pathogens	Informational briefing about the federal regulations concerning blood borne pathogens and receiving free inoculations for Hepatitis B. <i>Annual attendance is mandatory for all at-risk employees.</i>	Public Safety <i>W. Fretz</i>	10:00 AM
Right to Know for the At-Risk Employee	Comprehensive information and instruction on the at-risk employee's right-to-know about hazardous substances in the workplace and policies and College procedures to protect you from occupational exposure and injury. Mandatory for all at risk employees.	Public Safety <i>W. Fretz</i>	11:00 AM
Camden County College – History, Mission and Goals	Overview of the College's history, mission, goals and objectives.	Human Resources <i>K. Kane</i>	1:00 PM
Instructional Support Department Overview of Services	Information about the Instructional Support Department and how they can assist you with equipment service and needs, as well as help you plan an event for sound, lighting, projection and video conferencing.	ISD <i>B. Higgins</i>	1:10 PM
Human Resources Overview and Benefits	Overview and Q&A on services and functions of the Human Resource Office. Overview of fringe benefits package including medical, dental, Rx, leave, pensions, retirement, EAP, etc.	Human Resources <i>A. Iannello</i>	1:20 PM
Physical Plant	Overview and Q&A on the services and functions of the Physical Plant Department	Physical Plant <i>K. Byrd</i>	1:25 PM
Understanding Your Paycheck	Overview of how and when employees are paid, how to read the information on your paycheck and how to change your deductions.	Payroll <i>K. Barbetta</i>	1:30 PM
Public Safety	Information about the College's Public Safety department and how they can assist you with information on personal safety, parking, and how to handle emergencies on campus.	Public Safety <i>J. Schuck</i>	1:40 PM
Information Technology	Understanding the proper use of the college's information technology.	OIT <i>D. McMillon</i>	1:50 PM
Library Services	Overview of the College's Library Services; access and borrowing privileges	Library <i>J. Getaz</i>	2:00 PM

Customer Service	Introduction to the College's customer service procedures.	Human Resources <i>K. Kane</i>	2:20 PM
Right-to-Know Overview and Social Security Policy	Informational briefing on the employee's right-to-know about hazardous substances in the workplace and College procedures and review of Board Policy on the use of Social Security Numbers.	Human Resources <i>K. Kane</i>	2:45 PM
Sexual Harassment and Ethics	Orientation on the College's Sexual Harassment and Ethics Policy Mandatory for all new employees.	Human Resources <i>K. Kane</i>	3:00 PM

BENEFITS ADMINISTRATION – When work-related training is required by or approved by the supervisor, attendance will be considered part of the regular work schedule.

	Description	Office/ Presenter	Length	Frequency Date/Time	Room
TIAA-CREF	Individual session with an account representative from TIAA-CREF to help you plan for your retirement.	<i>Eric Seiferth</i>	.5hr	Nov. 24 th Dec. 8 th * Dec. 22 nd	To set up a one-on-one meeting visit www.tiaa-cref.org/moc or call (800)842-8412. One-on-one counseling: Madison 101 * LRC 306
VALIC	Individual session with an account rep from Valic to help you plan for your retirement.	<i>Gary Lally</i>	.5 hr	TBA	To set up a meeting contact Gary Lally at: gary_lally@aigvalic.com Meetings are held in the LRC 306
EQUITABLE	Individual session with an account representative from Equitable to help you plan for your retirement.	<i>Randy Silvers</i>	.5hr	TBA	To set up a meeting contact Randy Silvers at: Randy.Silvers@axaequitable.com
ING	Individual session with an account representative from ING to help you plan for your retirement.	<i>Dan Armas</i>	.5hr	Dec. 8 th *	To set up a meeting contact Dan Armas at: darmas@gittermansacks.org Meetings are held in Madison 101 *Jefferson 102
THE HARTFORD	Individual session with an account representative from Hartford to help you plan for your retirement.	<i>Robert Mangano</i>	1hr	TBA	To set up a meeting contact Robert Mangano at: robertmangano@hartfordlife.com

MANAGEMENT SERIES					
<ul style="list-style-type: none"> Requires 48 hours advanced notice to reserve a seat 					
Training/Title	Course Description/ Recommended Audience	Office/ Presenter	Session Length	Frequency Date/Time	Room
Power Library User	Become a “power user” of the library’s resources most suited to your research interests – art, science, business, education, literature, legal affairs – or just learn how to show your 5 th grade kids or grandkids a thing or two about doing online research!	<i>J. Getaz</i>			To arrange a customized session for your department, class, club, study group or just yourself, call 856-227-7200, ext. 4406 or email jgetaz@camdencc.edu

PERSONAL ENRICHMENT SERIES					
<ul style="list-style-type: none"> Requires a minimum of 20 participants or the sessions will need to be cancelled 					
Training/Title	Course Description/ Recommended Audience	Office/ Presenter	Session Length	Frequency Date/Time	Room
Weight Watchers	This is a 17 week session that must be paid for in advance. A Weight Watcher Leader will come to the College during a lunch break one day per week for 17 weeks.	<i>Weight Watchers</i>	1.0 hrs.	17 Weeks on Fridays from 12:30 – 1:30	Madison 203