

## Current In-house Employee Training & Development Offerings

As an educational institution, we encourage faculty and staff to grow personally and professionally throughout their careers. One way we, in the Office of Human Resources, support this value is by offering a wide variety of educational opportunities and benefits to help faculty and staff acquire new skills and knowledge.

Below are descriptions of current offerings. [Click HERE](#) to view the current calendar/schedule.

### Professional Development – Teams & Individuals

**Career Development Workshop Series** -- The Career Development Workshop Series is aimed at helping current staff members interested in advancement and new opportunities in understanding and successfully navigating the hiring and promotion processes at Stockton and arming them with the tools to strengthen and grow their careers.

Part I: Options & Avenues: Demystifying the hiring and promotional processes at Stockton University

- This session will focus on understanding the differences in recruiting and hiring processes for different job classifications at Stockton. Differences in unions, benefits, and leave time based on job classification will also be reviewed.

Part II: Priming the Pump: Proactive steps to grow your career

- This session will focus on tips, strategies, and best practices for “putting your best foot forward” in every professional interaction as you prepare for and seek new opportunities. Opportunities to expand your experience and grow your skills will also be discussed.

Part III: Let’s Go!: Preparing customized job search materials

- This session will focus on tips and best practices for creating an eye-catching resume and drafting customized cover letters.

Part IV: Pulling it All Together: Interviewing for Success

- This session will focus on how to prepare and practice for job interviews. Tips and resources related to questions to prepare for, questions to ask, ways to practice, and how to follow up will be shared.

**Advanced Communication Skills that Foster Collaboration & Teamwork** - This webinar sponsored by the Deer Oaks EAP covers several key interpersonal skills that help strengthen workplace relationships including learning to focus the needs of others, how to respond instead of react during conflict, and ways to amicably resolve disagreements.

**Professionalism in the Workplace** -- This workshop is designed to provide participants with some basic tools, tips, practices desired to enhance their professional behavior, demeanor, and decorum in the workplace. Topics explored include differentiating boundary and expectation differences in social and professional settings, exploring elements involved in communicating as a professional verbally and in writing, tips for conveying a professional image, and strategies to improve professional behavior.

**MBTI Personality** – the Myers-Briggs Type Indicator (MBTI) is one of the best-known and most reliable personality assessment tools available. This staff teambuilding workshop will help participants understand individual differences in healthy personalities and to promote harmony and productivity among diverse groups of people. This session includes activities to identify and confirm MBTI types and strategies on how to optimize the strengths of each team member’s type and maximize the team’s work together.

**CliftonStrengths** – This staff teambuilding workshop will introduce participants to a strengths-based philosophy and help them in “naming, claiming, and aiming” their top five talent themes identified through the CliftonStrengths assessment.

### Stockton Processes & Systems

**Electronic Performance Assessment & Review (ePAR) trainings and tutorials** – these video tutorials are geared towards either RATEES (those being evaluated through ePAR) or RATHERS (those supervising classified staff). Since the bulk of the ePAR process is driven by RATHERS, most tutorials are for RATHERS to assist in entering content and moving the process efficiently along.

**Manager Evaluation & Review (MER) trainings and tutorials** – these trainings are conducted (and then available on demand) just before the MER Workflow process opens to managers. Trainings cover specifics on completing the required templates and documents as well as how to navigate within the Workflow system.

### Wellness

**EAP Stress Management Webinar Series** -- [Click HERE](#) to view the descriptions for this four-session series focused on providing the knowledge and skills necessary to cope more effectively with stress so you can live a healthier and more productive life.

**EAP Monthly Online Seminars** – the Deer Oaks EAP program releases one new online seminar every week. These seminars are available on demand and cover topics related to employee health and wellness. You can go to the [EAP website](#) to view upcoming and already available topics.

### Management/Supervisory Development

**EAP Supervisor Excellence Webinar Series** -- [Click HERE](#) to view the descriptions for this four-session series focused on developing the knowledge and skills for current and aspiring supervisors.

**Building a Culture of Respect; The Keys to Creating a Collaborative & Engaged Work Team** - This EAP webinar focuses on building awareness in managers of the attitudes, emotions, and behaviors that create barriers to a respectful and engaging workplace culture. The presentation also provides self-management and interpersonal skills training that will lead to more openness, effective communication, greater collaboration, and better resolution of differences at the office.

### Diversity, Equity, Inclusion – Teams & Individuals

**Communicating Effectively in a Diverse World** - This Deer Oaks EAP webinar takes an insightful look at the challenges of interacting with different types of people (different cultures, generations, personality types, etc.), and offers several practical strategies for maintaining quality relationships with all.

**Respectful & Inclusive Workplace series: Getting Real about Bias, Inclusion, Harassment, and Bullying**  
This series of topics can each be offered as standalone sessions or combined with each other in any combination. Four topics:

Overcoming Unconscious Bias

Preventing Harassment

Embracing Diversity & Inclusion

Standing Up to Bullying