PROFESSIONAL DEVELOPMENT PROGRAMS – OPEN TO ALL

Writing a Self-Assessment

Jan 25 & Feb 9

This 90 minute workshop will provide you with an opportunity to begin writing your self-assessment and a chance to discuss the process with your peers and get feedback. This workshop builds on the concepts discussed in the online course *Writing a Self-Assessment*. This workshop will be interactive and focus on helping you to get started.

To view the online course, use your myNEU credentials to log into Blackboard and go to *My Courses > HRM Learning > Performance Management*.

Vision Boards: Creating the Life You Want - Webinar

Jan 26

Set goals, dream big, and create a life of purpose. Vision boards are made up of images, affirmations, quotes to visually display one’s goals, dreams, and desired accomplishments. In this interactive webinar, attendees will be able to write their vision and create a tangible artifact by following a three-step vision board process.

Sponsored by e4Health, Northeastern's Employee Assistance Program provider. Use the links below to register.

*Register for the 12pm EST webinar* or
*Register for the 3pm EST webinar*

How to Have a “Great” Difficult Conversation

Jan 31 & Feb 28

Difficult conversations are unavoidable in life, yet we often avoid them at all costs. Through this comprehensive two half-day program, participants will learn that difficult conversations don't have to be stressful and how to prepare for them so that they have a successful outcome. Additionally, they will learn how to communicate and deescalate situations when dealing with difficult personalities. Participants will come away with several tools and techniques that they can use to tackle any conversation with ease.

This is a two half-day workshop. You must be able to attend both sessions.

Overview to the Performance Management Process for New Managers

Feb 1

Whether you are new to being a manager at Northeastern or just need a refresher, this session provides a complete overview of the Performance Management Process at Northeastern. We’ll review the following:

- Performance Management Cycle
- Writing Goals
- Giving Feedback
- Understanding Performance Ratings
- Conducting Reviews and more

Participants will walk away with the tools and techniques to successfully complete the Performance Review process with their direct reports.
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**Onboarding Your New Employees – What’s a Manager to Do?**  
Feb 6

This 60 minute session discusses the important role the hiring manager plays in orienting and onboarding new hires. During the session, participants will also get a chance to see the Human Resources Management Onboarding website. By the end of this overview, participants will have resources and a checklist to make sure they set their new hires up for success.

**Respecting Others at Work**  
In Person workshop on Feb 22 OR Webinar on Mar 22

Everyone deserves to be treated with dignity, respect, and kindness, regardless of their title, position, or pay grade. With a diverse work group, we are challenged to be sensitive to others’ perceptions. In this session, we will review the root causes of offensive behaviors, identify behaviors that happen at work, create a list of rules to live by, and commit to working on one thing that will promote greater workplace harmony.

Join HRM & e4Health for the in person workshop on February 22 or join the webinar March 22.

**Diversity in the 21st Century**  
Mar 28

This workshop, presented by John Armendariz, Vice Provost for Institutional Diversity and Inclusion, helps participants increase their awareness of the changing workforce and community demographics - including the challenges and opportunities that come from a more diverse world. Participants will explore a broad definition of diversity to gain a better understanding of acceptance and appreciation of the differences between us and learn how to recognize and remove barriers to accepting diversity. Finally participants will strategize ways to create an academic and workplace environment which promotes respect and dignity for others.

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**PERFORMANCE MANAGEMENT PROGRAMS**

*These online courses are available on Blackboard: My Courses > HRM Learning > Performance Management*

**Performance Management – Goal Setting (for all Employees)**  
Online

This short online course presents the idea of setting SMART goals and discusses the recently revised performance appraisal tool for administrative professionals at Northeastern. If you are new to writing goals or just need a refresher on picking the right metrics to measure your results, then this 35 minute program provides an interactive opportunity to review the idea of goal setting and how to select metrics as well as an opportunity to work with some sample goals and the goals tool.

**Performance Management – Writing Your Self-Assessment (for all Employees)**  
Online

This online presentation discusses the challenges of writing your own self-assessment. If you are new to writing a self-assessment or just wish it were easier to write, then this short program will provide you with an opportunity to review the process and create a plan for how to get started.

This online program is available to all employees and reviews the basics of this key process.