



# Fall/Winter Catalogue

October 2007 – March 2008

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Personal and Professional Development Classes

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**HR** The Office of Human Resources  
at Dartmouth College  
7 Lebanon Street • Suite 203 • Hanover • New Hampshire • 03755-2112

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*Catalogue compiled and designed by: Human Resources*  
**Front Cover Photo by: Joseph Mehling '69 / Dartmouth College Photographer**

## **INTRODUCTION**

### **Registration**

For reservations, please contact Human Resources by Blitz Mail to enroll for any program listed in this catalog. In order to complete registration, you will need to provide the following information:

**Full Name**

**Position Title**

**Department**

**Hinman Box**

**Phone Number**

**You can also enroll online at**

**<http://www.dartmouth.edu/~hrs/profldev/request.html>**

### **Important Information**

An automatic confirmation will be e-mailed to registrants when your registration is completed. You will be notified if you are placed on a wait list or if the class has been cancelled. Please plan to arrive at the workshops a few minutes early to ensure a timely start. Workshops are open to Dartmouth College employees only. Workshops are not open to temporary employees. If you have any questions, please contact Human Resources by Blitz or by phone at 646-3411.

### **Cancellation Policy**

Because space is limited, and we often have extensive waiting lists, please provide at least three full business days advance notice if you will be unable to attend a workshop. Human Resources reserves the right to cancel a workshop if fewer than eight people are registered.

PLEASE NOTE: Some computer courses require up to a two week registration/confirmation/ cancellation time. This will allow adequate notice to instructors for their preparation and cancellation if necessary, without financial penalties to the College.

***Workshops fill up fast so please sign up early!***

### **Tuition Benefits**

The Office of Human Resources administers the Tuition Benefits plans at Dartmouth College. Dartmouth encourages employees to increase their knowledge and skills by taking courses toward completion of a degree or to enhance their knowledge of a particular subject area. The College supports these educational activities through the Tuition Assistance Plan and the Grant-In-Aid programs. For a full description of these procedures and eligibility requirements, please contact David Wheel by Blitz or phone at 646-3708.

### **Tuition Assistance Plan (TAP) -- Tuition Reimbursement**

Benefits-eligible employees who are actively at work for one year of continuous regular employment may take courses that have been pre-approved by the administrator of the program. Employees are reimbursed for 100% of the cost of registration and tuition fees for successfully completed (C- or better for undergraduate and B- or better for graduate) courses from an accredited college or university, to a maximum benefit of \$2,000 per fiscal year (July 1 - June 30.) The maximum reimbursement is pro-rated for part-time employees. If the employee leaves the College for any reason prior to course completion, tuition assistance is forfeited.

### **Grant-In-Aid for Dartmouth Courses**

Benefits-eligible employees, who are actively at work for one year of continuous regular employment, may be eligible to receive 100% tuition grant-in-aid for courses at Dartmouth. This benefit includes enrollment in courses offered by Arts and Sciences and the Professional Schools (Dartmouth Medical School, Tuck School of Business and Thayer School of Engineering). Enrollment in the Professional Schools is subject to the requirements of each school. Grant-in-aid for Dartmouth courses is available for 100% tuition reimbursement for one course per term in the Arts and Sciences, and for two courses over a five-year period at the professional schools, with a maximum benefit of \$5,250 without special taxation. Receipt of graduate benefits over \$5,250 requires the College to withhold taxes from an employee's regular pay.

If you are interested in receiving more information about these programs, please contact Dave Wheel by Blitz or by phone at 646-3708.

## **Tuition Assistance Program (TAP) Lunch & Learn**

Come to a "lunch and learn" session to discover the details of a little-used benefit available to regular employees! It's the Tuition Assistance Program, and it's available to any employee who has completed one full year of regular employment. The "TAP" benefit includes tuition reimbursement as well as "Grant-In-Aid" and will be further discussed at the session. Come meet with Dave Wheel, HR Consultant and Tuition Assistance Program Manager, and find out how you can take advantage of this great benefit!

**Audience:** All Faculty and Staff

**Date and Time:** Thursday, October 25<sup>th</sup> from 12:00pm-1:00pm  
Wednesday, February 13<sup>th</sup> from 12:00pm-1:00pm

**Location:** 7 Lebanon Street, Suite 203 – Training Room

**Instructor:** David Wheel, HR Consultant

## **CAREER DEVELOPMENT**

**General Information:** Career development programs are designed to build skills that can help advance your career. These workshops are created with specific goals for Dartmouth employees based on career needs at Dartmouth College.

### **How to Advance your Career at Dartmouth College**

This course is designed to assist hourly staff on the use of new and existing tools to advance your career within Dartmouth College. At this session, you will learn:

- Networks for employment opportunities
- How to leverage your existing skills
- Where to learn new skills and pitfalls to avoid

**Audience:** Hourly staff

**Date and time:** Monday, December 3<sup>rd</sup> from 9:00am to 11:00am  
Wednesday, February 27<sup>th</sup> from 9:00am to 11:00am

**Location:** 7 Lebanon Street, Suite 203 – Training Room

**Instructors:** Denise Robbins/Jennifer Cocklin, Employment Recruiters

### **Performance Evaluations - An Employee's Perspective**

The performance evaluation cycle and process is not limited to the supervisor's comments. This is an open session to all regular employees interested in how to effectively participate in your own annual performance evaluation cycle. You will receive suggestions concerning linking personal performance goals to departmental objectives as well as performing your own self-assessment before meeting with your supervisor. Other considerations will include a discussion concerning competencies and performance criteria, and discovering resources for professional improvement, enhancement and advancement.

**Audience:** All Faculty and Staff

**Date and Time:** Thursday, November 15<sup>th</sup> from 3:00pm to 4:00pm  
Wednesday, February 20, 3:00pm to 4:00pm

**Location:** HR Training Room, 7 Lebanon Street, 2<sup>nd</sup> Floor

**Instructor:** David Wheel, HR Consultant

## **PRODUCTIVITY FUNDAMENTALS**

### **The "GO" System: Productivity Essentials**

Find focus and learn to deal with competing priorities, interruptions, and the endless stream of e-mail, voicemail, and paper. Examine the decisions, choices, and habits that may be contributing to that feeling of drowning in paper piles, to-do lists, and e-mails. Find more balance, get in sync, and become more effective. The program is led by Productivity Consultant Cristin Lind. Cristin helps busy professionals enhance their work and enrich their lives by creating the systems, spaces and habits that allow their work to flow. Her clients include all levels of successful professionals at Harvard Medical School, Boston University and Massachusetts General Hospital. Due to the cost to secure the presentation, the employee's department will pay a \$50 deposit which will be returned upon completion of the course. The deposit will be forfeited for cancellations made less than 72 hours. However, replacement of the attendee may be made. Departments may also request (at their cost) a session with co-workers in the same area. Contact Alyssa Alaimo for more information.

**Audience:** All Faculty and Staff

**Date and Time:** Tuesday, November 27<sup>th</sup> from 9:00 am to 12:30pm  
Tuesday, February 19<sup>th</sup> from 9:00 am to 12:30 pm

**Location:** HR Training Room, 7 Lebanon Street, 2<sup>nd</sup> Floor

**Instructor:** Cristin Lind, Productivity Consultant

## **Records Management Workshops**

### **Records Management in an Office Environment**

Do you feel overwhelmed by the quantity and complexity of your office records? Have you often wished you knew where to begin in setting up or refining your record keeping systems?

Let Records Management give you some simple, straight-forward techniques for addressing your paper and electronic record systems. We'll talk about how to analyze your needs, how to organize and categorize material, how to develop and document your procedures, and the psychology of filing.

If you are in charge of your departmental filing, then this session is for you!

**Audience:** All staff

**Date and time:** Thursday, January 10<sup>th</sup> 9:00 - 11:00 am

**Location:** Berry Instructional Center, Room 61, Carson Hall

**Instructor:** Wess Jolley, CRM, Records Manager

### **Using Records Management Services**

Records Management offers a range of free services to campus departments. This course will show you how to reduce the bulk of your paper filing by sending your low use or inactive material to storage, and how to retrieve those files quickly and efficiently.

You will learn about the life cycle of a record, and how to manage the retention and disposition of your recorded information (which protects you and the College from legal liability). We'll also give a live demonstration of the "RMS On-Line" computer system, which allows users across campus to search and request items from their stored record inventory in real-time.

Most importantly, you will learn how to use Records Management as skilled consultants in all of your information management needs, for both paper and digital record keeping systems.

If you want better control of your off-site records, or need help with your systems, then this session is for you!

**Audience:** All staff

**Date and time:** Thursday, January 17<sup>th</sup> 9:00 - 11:00 am

**Location:** Berry Instructional Center, Room 61, Carson Hall

**Instructor:** Wess Jolley, CRM, Records Manager

## **Vital Records Protection and Disaster Recovery**

If your building were to burn down today, could you resume your operations in another location tomorrow morning?

The identification of records which are deemed vital, and therefore deserve extra protection, is critical for every office. This course will discuss how vital records can be identified among your total records inventory, and will detail the procedural options you have for protecting those records (including imaging, microfilming, and other methods of duplication and off site storage).

We will also examine how to put together a disaster preparedness kit, and document the procedures for recovering records that may be damaged by smoke, fire, and water.

This course is a must if you ever lose sleep at night worrying about your records!

**Audience:** All staff

**Date and time:** Thursday, January 24<sup>th</sup> 9:00 - 11:00 am

**Location:** Berry Instructional Center, Room 61, Carson Hall

**Instructor:** Wess Jolley, CRM, Records Manager

## **Introduction to Digital Records**

Even those who are experts at managing records in paper formats are often stumped when it comes to managing their electronic records.

Many of your word processing, spreadsheet, database, web pages, and other documents in electronic forms are official institutional records, and they require as much care in their retention and disposition as their paper counterparts.

This session will explore the special challenges inherent in managing the life cycle of electronic records, including backup strategies, storage media, long-term preservation, file formats, and secure destruction. We'll also touch upon exciting new tools that may help you automate manual record keeping systems for exceptional gains in productivity.

If your department's electronic data seems overwhelming, or if you look at your manual systems and think that there must be a better way, then this session is for you!

**Audience:** All staff

**Date and time:** Thursday, January 31<sup>st</sup> 9:00 - 11:00 am

**Location:** Berry Instructional Center, Room 61, Carson Hall

**Instructor:** Wess Jolley, CRM, Records Manager

## **Digital Document Management**

In this session we will delve deeper into new technologies for managing digital content.

Over 80% of all digital data being managed today is in the form of document based data. As we move into the future of recordkeeping, we will find ourselves forced to manage these objects through their entire life cycle in digital form. "Printing it and filing it" is quickly becoming a thing of the past! In fact, today even paper documents are frequently becoming part of digital record keeping systems through the use of document imaging technology.

This course will look in detail at document management technology and strategies, and provide baseline knowledge for planning the record keeping system of the future. We will look at how digital documents can be routed electronically for processing through workflow technology that eliminates the needs to move paper from office to office. And we'll talk about productivity gains from having your information at your desktop, whenever you need it.

If you want to be on the cutting edge of technology, and to make quantum leaps in your operational efficiency, then digital document management technology (and this course) is right for you!

**Audience:** All staff

**Date and time:** Thursday, February 7<sup>th</sup> 9:00 - 11:00 am

**Location:** Berry Instructional Center, Room 61, Carson Hall

**Instructor:** Wess Jolley, CRM, Records Manager

## Library Workshops

### **Smart Searching: Getting the Most Out of the Web**

We all rely on Google for quick answers...but are we really searching as effectively as we can? This informal demo will cover how search engines work (Google and others): subject directories and specialized directories; some of Google's specialized tools; search strategies and advanced search features; evaluating results; and student research and the Internet.

**Audience:** All Staff

**Date and Time:** Wednesday, October 17<sup>th</sup> from 1:00pm to 2:00pm

**Location:** Berry Instructional Center (61 Carson Hall)

**Instructor:** Laura Graveline, Library

## COMPUTER TRAINING

### **General Information**

The intent of this section is to organize all the on-campus computer training programs offered to Dartmouth employees for the spring term. These programs are a result of the collaboration between Professional Development and Computing Services. A confirmation will be e-mailed to registrants when their registration is completed.

**Please note:** Courses offered at advanced levels on some computer courses are offered during alternating terms.

**Class size is limited to 18 participants so register early.** You will be notified by Blitz if you are placed on a wait list. If you have any questions or concerns, please contact Human Resources by Blitz or call 646-3411.

**IMPORTANT INFORMATION: Some computer classes have a specific registration/confirmation deadline (see dates below). This is in order to ensure adequate class size and provide an opportunity to fill spaces with people on a wait list. This will maximize our ability to provide these important training opportunities to as many people as possible.**

### **Blitzmail, Oracle Calendar and Other Dartmouth Computing Basics**

Learn the basics of Dartmouth's e-mail client and campus-wide calendaring system, and other services offered to the Dartmouth community by Computing Services. This course is intended for those people new to Dartmouth but it is also good for those who want to learn more about computing on the Dartmouth campus.

**Audience:** New Faculty and Staff

**Dates and Times:** Class held on the second Friday of every month from 9:00am to 12:00pm

**Location:** 37 Dewey Field Road, Instructional Center

**Instructors:** Consulting Services Staff, Computing Services

## A Day of PowerPoint

This workshop provides an introduction to the design and creation of a PowerPoint presentation. The following will be covered:

- The basics of the PowerPoint screen and toolbars
- Tools for designing and creating an effective presentation
- Slide creation
- Use graphics and charts in the presentation
- Introduction to transitions and animations

The afternoon section expands on the skills and focuses more on the features of customizing a PowerPoint document and using some of the more advanced features including:

- Customizing slide templates;
- Animating slides and using transitions; and
- Adding sound and video clips.

**Audience:** All Staff

**Date and Time:** Tuesday, November 13<sup>th</sup> from 8:30 am to 4:00 p

Friday, January 25<sup>th</sup> from 8:30 am to 4:00 pm

The class will break for one hour for lunch. Please bring your lunch.

**Registration/Confirmation deadline:** Tuesday, November 6<sup>th</sup> and Friday, January 18<sup>th</sup>

**Location:** Dewey Field Road, Instructional Center

**Instructor:** Jo Steele, Computer Consultant

## Digital Imaging – Optimizing Photographs for PowerPoint and/or the Web

Images can add rich information and visual appeal to most any PowerPoint presentation or web site. They can also result in some very large file sizes which can dramatically slow down a presentation. The focus of this workshop includes:

- Type of images and formats for presentations and the web.
- Optimizing photos
- Using image editors to modify and save images.
- Saving PowerPoint documents for the web
- Using images from digital Camera, scanned slides & photographs

**Audience:** All Staff

**Date and Time:** Friday, November 30<sup>th</sup> from 8:30am to 4:00pm

Monday, January 14<sup>th</sup> from 8:30am to 4:00pm

The class will break for one hour for lunch. Please bring your lunch.

**Registration/Confirmation deadline:** Friday, November 23<sup>rd</sup> and Monday, January 7<sup>th</sup>

**Location:** Dewey Field Road, Instructional Center

**Instructor:** Jo Steele, Computer Consultant

## A Day of Microsoft Excel

This workshop covers the basic construction techniques in building an Excel spreadsheet. It is designed for the beginner and will cover the following:

- Getting around the Excel spreadsheet
- Designing and entering data
- Using formulas and functions for common tasks
- Formatting and printing

The afternoon expands on the techniques of Excel and focuses on refining its use. Topics will include:

- Creation and editing charts;
- Use of multiple worksheets;
- Using cell names and labels; and
- Creating linking formulas with other worksheets or workbooks.

**Audience:** All Staff

**Date and Time:** Tuesday, December 11<sup>th</sup> from 8:30 am to 4:00 pm

Tuesday, February 5<sup>th</sup> from 8:30 am to 4:00 pm

The class will break for one hour for lunch. Please bring your lunch.

**Registration/Confirmation deadline:** Tuesday, December 4<sup>th</sup> and Tuesday January 29<sup>th</sup>

**Location:** Dewey Field Road, Instructional Center

**Instructor:** Jo Steele, Computer Consultant

## A Day of Microsoft Word

This workshop is aimed at the beginner or novice user of Word, but it also provides valuable formatting and management tips for the more seasoned user and is an excellent starting place for more advanced formatting features. Topics will include: A look at the power of Word and its features:

- Document management;
- Formatting and fonts; and
- Fixing existing documents.
- A look at specialized documents.
- Creating and customizing Tables
- Creating and using Forms
- Creating and using templates
- Mail Merge – Form letters and labels
- Creating and saving styles

**Audience:** All Staff

**Date and Time:** Wednesday, November 7<sup>th</sup> from 8:30am to 4:00pm  
Tuesday, January 22<sup>nd</sup> from 8:30am to 4:00pm

The class will break for one hour for lunch. Please bring your lunch.

**Registration/Confirmation deadline:** Wednesday, October 31<sup>st</sup> and Tuesday January 15<sup>th</sup>

**Location:** Dewey Field Road, Instructional Center

**Instructor:** Jo Steele, Computer Consultant

## FileMaker Pro Day I

Designed for all staff that needs to learn or update their skills in using databases. Content will include:

- Planning a database;
- Defining a database by components;
- Creating a database; and
- Working with the data.

The afternoon will focus on the relational aspects of FileMaker design and the classwork will include a small database project.

**Audience:** All Staff

**Date and Time:** Wednesday, November 28<sup>th</sup> from 8:30am to 4:00pm  
Wednesday, March 19<sup>th</sup> from 8:30am to 4:00pm

The class will break for one hour for lunch. Please bring your lunch.

**Registration/Confirmation deadline:** Wednesday, November 21<sup>st</sup> and Wednesday, March 12<sup>th</sup>

**Location:** Dewey Field Road, Instructional Center

**Instructor:** Jo Steele, Computer Consultant

## FileMaker Pro Day II

This workshop builds on the FileMaker skills and expands on the use of relational planning, working with scripts to automate your data using finds, creating reports and/or sending form letters.

This workshop also gives an overview of the major changes in the newest version of FileMaker. Topics to include:

- New features;
- Considerations for database design; and
- Tips for updating existing databases to versions 7 through 8.5.

**Audience:** All staff that have a working knowledge of FileMaker

**Date and Time:** Friday, December 7<sup>th</sup> from 8:30am to 4:00pm  
Wednesday, March 26<sup>th</sup> from 8:30am to 4:00pm

The class will break for one hour for lunch. Please bring your lunch.

**Registration/Confirmation deadline:** Friday, November 30<sup>th</sup> and Wednesday, March 19<sup>th</sup>

**Location:** Dewey Field Road, Instructional Center

**Instructor:** Jo Steele, Computer Consultant

### **Access – Level 1-Day One**

In this course, you will be introduced to the concept of the relational database and the Microsoft Office Access 2003 relational database application and the information management tools. You will learn how to design and create a new Access database. The class will break for one hour for lunch each day. Please bring your lunch.

Lesson 1: Overview of Microsoft Access

Lesson 2: Managing data

Lesson 3: Establishing table relationship

Lesson 4: Querying the database

Lesson 5: Designing forms

Lesson 6: Producing reports

Lesson 7: Planning a database

**Audience:** All Faculty and Staff

**Date and Time:** Thursday, November 15<sup>th</sup> from 9:00am to 4:00pm

Thursday, January 17<sup>th</sup> from 9:00am to 4:00pm

**Registration/confirmation deadline:** November 8<sup>th</sup>, 2007 and January 10<sup>th</sup>, 2008

**Location:** November 15<sup>th</sup>--Carson Berry, Instructional Center; January 17<sup>th</sup>--Dewey Field Instructional Center

**Instructor:** New Horizons Training Representative

### **Day Two**

Lesson 8: Building the structure of a database

Lesson 9: Controlling data entry

Lesson 10: Finding and joining data

Lesson 11: Creating flexible queries

Lesson 12: Improving your forms

Lesson 13: Customizing your reports

Lesson 14: Expanding the Reach of Your Data

**Date and Time:** Friday, November 16<sup>th</sup> from 9:00am to 4:00pm

Friday, January 18<sup>th</sup> from 9:00am to 4:00pm

**Location:** Carson Berry, Instructional Center

### **Microsoft Office Project Professional 2003- Level 1**

This course is designed for individuals who use Microsoft Office Project Professional 2003. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources and resource assignments. The class will break for one hour for lunch. Please bring your lunch.

Lesson 1: Creating a project plan file

Lesson 2: Creating a work breakdown structure

Lesson 3: Creating and assigning resources

Lesson 4: Finalizing the project plan

**Audience:** All Faculty and Staff

**Date and Time:** Monday, December 10<sup>th</sup> from 9:00am to 4:00pm

Friday, February 1<sup>st</sup> from 9:00am to 4:00pm

**Registration/Confirmation deadline:** Monday, December 3<sup>rd</sup> and Friday, January 25<sup>th</sup>

**Location:** 37 Dewey Field Road, Instructional Center

**Instructor:** New Horizons Training Representative

## **InDesign CS3 – Level 2**

In this course, students use the advanced features in InDesign to create documents that are attractive and have the highest degree of perfection.

Lesson 1: Administering advanced styles

Lesson 2: Controlling text

Lesson 3: Handling page elements and graphics

Lesson 4: Developing Bezier paths

Lesson 5: Managing long documents

Lesson 6: Importing and exporting files

Lesson 7: Adjusting print settings

Lesson 8: Working with XML

**Audience:** All Faculty and Staff

**Date and Time:** Wednesday, December 5<sup>th</sup> from 9:00am to 4:00pm

Friday, January 8<sup>th</sup> from 9:00am to 4:00pm

**Registration/Confirmation deadline:** Wednesday, November 28<sup>th</sup> and Friday, January 1<sup>st</sup>

**Location:** 37 Dewey Field Road, Instructional Center

**Instructor:** New Horizons Training Representative

## **Photoshop CS3 – Level 1 (Day One)**

In this course, students work with some of the tools and features to edit images using Photoshop CS2.

Lesson 1: Exploring Photoshop environment

Lesson 2: Sizing images

Lesson 3: Selecting Image Areas

Lesson 4: Creating Image Composites

### **(Day Two)**

Lesson 5: Blending composite images

Lesson 6: Exploring image modes

Lesson 7: Applying colors

Lesson 8: Enhancing images with text and special effects

Lesson 9: Adjusting images

Lesson 10: Saving completed images

**Audience:** All Faculty and Staff

**Dates and Time:** Monday, November 19<sup>th</sup> and Tuesday, November 20<sup>th</sup> from 9:00 am to 5:00 pm

Wednesday, February 20<sup>th</sup> and Thursday, February 21<sup>st</sup> from 9:00 am to 5:00 pm

The class will break for one hour for lunch. Please bring your lunch.

**Registration/Confirmation deadline:** Monday, November 12<sup>th</sup> and Wednesday, February 13<sup>th</sup>

**Location:** Carson Berry, Instructional Center and 37 Dewey Field Road, Instructional Center respectively

**Instructor:** New Horizons Training Representative

## **Online Computer Training**

As of Thursday, September 6<sup>th</sup>, new courses are available to members of the Dartmouth community through ElementK. These include courses on Office 2007, Windows Vista, Abode's Creative Suite 3, Security Awareness, Crystal Reports, and more. There are 100 titles available. See

<https://www.dartmouth.edu/comp/support/courses/cbt/index.html> for more information.

## **DIVERSITY & EQUITY**

### **General Information**

Each term, the Office of Institutional Diversity & Equity offers a variety of training opportunities and programs designed to help participants better understand and effectively respond to the many ways that differences of all kinds operate in and shape our work and learning environments on campus. This work ranges from equal opportunity/affirmative action related training sessions to programs focused more broadly on respect, communication and workplace dynamics. Below is a list of our Fall professional development opportunities – visit our complete listing of Winter term programs at

[www.dartmouth.edu/~ide/events](http://www.dartmouth.edu/~ide/events).

**Registration:** Contact the Office of Institutional Diversity and Equity by Blitzmail at “IDE” to enroll in any seminar or call 646-9196. A confirmation will be e-mailed to registrants when their registration is completed.

## Fall 2007 IDE Professional Development Offerings

### Disability & Employment

This 2-hour workshop provides participants with a foundation for understanding employment issues related to disability and accommodation. It includes a thorough presentation of relevant laws, definitions, and accommodation guidelines, as well as case study exercises.

**Audience:** All Faculty and Staff - Recommended for Managers

**Instructors:** Giavanna Munafo and Brenda Taite, Assoc. Directors, Office of Institutional Diversity & Equity

**Date & Time:** Thursday, October 11th, 9:00am - 11:00am

**Location:** TBA

### Diversity 101

Participants in this 4-hour workshop engage in a series of interactive exercises that explore identity, culture, and difference. Diversity 101 replaces the Campus of Difference workshops at Dartmouth since 1995, and it covers the same ground: what diversity is, why it matters, and how we might create inclusive work and learning environments on our campus.

**Audience:** All Faculty and Staff

**Instructor:** Giavanna Munafo, Assoc. Director, Office of Institutional Diversity & Equity

**Dates & Time:** Tuesday, October 16th, 12:30pm - 4:30 pm

**Location:** TBA

### Beyond 101: Diversity Next Steps

Recommended for those who have participated in Diversity 101, Campus of Difference or similar programs, this 4-hour workshop builds on basic diversity-related concepts, terms, and skills through an extended exploration of the roots and consequences of bias in working and learning environments. Participants engage in a series of interactive exercises using excerpts from Malcolm Gladwell's book entitled Blink; a short award-winning video called "Girls Like Me" (made by 17-year old Kiri Davis); and a case study about the ways assumptions can impact both our own decision-making and others' lives. In closing, we explore approaches to applying the concepts on campus.

**Audience:** All Faculty and Staff

**Instructor:** Giavanna Munafo, Assoc. Director, Office of Institutional Diversity & Equity

**Dates & Time:** Tuesday, October 30th, 8:30am - 12:30pm

**Location:** TBA

### Managers Series

This three-part series focuses on creating an inclusive workplace, responding effectively to equity-related concerns, and supporting professional development in these areas. Topics covered include diversity and affirmative action; sexual harassment (policies, resources, response strategies); disability and employment; and hiring.

**Audience:** Staff/Faculty with Supervisory Responsibilities

**Instructors:** Giavanna Munafo, Brenda Taite, and Susan Rosales-Nelson, Assoc. Directors, Office of Institutional Diversity & Equity

**Dates & Time:** November 1st, 8th & 15th, 8:30am - 12:30pm

**Location:** TBA

### Understanding Sexual Harassment

Find out how this critical issue affects your daily work environment and learn to recognize and address sexual harassment in the workplace. Workshop covers definitions, laws, policies and key issues and includes an interactive exploration of a compelling video scenario.

**Audience:** All Faculty and Staff

**Instructor:** Giavanna Munafo, Assoc. Director, Office of Institutional Diversity & Equity

**Dates & Time:** Tuesday, November 13th, 9:00am - 11:00am

**Location:** Institutional Diversity & Equity Conference room

## **PERSONAL FINANCE**

### **General Information**

The Office of Human Resources sponsors a variety of financial planning opportunities that provide information about planning and investing for retirement.

**Registration:** Contact Human Resources by Blitzmail to enroll in any seminar. A confirmation will be e-mailed to registrants when their registration is completed. You will be notified by Blitz if you are placed on a wait list. If you have any questions or concerns, please contact the Professional Development at 646-3411.

### **Investing for Your Future**

This workshop focuses on successful investment strategies that you can use in your portfolio from the Dartmouth Investment Office. The instructor will share his insights for using the same institutional investment techniques used in the \$3.5billion endowment portfolio for your individual investment portfolios.

- The importance of establishing an Asset Allocation Plan for your 403 (b) Defined Contribution Plan
- Determining your risk tolerance profile and choosing the investments that will prepare you for a successful and secure financial future
- Getting Started and Online Tools for investing
- Why is it important to maximize your annual contribution to the 403 (b) Plan

**Audience:** All Faculty and Staff

**Date & Time:** Thursday, October 18<sup>th</sup> 9:00am to 11:00am

Thursday, January 24<sup>th</sup> 9:00am to 11:00am

**Location:** HR Training Room, 7 Lebenon St. 2<sup>nd</sup> floor

**Instructor:** David Russ, Chief Investment Officer Dartmouth College

### **Saving for Retirement – How Much is Enough?**

Have you ever wondered if you will have enough at retirement?

This session will help you determine:

- If you need to save more
- If you can afford to retire early
- If you will need to work part time after retirement
- If your money will last as long as you do

**Audience:** All Faculty, Staff, and Retirees

**Date & Time:** Tuesday, October 23, 2007 12:00 noon - 1:00 Please RSVP

**Location:** Collis 212

**Instructor:** Eric Wadsworth, Ph.D., CFP, CPA

### **Individual Counseling Sessions**

Representatives from Calvert, Fidelity, and TIAA-CREF are available for personal on-campus consultations.

**Calvert representative, Roya Nassiri, is available on the following dates:**

Tuesday, October 23, 2007

Wednesday, October 24, 2007

Thursday, February 21, 2008

Please schedule an appointment with the Calvert representative at

[www.calvert.com/saveatworkmeetcalvert.html](http://www.calvert.com/saveatworkmeetcalvert.html) or call (800) 327-2109 ext 6.

Sessions are limited so appointments are recommended.

**Fidelity Investments representative, Chris Greeley, is available on the following dates:**

Tuesday, October 2, 2007

Wednesday, January 30, 2008

Wednesday, October 3, 2007

Tuesday, February 5, 2008

Thursday, October 4, 2007

Wednesday, February 6, 2008

Tuesday, November 6, 2007

Monday, March 10, 2008

Wednesday, November 7, 2007

Tuesday, March 11, 2008

Tuesday, December 4, 2007

Wednesday, December 5, 2007

Please schedule an appointment with the Fidelity representative at [www.fidelity.com/atwork/reservations](http://www.fidelity.com/atwork/reservations) or call (800) 642-7131. Sessions are limited so appointments are recommended.

**TIAA-CREF representative, Chuck Doolittle, is available on the following dates:**

Tuesday, October 16, 2007

Tuesday, January 22, 2008

Wednesday, October 17, 2007

Wednesday, January 23, 2008

Monday, November 19, 2007

Tuesday, February 19, 2008

Tuesday, November 20, 2007

Wednesday, February 20, 2008

Tuesday, December 18, 2007

Tuesday, March 18, 2008

Wednesday, December 19, 2007

Wednesday, March 19, 2008

Please schedule an appointment with the TIAA-CREF representative at [www.tiaa-cref.org/moc](http://www.tiaa-cref.org/moc) or call (603) 653-5142. Sessions are limited so appointments are recommended.

## Onsite Vendor Retirement Offerings

### Fidelity

#### **Building Your Financial Future**

Financial planning is, first and foremost, a way to build a sound financial future. It's not a way to get rich quick. Rather, it's a disciplined way of helping you achieve control and work toward your goals. It encompasses creating a budget, debt management, establishing an emergency fund, addressing insurance issues - in addition to saving for retirement and other long-term goals.

This workshop will discuss how you can plan, save, and invest for your financial goals by:

- Developing a simple framework to help you get on the right path to overall financial health, and begin laying the groundwork for a sound plan.
- Taking advantage of investments to attain long-term goals, like saving for retirement and a child's college education.
- Applying time-tested investment strategies to help build and maintain a portfolio to accommodate your financial situation, risk tolerance, and time horizon.
- Providing resources, products, and services available to help build your financial plan.

**Audience:** All Faculty, Staff, and Retirees

**Date & Time:** Tuesday, November 6, 2007 3:30 – 4:30 Please RSVP

**Location:** HR Training Room, 7 Lebanon St, 2nd floor

**Instructor:** Chris Greeley, Fidelity Retirement Counselor

#### **Looking Ahead to Retirement**

- Do you know whether you will have enough money to retire?
- Do you know what your living expenses will be?
- Do you know what other sources of income may be available to you?
- Do you know what to do to fill the gaps between what you will have and what you will need?

If you are 5 to 10 years from retiring and answered "no" to any of these questions, the Looking Ahead to Retirement workshop is a must for you!

The Fidelity Retirement Counselor will guide you through written exercises designed to help you evaluate your desired retirement lifestyle and determine how much money you'll need. This session will also provide general information about Medicare and Social Security benefits, two important components of retirement planning.

**Audience:** All Faculty, Staff, and Retirees

**Date & Time:** Tuesday, February 5, 2008 3:30 – 4:30 Please RSVP

**Location:** HR Training Room, 7 Lebanon St, 2nd floor

**Instructor:** Chris Greeley, Fidelity Retirement Counselor

### TIAA-CREF

#### **Save for Tomorrow, Live for Today**

The sooner you start planning and saving for retirement the better off you'll be in the long run. That's why the best time to start planning is today. With our busy lives, we often put off planning for our future. This presentation looks at the following questions.

- How do I balance saving for retirement and living for today?
- How should I invest the money?
- Why should I put money into the Dartmouth Supplemental Retirement Account (SRA)?
- Am I contributing enough?
- Can someone sit down with me one on one even if I haven't decided what to do yet?

Remember to pay yourself first. The major advantage of your retirement plan is that your contributions occur regularly in the form of payroll deductions. The impact of compounding interest can also have a major impact on your retirement assets.

**Audience:** All Faculty, Staff, and Retirees

**Date & Time:** Tuesday, October 16, 2007 3:30 - 4:30 Please RSVP

**Location:** Human Resources Training Room -7 Lebanon Street, 2nd floor

**Instructor:** Chuck Doolittle, Individual Client Services Consultant

## **Developing an Investment Strategy**

Making effective investment decisions might seem like a daunting task. This workshop reviews the investment basics and some simple steps you can take to help make your investment choices.

Topics include:

- Understanding the fundamental steps of investing
- Saving strategies to help you build your financial future
- Examining your current financial situation
- Building a portfolio tailored to your specific needs and objectives
- How personal needs or changing market conditions impact your investment decisions
- What does rebalancing or reallocating a portfolio really mean?

**Audience:** All Faculty, Staff, and Retirees

**Date & Time:** Tuesday, January 22, 2008 3:30 - 4:30 Please RSVP

**Location:** Human Resources Training Room -7 Lebanon Street, 2nd floor

**Instructor:** Chuck Doolittle, Individual Client Services Consultant

## **Your Retirement: A Personal Journey, A New Beginning**

Now is the time to look at your retirement plan and determine how and when you will pay yourself during retirement years. This new presentation combines elements from Planning Ahead for Retirement, Getting Ready for Retirement and Your Retirement Income Options, including:

- What's your vision of retirement?
- Four sources of retirement income
- Five hazards to retirement planning
- A Retirement Goal Evaluator calculator
- Distribution options
- Unique Situations - case studies

**Audience:** All Faculty, Staff, and Retirees

**Date and Time:** Tuesday, March 18, 2008 3:30 - 4:30 Please RSVP

**Location:** HR Training Room, 7 Lebanon St, 2nd floor

**Instructor:** Chuck Doolittle, Individual Client Services Consultant

## **Calvert**

### **Intro to Investing**

It's never too late or too early to start saving for your future. If you've ever wanted to contribute to your retirement, but didn't know how, or where to start in the sea of available information; Here's your chance! In this session you will receive a very general overview of investing, with basic information for those just starting out. You'll receive basic information including:

- What is investing?
- How do you invest?
- How do mutual funds work?

**Audience:** All Faculty, Staff, and Retirees

**Date & Time:** Tuesday, October 23, 2007 3:30 - 4:30 Please RSVP

**Location:** HR Training Room, 7 Lebanon St, 2nd floor

**Instructor:** Roya Nassiri, Calvert Institutional Consultant

### **Asset Allocation**

What Is Asset Allocation? Do you have all my eggs in one basket?

Learn how Asset Allocation can help you diversify your portfolio. Asset allocation is one of the investment strategies that investors and advisors should consider carefully - and update based on changing goals and market conditions. Your asset allocation strategy is as unique as you are.

This workshop will discuss:

- Investment goals - What you are trying to achieve?
- Timeline - How soon you want to achieve it?
- Risk Tolerance - The amount of risk you can tolerate along the way.

**Audience:** All Faculty, Staff, and Retirees

**Date and Time:** Thursday, February 21, 2008 11:00 - 12:00 Please RSVP

**Place:** HR Training Room, 7 Lebanon St, 2nd floor

**Instructor:** Roya Nassiri, Calvert Institutional Consultant

## FINANCIAL SYSTEMS

### **OASIS**

To access current learning materials and upcoming course information for the Financial Systems go to [www.dartmouth.edu/~oasis/learning](http://www.dartmouth.edu/~oasis/learning). From conceptual background information to instructions for performing a specific job task, the program is designed to support the learning needs of the broader Dartmouth community. OASIS will introduce a new chart of accounts, a new general ledger, a new grant accounting system and new reporting tools. These changes will have wide-reaching consequences affecting people in every department, from those who monitor spending and revenue to others who simply use an account number to charge an expense.

The goals of the OASIS project include:

- Increasing the quality and availability of financial data;
- Strengthening business processes and practices to enhance efficiency; and
- Developing a data warehouse to expand the analytic and reporting capacity of financial data.

## MANAGEMENT

### **Management Essentials at Dartmouth**

This news program is designed for supervisors and first-time managers on the essentials of management. This offering will be delivered through a combination of self-paced on-line courses and classroom experiences that will incorporate case study reviews and panel discussions.

Program topics will cover the basics of supervision and management, including but not limited to: staff recruitment, performance evaluation, professional development, handling performance issues, conducting effective meetings, workplace violence, safety, dealing with difficult people, managing change.

Specific dates, times and enrollment instructions will be announced later this fall.

### **Behavioral Interviewing**

Effective interviews have a clear purpose - to select the best candidate - but too many interviews concentrate on technical performance without giving enough attention to other important factors. An effective worker will not only be technically competent to do the job, he or she will also be motivated and enthusiastic to perform and will also be a good team member. The questions asked of candidates during an employment interview should be focused on getting information to satisfy three themes - Competency: Can they do the job? Motivation: Will they do the job? and, Appropriateness: Will they fit in? The questioning strategy that satisfies all three themes is called behavioral interviewing, and it is related to research findings that you can predict future performance based on past behavior.

This course will provide hiring managers with the basic concept of behavioral interviewing and the process for preparing for, structuring and conducting a behavioral interview, regardless of the position for which you are recruiting. On-line materials will be available for pre study, to be followed by a classroom session.

The dates and times for the classroom experience to be announced later this fall.

### **Oops! I became a supervisor!?**

Join our Chief Human Resources Officer, Traci Nordberg, for a "quick hits" discussion of the most common areas of confusion for supervisors, along with the must-know policy and compliance information. If you've been given supervisory responsibility based on your strong technical skills and don't know the first thing about how to deal with employment laws or managing people, this course will give you the basic information and prepare you to spot issues before they get unmanageable. A great prep course for our Management Essentials program.

Topics will include things like overtime, disciplinary action, legal duties of a supervisor and more.

**Audience:** Current supervisors, especially those new to supervision or existing supervisors who need to refresh on the basics

**Date & Time:** Thursday, November 8th from 1:30pm to 3pm

**Location:** HR Training Room, 7 Lebanon St, 2nd floor

**Instructor:** Traci K. Nordberg, Chief Human Resources Officer, Dartmouth College

## Conducting Performance Evaluations - A Supervisor's Perspective

The performance evaluation cycle and process is intended to be a continuous, two-way process conducted throughout the year. This is an open session to any supervisor or manager interested in how to effectively conduct an annual performance evaluation program for the employees you supervise.

You will receive suggestions concerning preparing for feedback sessions, properly conducting the "annual" performance evaluation meeting, and how to establish a dialogue with your employees, not just once a year but throughout the year. We will also discuss linking an employee's personal performance goals to departmental objectives. Other considerations will include a discussion concerning competencies and performance criteria, discovering resources for professional improvement, enhancement and advancement, and ways that you can be a resource to the success of your employees.

**Audience:** Managers

**Date and Time:** Wednesday, October 31<sup>st</sup> from 1:00pm to 2:00pm

Thursday, February 14<sup>th</sup> from 1:00pm to 2:00pm

**Location:** HR Training Room, 7 Lebanon Street, 2<sup>nd</sup> Floor

**Instructor:** David Wheel, HR Consultant

## Accessing HR information On-line (new users)

Description: Learn about the HR online reporting tool, Oracle Discoverer. We'll review the HR queries that are available, the data in those queries, and how that data is defined. We'll introduce you to the Discoverer tool, specifically guiding users through the processes of creating connections, running queries and extracting data. Access to 'real' data will be limited to those that complete the necessary access and approval forms in advance of the class. The approval form is available at <http://www.dartmouth.edu/~hrs/forms/index.html>.

**Audience:** New HR users

**Date and Time:** Friday, October 26, 1:30 - 3 pm

(choose one) Wednesday, October 31, 1:30 - 3 pm

Wednesday, November 14, 1:30 - 3 pm

Wednesday, January 30, 1:30 - 3:00 pm

Thursday, February 21, 1:30 - 3:00 pm----\*Berry Instructional Center (61 Carson Hall)

Tuesday, March 25, 1:30 - 3:00 pm

**Location:** IC37, Dewey Field Road, except where noted\*

**Instructor:** Linda Langley, HRIS Coordinator

## Team Building for Departments

Team building sessions, facilitated by Outdoor Programs, are designed to focus on team dynamics through communication, decision making and problem solving as a group. Sessions can include raft/hike orienteering, ropes courses (team initiatives), COMSAT (tower building) and rock rescue. Class location and size can vary depending on the needs of the group and can take place on or off campus. All activities are facilitated by Brian Kunz from outdoor programs and all required equipment is provided by outdoor programs. Managers interested in more information should contact Brian directly at 646-3512

**Instructor:** Brian Kunz, Assistant Director of Outdoor Programs

## Working with the Dartmouth Online Review and Recruit (DORR) system

This workshop will introduce hiring managers to Dartmouth College's Online Recruitment and Review (DORR) system. This system provides an effective management tool to support your hiring process. The Human Resources Department has implemented this system automating many of the paper-driven aspects of the recruiting and application process. The workshop is designed to assist new users with the understanding and use of this system. At this session, you will be shown:

- How to create and submit requisitions to Human Resources;
- How to manage your applicants that have applied to your posting;
- How to handle salary setting;
- Search for current and filled positions; and
- How to use the system to communicate with Human Resources about your decisions regarding the status of applicants and filling the positions.

**Audience:** This class is only open to individuals responsible for the recruitment or review of positions in their organization.

**Date and Time:** Tuesday, October 16<sup>th</sup> from 8:30am to 12:00pm

Thursday, February 7<sup>th</sup> from 8:30am to 12:00pm

**Location:** 37 Dewey Field Road, Instructional Center

**Instructor:** Jennifer Cocklin, Employment Recruiter

## **How to Unravel the Mysteries of Recruiting: Go Beyond the Ad and Take the Next Steps**

This course is designed to cover all facets of a successful recruitment. At this session, we will discuss:

- How to assess your position and departmental needs
- How to making a successful offer and everything that goes in between
- How to plan a interview day for an incoming candidate
- Learn new approaches or refine your skills to make the best hire for your department

**Audience:** Hiring Managers

**Date and time:** Tuesday, November 13<sup>th</sup> from 9:00am to 11:00am

Tuesday, February 5<sup>th</sup> from 9:00am to 11:00am

**Class Location:** 7 Lebanon Street, Suite 203 – Training Room

**Instructors:** Denise Robbins/Jennifer Cocklin, Employment Recruiters

## **WORK/LIFE BALANCE PROGRAMS**

**General Information:** As life at home and on the job becomes more complex, the need to achieve an effective balance between work, life, and play is an increasing area of concern for faculty and staff. The workshops presented in this section provide insight and tools for understanding, envisioning, and constructing a more thoughtful balance.

### **Anger Management Tools**

This Workshop offers an opportunity to understand anger and the progression to conflict. Participants will gain an increased self awareness of emotional and physical states when they become irritated, angry, and or enraged. In addition to learning specific tools to diffuse anger, participants will also be introduced to a number of focused relaxation techniques. Finally, participants will learn specific strategies to moderate thoughts and behaviors that lead to conflict, as well as interventions designed to effectively diffuse anger in others.

**Audience:** All Faculty and Staff

**Date and Time:** Wednesday, January 23<sup>rd</sup> from 9:00am-to 12:00pm

**Location:** HR Training Room, 7 Lebanon Street, 2<sup>nd</sup> Floor

**Instructors:** James D. Platt MA, CEAP, LCMHC, LADC

### **The Road to Parenthood**

Are you expecting or planning to start a family?

Becoming a new parent is challenging enough. Join this workshop to learn more about what you need to know about starting a family in the Upper Valley. Information will be provided about local childcare options, community resources and the Dartmouth parental leave process. Hear from other parents regarding their experiences and the suggestions that have helped them navigate the challenges of the first few years. In addition, an HR Consultant will be available to help you to understand your benefits, the Family and Medical Leave Act, and short-term disability leave, and will guide you through the administrative side of the leave process. Bring your lunch, bring your questions, and connect with other soon-to-be parents!

**Audience:** All Faculty and Staff

**Date and Time:** Wednesday, March 12<sup>th</sup> from 12:10pm-to 1:00pm

**Location:** HR Training Room, 7 Lebanon Street, 2<sup>nd</sup> Floor

**Instructors:** Kelly Cusick, Human Resources Consultant; Mary Ann Hankel, Hood Museum of Art

### **The Cost OF Domestic Violence: Its Impact on Individuals, the Workplace and What We Can All Do to Help**

Despite widespread stereotypes, domestic violence crosses all cultural, ethnic, racial and socio-economic lines. When someone is victimized, it affects their health, safety and work life as well as the community in which they live and work. In a survey by the National Safe Workplace Institute of 248 corporate security and safety directors from 27 states, 94% rated domestic violence as a "high" security problem. More than 90% were aware of at least 3 cases of men stalking women. This morning workshop will provide an overview of the prevalence, dynamics and impact of domestic abuse and how effective responses can be implemented by co-workers and supervisors.

**Audience:** All Faculty and Staff

**Date and Time:** Friday, January 25<sup>th</sup> from 9:0am-to 12:00pm

**Location:** HR Training Room, 7 Lebanon Street, 2<sup>nd</sup> Floor

**Instructors:** Abby Tassel, WISE Assistant Director

## **Health Awareness Program (HAP)**

Fall Greetings!

Cooler days...clear, crisp nights...busy fall term schedules...thinking about upcoming holidays...

Be sure to schedule time for our HAP Fall 2007 programs!

Look inside...Pre-registration is open, and spaces go fast! Drop us a line at [HAP.Registration@Dartmouth.edu](mailto:HAP.Registration@Dartmouth.edu). The best way to find out what's "HAP"-pening is to monitor the Health Awareness Program blitz—you'll automatically receive HAP news and updates. Visit our website [www.Dartmouth.edu/~healthawareness/](http://www.Dartmouth.edu/~healthawareness/) or call us at 653-1527

We'd love to see you at one of our HAP events:

- Our now-famous Lunch Lectures on a wide variety of topics
- HealthCheck: a quick, informal assessment of blood pressure, blood glucose, and/or general health information
- Campus tours, explorations, and walking challenges (and prizes!)
- User-friendly nutrition and health tips

### **HealthCheck**

A registered nurse will check your blood pressure and/or your blood sugar\*, and answer your health questions in these quick, informal screenings. Stop by; no pre-registration required. Everyone welcome! Just takes a few minutes!

- Tuesday, October 30, 2:00 – 3:30 pm • Dartmouth College Child Care
- Tuesday, November 20, 10:00 - 11:30 am • Thayer Hall
- Tuesday, December 11, 10:00 – 11:30 am • Collis, Lone Pine Tavern

\*For best blood sugar test results, do not eat or drink 4 hours prior to your test.

### **Walktober Walking Challenge**

30 days! October 1 – October 30, 2007

1. Set a walking goal you'd like to reach within 30 days (for example, total miles, frequency, etc.) Register at [HAP.Registration@Dartmouth.edu](mailto:HAP.Registration@Dartmouth.edu).
2. Keep track of your progress.
3. Send us your walking log by November 2, 2007; your name will be entered in a drawing to win a great prize!

### **Lunch Lectures**

Pre-register at [Hap.Registration@Dartmouth.edu](mailto:Hap.Registration@Dartmouth.edu)

All lunch lectures 12:10 – 1:00pm.

### **Localvore Potluck**

October 8 • Thayer Tindle Lounge

Celebrate the bounty of harvest time in the Upper Valley, and bring a dish to share made from local ingredients along with the recipe. We'll enjoy lunch and swap ideas for finding, preparing, and enjoying local foods. Bring suggestions for keeping the harvest, too.

### **Better Eating for Life—Step by Step**

October 9, 16; November 13, 20; December 11, 18. (6 week series) • Collis 212

Mary Saucier Choate, M.S., R.D., L.D., Paula R. Gray, Health Awareness Program

Join Mary and Paula to learn nutrition strategies for your best nutritional health ever! Each participant will receive Mary's popular step-by-small-step guide, "Better Eating for Life", and enjoy healthful food samples at each class.

### **Baker Tower Foliage Tour**

October 10 • Baker Library

Take a walking tour of Baker-Berry and discover its many resources along the way. Learn how to borrow popular movies from the library, when and where to see Dartmouth groups perform there, or how to access newspapers from around the world—online. Then, climb the stairs to view the beautiful fall foliage from one of the best vantage points on campus!

## **Amazing Olive Oil**

October 15 • 21 Lafayette, Centerra Office Park, Founders Conference Room

Paula R. Gray, Coordinator, Health Awareness Program

Rich in history as well as flavor, olives and olive oil are among the oldest foods known to man. Learn a little history, find out how olive oil is made, and sample and compare several EVOOs.\* Try some olives, and taste a few dishes which showcase the fabulous flavor of olives and their lustrous oil. (\*Extra Virgin Olive Oils.)

## **American Art at Dartmouth: Highlights from the Hood Museum of Art**

October 17 • Hood Museum

Take a lunch break at the Hood Museum! American art has long been a mainstay of Dartmouth College's collections, beginning with a gift in 1773 of a Boston-made silver bowl from Royal Governor John Wentworth to Dartmouth's founder, Eleazar Wheelock. Today's tour will include works by Paul Revere, John Singleton Copley, Winslow Homer, Frederic Remington, Augusta Savage, Paul Sample, Maxfield Parrish, Georgia O'Keeffe, and more. Led by a museum docent.

## **Overcoming Emotional Eating**

October 24 • Haldeman 125

Heather Wolfe, RD, LD

Do you eat when you are depressed, lonely, bored, or stressed? Emotional eating can result in weight gain and weight-related health conditions. Come and learn strategies you can use to overcome emotional eating... including one that involves eating chocolate!

## **We Want Your Blood!**

October 29 • Collis 218

Michelle Loveys Dozier, Marketing Specialist, Blood Donor Program DHMC

Have you ever wondered about donating blood...Am I allowed? What will it feel like? How long does it take? Where does it go? Learn the answers to these questions about volunteer blood donation and more! Michelle will discuss the importance and need for volunteer blood donations locally.

## **Age-Related Macular Degeneration: What's New?**

November 7 • Collis 101

Rosalind Stevens, MD, Associate Professor of Surgery (Ophthalmology)

Dartmouth Medical School

The human eye is ingeniously and exquisitely designed. But as our eyes age, problems can arise – including macular degeneration, the leading cause of new blindness in the United States among people over 60. Laser therapy has been the mainstay of treatment for decades, but as Dr. Stevens' colorful slides will show, new biochemical ocular injections now promise improvement in visual recovery.

## **Oh, My Aching Back! Part 2: Living with Back Pain**

November 12 • Collis 101

Rowland G. Hazard, MD, Spine Center, DHMC

Join us for part two of three in our Back Health series. Those who have been experiencing back pain may ask, "What are some strategies I can use to live with it?" Dr. Hazard will discuss the ups and downs of current medical approaches to back pain, and some productive ways of dealing with pain and related physical limitations.

## **A Winter's Tale: Wintry Treasures in Rauner Special Collections Library**

December 10 • Rauner Library

Eric Esau, Administrative and Reference Specialist

Please join Eric Esau in Rauner Special Collections Library (Webster Hall) for a guided viewing of selected treasures. With winter just around the corner, this presentation will delight you with some of Dartmouth's rare books, manuscripts, and archival holdings with a wintry theme- perhaps including a glimpse of the tiara of the "Queen of the Snows."

## **Weight Watchers at Work**

Tuesdays, 12:00 – 1:00 pm

Church of Christ at Dartmouth College

\$120.00 10 weeks

October 2 – Registration/payment due/info only

October 11 – First meeting (week 1)

December 11 – Final meeting (week 10)

## **DIRECTIONS**

**Interactive campus map (requires Java)**

<http://www.dartmouth.edu/~rc/campusmap/>

### **Office of Human Resources, 7 Lebanon Street, Suite 203**

120 North to Lebanon Street (bear left at the Mobil station; Ledyard Bank will be directly in front of you at the light). Travel about 1/2 mile. 7 Lebanon Street is just beyond Talbot's store on the left.

Parking is available in the Parking Garage for a fee. Look for the Parking Garage sign just before Talbots. Free parking is available in the Thompson Lot, with a purple permit obtained from Parking Operations, and a shuttle will bring you to the front of 7 Lebanon Street. The shuttle runs about every 10 minutes.

### **Instructional Center, 37 Dewey Field Road**

The Instructional Center 37 is located on the lower level of the 37 Dewey Field Road building. This building is located between Building 50 (level 1) and 11 Rope Ferry Road - just north of the upper level of the Maynard Parking lot. The main entrance to 37 Dewey Field Road is from the Maynard Parking Lot. Once you enter the building, go down the stairs. At the bottom of the stairs will be a hallway. Immediately across from where you exit the stairwell is the door into the Instructional Center. Check in at the parking office at 37 Dewey Field Road to register your car for the workshop.