

Professional Development Opportunities

January through May 2019

LEADERSHIP SKILLS (FACE-TO-FACE) SESSIONS

Title and Presenter	Description	Delivery Dates and Location	Audience
Crash Course Crucial Conversations Presented by Yengyee Lor, Leadership and Team Coach of Faithful Consulting LLC	When the stakes are high, opinions vary, and emotions run strong, it's time to have a Crucial Conversation. Crucial conversations are frequently spontaneous and can catch you off guard if you are not ready and able to handle them. In this session, you will learn how to handle and have crucial conversations so that emotions do not take over; opinions can be heard, do what is best for the organization, and help relationships stay intact.	Friday, February 1 8:00a-12:00p IVC rooms: A228, T124, M122, P134, S108	All employees
NEW 7 Habits of Innovative Thinkers Presented by Dr. Brenda Frazier, NTC Business and Industry Instructor	This course will review and use the 7 habits of innovative thinkers, discover ways to keep your ego in check, learn to become more curious and to overcome aggressive overconfidence, misconceptions about success and developing a personal mission statement.	Thursday, March 7 8:30-11:30a IVC rooms: A228, T107, M116, P133, S108	All employees
NEW Time Management Fundamentals Presented by Jullie Purkapile, NTC Staff Training Coordinator	Acquire practical strategies for increasing productivity in three main areas: developing habits to be more organized and reducing clutter in your workspace; staying mentally on task and eliminate the to-dos you have floating in your head; and developing a time budget to get the most done during your workday and focus on your most valuable activities	Thursday, February 28 1:00-2:30p IVC rooms: CBI127, T122, M122, P137, S113 Monday, March 11 11:00a-12:30p IVC rooms: A228, T107, M115, P134, S108	All employees
NEW Time Management Fundamentals with Microsoft Office Presented by Jullie Purkapile, NTC Staff Training Coordinator	Learn how to prep your Office tools for maximum productivity, stepping through how to adjust user settings in Outlook, OneNote, and OneDrive. Next, we'll walk through the application-specific steps for implementing a popular approach to time management: processing email more efficiently in Outlook; leveraging the capabilities of OneNote to boost personal productivity; and creating a time budget in the Outlook calendar that's suited to your personal work style and goals.	Thursday, March 28 1:00-1:30p IVC rooms: CBI127, T122, M122, P137, S113 Monday, April 8 11:00-11:30a IVC rooms: A228, T107, M115, P134, S101	All employees
Safe Space Training Presented by Shawn Sullivan, NTC Director of Student Development, Shannon Livingston, NTC Dean of Student Success, Jeff McDonald, NTC Social Science Faculty	This training is focused on developing, enhancing, and maintaining an educational environment that is culturally competent and supportive to LGBTQ (lesbian, gay, bisexual, transgender and queer/questioning) individuals, as well as straight people who care about diversity, equality, and inclusion. This program will allow staff to express their willingness to be an ally to all students and allow them to be successful in pursuing their academic goals.	Tuesday, March 26 11:00a-1:00p IVC rooms: CBI 127, T105, M115, P151, S103	All employees

Title and Presenter	Description	Delivery Dates and Location	Audience
<p>OUCH! That Stereotype Hurts</p> <p>Presented by Chris Munson, Director of Advising and Student Success, and Justin Willis, Director of NTC Promise</p>	<p>What do you do if someone you care about is the target of demeaning stereotypes? What if you are being demeaned or stereotyped? How often do you speak up on behalf of respect? Nevertheless, most employees and leaders who want to speak up don't know how...so they say nothing.</p> <p>This session will</p> <ul style="list-style-type: none"> • Depict and demonstrate the impact of common stereotypes and bias. • Identify reasons people sit silent in the face of disrespect. • Enhance skills for speaking up against stereotypes and keeping the workplace respectful. 	<p>Friday, March 29 11:30a-12:30p IVC rooms:</p>	<p>All employees</p>

Register for the Leadership Skills training session(s):

https://ntcforms.formstack.com/forms/leadership_professional_development_opportunities_spring2019

LEADERSHIP SKILLS (ONLINE) SESSIONS			
Title and Presenter	Description	Delivery Dates and Location	Audience
<p>*NEW* Time Management Fundamentals</p> <p>Online course via Lynda.com</p>	<p>Acquire practical strategies for increasing productivity in three main areas: developing habits to be more organized and reducing clutter in your workspace; staying mentally on task and eliminate the to-dos you have floating in your head; and developing a time budget to get the most done during your workday and focus on your most valuable activities</p>	<p>https://www.lynda.com/Business-Skills-tutorials/Time-Management-Fundamentals/397387-2.html?org=ntc.edu</p>	<p>All employees</p>
<p>*NEW* Time Management Fundamentals with Microsoft Office</p> <p>Online course via Lynda.com</p>	<p>Learn how to prep your Office tools for maximum productivity, stepping through how to adjust user settings in Outlook, OneNote, and OneDrive. Next, we'll walk through the application-specific steps for implementing a popular approach to time management: processing email more efficiently in Outlook; leveraging the capabilities of OneNote to boost personal productivity; and creating a time budget in the Outlook calendar that's suited to your personal work style and goals.</p>	<p>https://www.lynda.com/Outlook-tutorials/Time-Management-Fundamentals-Microsoft-Office/696871-2.html?org=ntc.edu</p>	<p>All employees</p>

To register and begin the Leadership Skills (online) training session(s): Click the Lynda.com URL in the Delivery Dates and Location column to log-in and begin the course.

TEAM BUILDING

Title and Presenter	Description	Delivery Dates and Location	Audience
<p>Team DISC Communication Building</p> <p>Facilitated by Jullie Purkapile, NTC Staff Training Coordinator</p>	<p>Understanding your own communication strengths and the strengths of those on your team can help maximize team effectiveness. You will complete a team DISC assessment to identify the communication personalities within your team and have an open DISCussion regarding how the team can work optimally together. Finally, you'll participate in an activity that applies understanding of team communication styles.</p>	<p>Contact Organizational Development at: OrganizationalDevelopment@ntc.edu to schedule your team's preferred session date/time.</p>	<p>All employees</p>
<p>*NEW* The Escape Room</p> <p>Facilitated by Jullie Purkapile, NTC Staff Training Coordinator and/or Jen Schult, NTC Organizational Development Specialist</p>	<p>Teams that play well together, work well together. Locked in a room, your team members must work together for a common goal – escape! This requires everyone to use their varied skills to decipher clues and complete challenges hidden throughout the room. Everyone needs to communicate effectively to handle the unexpected challenges that will be encountered, and quickly realize that flexibility and open mindedness are essential for success.</p>	<p>Contact Organizational Development at: OrganizationalDevelopment@ntc.edu to schedule your team's preferred session date/time.</p>	<p>All employees</p>

LUNCH AND LEARN - NTC BUDGET, FINANCE AND DATA

Title and Presenter	Description	Delivery Dates and Location	Audience
<p>Travel Requests and Payment Authorizations</p> <p>Facilitated by Ann Thurs, NTC Purchasing Accountant and Brandi Kannenberg, NTC Accounts Payable Specialist</p>	<p>Q&A session regarding travel requests and payment authorizations.</p>	<p>Friday, February 8 11:30a-12:00p IVC rooms: A228, T122, M122, P137, S112A</p>	<p>All employees</p>
<p>Purchase Orders</p> <p>Facilitated by Ann Thurs, NTC Purchasing Accountant</p>	<p>Do you have questions related to purchase orders and/or the purchase order process overall? Get all of your questions answered during this session.</p>	<p>Monday, February 25 11:30a-12:00p IVC rooms: A228, T122, M122, P137, S112A</p>	<p>All employees</p>
<p>How to approve invoices in Perceptive Content</p> <p>Facilitated by Brandi Kannenberg, NTC Accounts Payable Specialist</p>	<p>Learn how to work with Perceptive content and approve invoices with ease.</p>	<p>Wednesday, March 13 11:30a-12:00p IVC rooms: CBI127, T107, M116, P150, S112A</p>	<p>All employees</p>
<p>Budgeting Process Overview</p> <p>Facilitated by Roxanne Lutgen, Vice President of Finance and General Counsel, Stefanie Ganser, General Ledger and Budget Controller, Sara Melk, College Advancement and Special Revenue Fund Controller</p>	<p>Ever wonder how NTC budgets are developed or where NTC revenues come from? Join us for a fun introduction to the world of NTC Finance.</p>	<p>Tuesday, April 23 11:30a-12:30p IVC rooms: 2019, T105, M115, P131, S113</p>	<p>All employees</p>

Title and Presenter	Description	Delivery Dates and Location	Audience
Tableau – Beginners Facilitated by Rose Heier, Data and Report Specialist	In this session participants will download Tableau Reader software on their computers and learn basic Tableau techniques, such as filtering, sorting, hovering, drilling in, and navigating multi-tab workbooks. They will be able to access Tableau Workbooks on the NTCSHARE drive and learn the purpose of each of the workbooks currently published. Participants should bring their laptop with them to this session	Friday, March 15 11:30a-12:30p IVC rooms: A164	All employees
Tableau – Advanced Facilitated by Angie Servi, Dean of Academic and College Effectiveness	Participants in this session will already have downloaded the Tableau software and learned basic Tableau techniques. They will access Tableau Workbooks on the NTCSHARE drive, working through a set of questions that help them explore student success and demographics at NTC. Participants will discuss the role that this data plays in decision-making. Participants should bring their laptop with them to this session	Thursday, April 4 2:00-3:00p IVC rooms: A164	All employees

Register for the Lunch and Learn Passport session(s):

https://ntcforms.formstack.com/forms/finance_spring2019

TECHNOLOGY SKILLS (FACE-TO-FACE) SESSIONS

Title and Presenter	Description	Delivery Dates and Location	Audience
Excel – Beginner Presented by Jullie Purkapile, NTC Staff Training Coordinator	Learn how to enter and organize data, perform calculations with simple functions, work with multiple worksheets, and format the appearance of your data and cells.	Monday, March 4 1:30-3:30p IVC rooms: A228, T107, M118, P134, S108	All employees
Excel – Intermediate Presented by Jullie Purkapile, NTC Staff Training Coordinator	Build on advancing your skill set by learning to work with advanced formulas; build charts and PivotTables, IF, VLOOKUP, and COUNTIF family of functions, the Goal Seek, Solver, and other data analysis tools; and automating tasks with macros.	Friday, March 29 9:00-11:00a IVC rooms: A228, T116, M122, P134, S108	All employees
NEW Managing and Analyzing Excel Data Presented by Jullie Purkapile, NTC Staff Training Coordinator	<ul style="list-style-type: none"> Sort data: multi-key, color font, background or icon, columns and random order sorting Filter data: single- and multiple-column text, numeric, date and custom filtering Create automatic subtotals in sorted lists Use advance filters for complex OR criteria and multiple-field criteria Eliminate duplicate data using the Remove Duplicates and/or a specialized array formula Use database analysis functions: SUMIF, COUNTIF, DSUM, DAVERAGE, DMAX 	Friday, April 26 11:00a-12:00p IVC rooms: A228, T116, M122, P134, S108 Thursday, May 2 1:30-2:30p IVC rooms: A228, T107, M118, P134, S108	All employees

Title and Presenter	Description	Delivery Dates and Location	Audience
<p>*NEW* Desktop Publishing with Publisher</p> <p>Presented by Jullie Purkapile, NTC Staff Training Coordinator</p>	<p>Learn about the different kinds of publications you can create with Publisher, from greeting cards to brochures to newsletters. You will also learn how to work with text frames and format and edit text; insert and position shapes, pictures, and tables; and customize and automate the layout and design of publications. Plus, learn about Publisher's features for sending out mass mailing with Mail Merge and sharing publications on the web or in print.</p>	<p>Wednesday, April 17 1:00-3:00p IVC rooms: CBI127, T116, M122, P134, S108</p>	<p>All employees</p>
<p>*NEW* Word Tips, Tricks and Shortcuts</p> <p>Presented by Jullie Purkapile, NTC Staff Training Coordinator</p>	<ul style="list-style-type: none"> • Set a default font/paragraph spacing for new documents • Change the default save location • Utilize Quick Parts • View word and character count(s) • Enter document properties • Insert special hyphens, spaces, and symbols <ul style="list-style-type: none"> • Choose paste options based on your needs • Edit the custom dictionary • Use themes and style sets effectively • Work with page breaks • Reveal formatting • Embed fonts • Add a drop cap • Insert a watermark 	<p>Tuesday, January 29 2:00-3:00p IVC rooms: A228, T107, M118, P134, S108</p> <p>Wednesday, February 20 9:00-10:00a IVC rooms: A228, T116, M122, P134, S108</p>	<p>All employees</p>

Register for the Technology Skills (face-to-face) training session(s):
https://ntcforms.formstack.com/forms/technology_skills_spring2019

TECHNOLOGY SKILLS (ONLINE) SESSIONS			
Title and Presenter	Description	Delivery Dates and Location	Audience
<p>Outlook – Beginning</p> <p>Online course via Lynda.com</p>	<p>An introduction to using Outlook including:</p> <ul style="list-style-type: none"> • Exploring the Outlook Ribbon; • Saving attachments; • Searching mail; • Flagging messages; • Using mail rules to process messages; • Replying to and forwarding a message; <ul style="list-style-type: none"> • Adding a signature; • Creating new contacts; • Creating and responding to meeting invitations; • Calendar preferences; • Setting an out of office; • Outlook on your cell device; • Accessing Outlook via the web. 	<p>https://www.lynda.com/Outlook-tutorials/Outlook-2016-Essential-Training/380383-2.html?org=ntc.edu</p>	<p>All employees</p>
<p>Outlook – Intermediate</p> <p>Online course via Lynda.com</p>	<p>Expand your Outlook skills by:</p> <ul style="list-style-type: none"> • Using Mailbox Cleanup; • Arranging email by date or by sender; • Sorting and filtering views; • Creating inbox folders; • Customizing and using categories; • Using a custom search folder; <ul style="list-style-type: none"> • Creating Quick Steps and email rules; • Work with multiple calendars; • Using Tasks; • Reoccurring and cloning appointments; • Add a photo contact; • Sharing contacts; • Contact mail merge with Word; • Creating and using email templates. 	<p>https://www.lynda.com/Outlook-Online-tutorials/Outlook-2016-Advanced-Tips-Tricks/417089-2.html?org=ntc.edu</p>	<p>All employees</p>

Title and Presenter	Description	Delivery Dates and Location	Audience
Excel – Beginner Online course via Lynda.com	Learn how to enter and organize data, perform calculations with simple functions, work with multiple worksheets, and format the appearance of your data and cells.	https://www.lynda.com/Excel-tutorials/Excel-2016-Essential-Training/376985-2.html?org=ntc.edu Chapters 1-8	All employees
Excel – Intermediate Online course via Lynda.com	Build on advancing your skill set by learning to work with advanced formulas; build charts and PivotTables, IF, VLOOKUP, and COUNTIF family of functions, the Goal Seek, Solver, and other data analysis tools; and automating tasks with macros.	https://www.lynda.com/Excel-tutorials/Excel-2016-Essential-Training/376985-2.html?org=ntc.edu Chapters 9-16	All employees
NEW Managing and Analyzing Excel Data Online course via Lynda.com	<ul style="list-style-type: none"> • Sort data: multi-key, color font, background or icon, columns and random order sorting • Filter data: single- and multiple-column text, numeric, date and custom filtering • Create automatic subtotals in sorted lists • Use advance filters for complex OR criteria and multiple-field criteria • Eliminate duplicate data using the Remove Duplicates and/or a specialized array formula • Use database analysis functions: SUMIF, COUNTIF, DSUM, DAVERAGE, DMAX 	https://www.lynda.com/Excel-tutorials/Managing-Analyzing-Data-Excel-2010/89045-2.html?org=ntc.edu	All employees
Beginner to Pro PowerPoint Online course via Lynda.com	Learn to use PowerPoint to create slide presentations by building a slideshow from scratch or utilize PowerPoint templates and themes for quick construction, add and edit text, images, graphs, video, and animation; formatting; add speaker notes and slide transitions to ensure a smooth delivery; share the final presentation via print, PDF, or a slideshow.	https://www.lynda.com/PowerPoint-tutorials/PowerPoint-2016-Essential-Training/375928-2.html?org=ntc.edu	All employees
NEW Desktop Publishing with Publisher Online course via Lynda.com	Learn about the different kinds of publications you can create with Publisher, from greeting cards to brochures to newsletters. You will also learn how to work with text frames and format and edit text; insert and position shapes, pictures, and tables; and customize and automate the layout and design of publications. Plus, learn about Publisher's features for sending out mass mailing with Mail Merge and sharing publications on the web or in print.	https://www.lynda.com/Publisher-tutorials/Publisher-2016-Essential-Training/379652-2.html?org=ntc.edu	All employees
Microsoft Teams Online course via Lynda.com	Get up to speed with Microsoft Teams, starting with how to set up teams and join existing teams. Learn how to organize teams and engage in conversations, share files with colleagues and initiate video and audio meetings on Teams — both scheduled and impromptu. You'll also learn how to use the Microsoft Teams mobile app.	https://www.lynda.com/Microsoft-Teams-tutorials/Microsoft-Teams-Essential-Training/697704-2.html?org=ntc.edu	All employees

Title and Presenter	Description	Delivery Dates and Location	Audience	
<p>*NEW* Word Tips, Tricks and Shortcuts</p> <p>Online course via Lynda.com</p>	<ul style="list-style-type: none"> • Set a default font/paragraph spacing for new documents • Change the default save location • Utilize Quick Parts • View word and character count(s) • Enter document properties • Insert special hyphens, spaces, and symbols 	<ul style="list-style-type: none"> • Choose paste options based on your needs • Edit the custom dictionary • Use themes and style sets effectively • Work with page breaks • Reveal formatting • Embed fonts • Add a drop cap • Insert a watermark 	<p>https://www.lynda.com/Office-tutorials/Word-2013-Power-Shortcuts/167362-2.html?org=ntc.edu</p>	All employees

To register and begin the Technology Skills (online) training session(s): Click the Lynda.com URL in the Delivery Dates and Location column to log-in and begin the course.

LEARNING FROM COLLEAGUES

Title and Presenter	Description	Delivery Dates and Location	Audience
<p>Administrative Professional Roundtable</p> <p>Facilitated by Nikki Kopp, NTC Executive Assistant to the President</p>	Tips/tricks for effective meeting minutes, NTC agenda and minutes template and College Keyword Directory with Dorothy Gehring	Thursday, January 17 11:30a – 12:30p IVC rooms: A228, T114, M123, P134, S108	All employees
<p>Administrative Professional Roundtable</p> <p>Facilitated by Nikki Kopp, NTC Executive Assistant to the President</p>	Open discussion forum	Thursday, February 21 11:30a-12:30p IVC rooms: A228, T114, M123, P134, S108	All employees
<p>Administrative Professional Roundtable</p> <p>Facilitated by Nikki Kopp, NTC Executive Assistant to the President</p>	Learn about Teams, Panopto, and FormStack with Jon DeGroot	Thursday, March 14 11:30a-12:30p IVC rooms: A228, T114, M123, P134, S108	All employees
<p>Administrative Professional Roundtable</p> <p>Facilitated by Nikki Kopp, NTC Executive Assistant to the President</p>	Travel planning and coordination and NTC travel policies with Ann Thurs	Thursday, April 11 11:30a-12:30p IVC rooms: A228, T114, M123, P134, S108	All employees
<p>Administrative Professional Roundtable</p> <p>Facilitated by Nikki Kopp, NTC Executive Assistant to the President</p>	Leadership with Emily Nowak	Thursday, May 16 11:30a-12:30p IVC rooms: A228, T107, M116, P133, S108	All employees
<p>Beekeeping 101</p> <p>Presented by Brian Weber, NTC Instructional Technology Technical Specialist</p>	An introduction to Beekeeping, with Q&A regarding a bee's life and what it takes to keep bees healthy.	Wednesday, February 20 11:30a-12:30p IVC rooms: A228, T114, M123, P134, S108	All employees

Register for the Learning From Colleagues session(s):
https://ntcforms.formstack.com/forms/learning_from_colleagues_spring2019

HEALTH AND FINANCIAL WELLNESS SESSIONS

Title and Presenter	Description	Delivery Dates and Location	Audience
<p>*NEW* Is Gratitude Good for Your Health?</p> <p>Presented by Jen Schult, NTC Organizational Development Specialist</p>	<p>Throughout history and around the world, religious leaders and philosophers have extolled the virtue of gratitude. Why do some people seem to be naturally more grateful than others? Are there ways we can foster more feelings and expressions of gratitude? Over the past two decades scientists have made great strides toward understanding the biological roots of gratitude, the various benefits that accompany gratitude, and the ways people can cultivate feelings of gratitude in their day-to-day lives.</p>	<p>Tuesday, April 30 11:30a-12:30p IVC rooms: CBI127, T105, M116, P150, S113</p>	<p>All employees</p>
<p>*NEW* 50 Ways to Save Money in 50 Minutes</p> <p>Presented by Peter Spaeth, Financial Counselor at FISC Consumer Credit Counseling Services</p>	<p>This continuously revised course offers more than 50 quick tips on ways to save money. Attendees are also invited to share their ideas.</p>	<p>Wednesday, April 24 12:00 – 12:50p IVC rooms: 2014, T107, M116, S103, P136</p>	<p>All employees</p>
<p>*NEW* Understanding and Responding to Dementia-Related Behaviors</p> <p>Presented by JoAnn Janikowski, Outreach Specialist at the Alzheimer's Association</p>	<p>This session provides practical information and resources to help dementia caregivers learn to decipher behaviors and determine how to best respond using a four-step process: (1) Detect and connect, (2) Address physical needs, (3) Address emotional needs (4) Reassess and plan for next time. The goal is for participants to thoroughly understand the four step process and apply learning to the most common behaviors encountered by caregivers.</p>	<p>Wednesday, April 10 11:30a-1:00p IVC rooms: CBI127, T114, M117, S109, P150</p>	<p>All Employees</p>
<p>*NEW* Implementing Self-Care and How it Can Help Improve your Health, Well-Being and Work Productivity</p> <p>Presented by Rebecca Pein, Psychotherapist, Peaceful Solutions Counseling</p>	<p>Over the past decade we have learned more about how stress and a lack of self-care effects the body and what we need to do to better care for our health and well-being. The question may then become how can you work on improving your self-care? It's time to learn some different tools and techniques to better care for yourself, reduce stress, anxiety, compassion fatigue, burnout and improve your overall health and well-being. You will learn ways to manage anxiety, improve mood, increase communication and find where you can go for further help and support if needed.</p>	<p>Thursday, March 28 11:30a-12:30p IVC rooms: A228, T107, M116, P134, S108</p>	<p>All Employees</p>

Register for the Wellness session(s):

https://ntcforms.formstack.com/forms/health_wellness_spring2019

WISCONSIN EMPLOYEE DEPARTMENT OF TRUST FUNDS (REIREMENT) WEBINARS

Title and Presenter	Description	Delivery Dates and Location	Audience
<p>New and Mid-Career Employee Orientation on Retirement Benefits</p> <p>Presented by Kathryn Schmidt, Wisconsin Employee Department of Trust Funds</p>	<p>This presentation provides general information about the Wisconsin Retirement System (WRS) and is geared toward new and mid-career WRS employees. It covers the basics that all WRS employees need to know as they begin (and continue) covered employment with State and/or Local government employers.</p> <p>Click the hyperlink to register for the session that works best in your schedule.</p>	<p>Friday, January 11 12:00-1:00p</p> <p>Wednesday, January 16 11:00a-12:00p</p> <p>Tuesday, January 22 10:00-11:00a</p> <p>Thursday, January 31 6:00 p.m. - 7:00 p.m.</p> <p>https://register.gotowebinar.com/rt/7337567054027515651</p>	<p>All employees</p>
<p>Additional Contributions</p> <p>Recorded video by Wisconsin Employee Department of Trust Fund</p>	<p>Find out how making additional contributions to your WRS account can potentially increase your retirement. This webinar also provides examples of how contributions grow over time with interest, how to pay additional contributions (payroll deduction or direct pay), etc.</p>	<p>http://etf.wi.gov/videos/journey.htm</p>	<p>All employees</p>
<p>5 Basic Steps to Your Retirement</p> <p>Presented by Kathryn Schmidt, Wisconsin Employee Department of Trust Funds</p>	<p>Consider this webinar your quick reference guide to starting the retirement process within the next 12 months. We'll review: choosing a termination date, how to request a retirement estimate – and how to read and understand it. We'll also cover how to schedule a retirement appointment and how to submit the retirement application.</p> <p>Click the hyperlink to register for the session that works best in your schedule.</p>	<p>Wednesday, January 9 11:00-11:30a</p> <p>Tuesday, January 15 6:00-6:30p</p> <p>Friday, January 25 11:30a-12:00p</p> <p>Thursday, January 31 12:00-12:30p</p> <p>https://register.gotowebinar.com/rt/8828112295640218115</p>	<p>All employees</p>
<p>How to Use ETF's Online Calculator to Estimate a Retirement Benefit</p> <p>Recorded video by Wisconsin Employee Department of Trust Fund</p>	<p>This recorded video reviews the online retirement calculator, one of the most-used tools on the ETF website which allows you to calculate an unofficial projection of your WRS retirement benefit at any point in the future. This webinar will cover where to find and how to use the calculator, specific information required for data entry (e.g., desired retirement date, spouse or partner's birthdate, etc.) and how to interpret the results.</p>	<p>http://etf.wi.gov/videos/calculator.html</p>	<p>All employees</p>

January 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
31	1 NTC Closed	2	3	4	5	6
7	8 NEO staff orientation	9 ETF 5 Basic Steps to Your Retirement webinar 11:00-11:30a	10 Adjunct Night 5:00-9:00p	11 ETF New and Mid-Career Employee Orientation on Retirement Benefits webinar 12:00-1:00p	12	13
14	15 NEO staff campus tour NTC Board Meeting ETF 5 Basic Steps to Your Retirement webinar 6:00-6:30p	16 ETF New and Mid-Career Employee Orientation on Retirement Benefits webinar 11:00a-12:00p	17 Administrative Professional Roundtable - Tips/tricks for effective meeting minutes, NTC agenda and minutes template and College Keyword Directory with Dorothy Gehring 11:30a-12:30p IVC rooms: A228, T114, M123, P134, S108	18	19	20
21 NTC Closed	22 ETF New and Mid-Career Employee Orientation on Retirement Benefits webinar 10:00-11:00a	23 College Initiative Day	24 Spring semester begins	25 ETF 5 Basic Steps to Your Retirement webinar 11:30a-12:00p	26	27
28	29 Word Tips, Tricks and Shortcuts 2:00-3:00p IVC rooms: A228, T107, M118, P134, S108	30	31 Excel - Beginner 1:00-3:00p IVC rooms: A228, T107, M118, P134, S108 ETF New & Mid-Career Employee Orientation on Retirement Benefits webinar 6:00-7:00p ETF 5 Basic Steps to Your Retirement webinar 12:00-12:30p			

February 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 Crash Course Crucial Conversations 8:00a-12:00p IVC Rooms: A228, T124, M122, P134, S108	2	3
4	5 NEO staff orientation	6	7 Understanding and Responding to Dementia-Related Behaviors 11:30a-1:00p IVC rooms: 3016, T107, M115, S103, P133	8 Travel Requests and Payment Authorizations 11:30a-12:00p IVC rooms: A228, T122, M122, P137, S112A	9	10
11	12 NEO staff campus tour NTC Board Meeting	13	14 In-service	15	16	17
18	19	20 Word Tips, Tricks and Shortcuts 9:00-10:00a IVC rooms: A228, T116, M122, P134, S108	21 Administrative Professional Roundtable – Open forum 11:30a-12:30p IVC rooms: A228, T114, M123, P134, S108	22	23	24
25 Purchase Orders 11:30a-12:00p IVC rooms: A228, T122, M122, P137, S112A	26	27	28 Time Management Fundamentals 1:00-2:30p IVC rooms: CBI127, T122, M122, P137, S113			

March 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4 Presidential Briefing 11:00a-1:00p CHS 1004	5 NEO staff orientation	6	7 7 Habits of Innovative Thinkers 8:30-11:30a IVC Rooms: A228, T107, M116, P133, S108	8	9	10
11 Time Management Fundamentals 11:00a-12:30p IVC rooms: A228, T107, M115, P134, S108	12 NEO staff campus tour NTC Board Meeting	13 How to approve invoices in Perceptive Content 11:30a-12:00p IVC rooms: CBI127, T107, M116, P150, S112A	14 Administrative Professional Roundtable - Teams, Panopto, and FormStack with Jon DeGroot 11:30a-12:30p IVC rooms: A228, T114, M123, P134, S108	15 Tableau - Beginners 11:30a-12:30p IVC rooms: A164	16	17
18 Spring Break	19 Spring Break	20 Spring Break	21 Spring Break	22 Spring Break	23	24
25	26 Safe Space Training 11:00a-1:00p IVC rooms: CBI 127, T105, M115, P151, S103	27	28 Implementing Self-Care & How it Can Help Improve your Health, Well-Being & Work Productivity 11:30a-12:30p IVC rooms: A228, T107, M116, P134, S108 Time Management Fundamentals w/ Microsoft Office 1:00-1:30p IVC rooms: CBI127, T122, M122, P137, S113	29 OUCH! That Stereotype Hurts 11:30a-12:30p IVC rooms: A228, T105, M122, P133, S109 Excel - Intermediate 9:00-11:00a IVC rooms: A228, T116, M122, P134, S108	30	31

April 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2 NEO staff orientation NTC Board Meeting	3	4 Tableau - Advanced 11:30a-12:30p IVC rooms: A164	5	6	7
8 Time Management Fundamentals w/ Microsoft Office 11:00-11:30a IVC rooms: A228, T107, M115, P134, S108	9	10 Understanding and Responding to Dementia-Related Behaviors 11:30a-12:30p IVC rooms: CBI127, T114, M117, S109, P150	11 Administrative Professional Roundtable – Travel planning & coordination & NTC travel policies with Ann Thurs 11:30a-12:30p IVC rooms: A228, T114, M123, P134, S108	12	13	14
15	16 NEO staff campus tour	17 Desktop Publishing with Publisher 1:00-3:00p IVC rooms: CBI127, T116, M122, P134, S108	18 School of Advanced Manufacturing and Transportation Mobile Lab Experience 11:00a-1:00p CBI parking lot	19 NTC Closed	20	21
22	23 Budgeting Process Overview 11:30a-12:30p IVC rooms: 2019, T105, M115, P131, S113	24 50 Ways to Save Money in 50 Minutes 12:00–12:50p p IVC rooms: 2014, T107, M116, S103, P136	25	26 Managing and Analyzing Excel Data 11:00a-12:00p IVC rooms: A228, T116, M122, P134, S108	27	28
29	30 Is Gratitude Good for Your Health? 11:30a-12:30p IVC rooms: CBI127, T105, M116, P150, S113					

May 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2 Managing and Analyzing Excel Data 1:30-2:30p IVC rooms: A228, T107, M118, P134, S108	3	4	5
6	7 NEO staff orientation NTC Board Meeting	8	9	10	11	12
13	14	15	16 Administrative Professional Roundtable – Leadership with Emily Nowak 11:30a-12:30p IVC rooms: A228, T114, M123, P134, S108	17	18 Graduation	19
20	21 NEO staff campus tour	22 Last day of classes	23	24	25	26
27 NTC Closed	28	29	30	31	1	2