



The mission of Wellesley College is to educate women who will make a difference in the world.

Wellesley College
Human Resources Office
106 Central Street
Wellesley MA 02481
781.283.3202
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Benefit Programs and Training & Development Series

Spring 2011

Human Resources is pleased to present the new fall series offerings. Space is limited; rsvp to Sandra Murga at x3289, or <https://socrates.wellesley.edu/stafftraining/registration.cfm>. Many sessions take place from 12:30 – 1:30, bring your lunch. Periodically our vendors supply lunch for participants – see notations below.

I. Benefit Program Series

Date/Time	Title/Description	Location
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2/15 Fundamentals of Budgeting and Handling Credit –

Library Lecture Room

The Wellness Corporation will discuss the reasons that a budget is important to everyone for sound financial management and maximizing the power of your money. The program will include learning about credit reports and how this information is beneficial to you.

12:30-1:30

Suggested audience: all

3/10 Parenting Your Teen: What Works and What Doesn't Work

Campus Center, Room 413

The Wellness Corporation will present this program that helps parents understand how the normal development changes of adolescence impacts the parent-child relationship. Includes discussion of problems parents are experiencing with their teens, along with ideas about what works and what doesn't in managing difficult behaviors. Positive communication and successful limit setting will be discussed.

12:30-1:30

Suggested audience: all

3/15 Helping Children Cope With Stress in Today's World

Library Lecture Room

Presented by Parents in a Pinch this workshop is designed to help parents identify sources and impacts of stress and how it affects their children. Through role-plays and discussion, participants will discover ways to help their children become resilient and develop effective coping strategies

12:30 – 1:30

Suggested audience: all

4/5 Financial and Legal Aspects of Elder Care

Library Lecture Room

Presented by Parents in a Pinch this financial and legal issues are at the core of many aspects of helping an aging family member. One of the first things families must do to proactively plan for the care of an elder is to determine how the care will be paid for. Learn about the cost of different levels of care and the distinctions between Medicaid, Medicare, long term care insurance, and other funding sources.

12:30 – 1:30

Suggested audience: all

Health Related Programs (Coming Soon)

For more information about health related programs go to:

<http://web.wellesley.edu/web/Dept/HR/healthvu.psmi>
www.harvardpilgrim.org/wellesleycollege

Ongoing Webinars Click on www.tiaa-cref.org/financialeducation to view:

TIAA-CREF's Financial Education Web Seminars provide an innovative solution for those who cannot, or do not want to attend a live seminar. Attend anytime.

FOR NEW EMPLOYEES JUST STARTING OUT

Explaining a range of basic concepts, this web seminar is designed for the new TIAA-CREF participant, who will learn about:

- The benefits of tax deferral
- The power of compounding interest
- The advantage the college match provides
- How TIAA-CREF's products and services can help

A TAX-SMART WAY TO SAVE FOR RETIREMENT

This web seminar covers such topics as:

- The advantages of making voluntary contributions to your retirement plans
- Investment asset allocation basics
- How to get started and enroll



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Benefit Program Series (Continued)

Webinars Continued Click on www.tiaa-cref.org/financialeducation to view:

INVESTMENT CHECKUP

Reviewing important financial concepts, this web seminar, which is designed for the beginner to intermediate investor, focuses on:

- Budgeting issues
- Investment basics
- The importance of asset allocation in meeting financial goals

FOR EMPLOYEES WITH 10 OR MORE YEARS BEFORE RETIREMENT ARE YOU ON TARGET? MEETING FINANCIAL CHALLENGES AT MIDCAREER

Illustrating the fact that it is never too late to begin saving more, this web seminar is appropriate for midcareer investors. Topics include:

- How to determine the retirement savings gap
- Budgeting
- Estate planning basics
- The importance of reviewing asset allocations

FOR EMPLOYEES APPROACHING RETIREMENT READY, SET, RETIRE! RETIREMENT

Focusing on issues for those who are five to 10 years away from retirement, this web seminar helps employees:

- Identify retirement savings gaps
- Determine how much income is needed for a comfortable retirement
- Understand the consequences of not having enough retirement income

It also lets employees know about potential distribution options and the ways in which TIAA-CREF can help them review their asset allocations.

RETIREMENT COUNTDOWN: ONE YEAR UNTIL RETIREMENT

Providing an in-depth look at income options for employees who are a year away from retirement, this web seminar covers:

- A review of all of the income options that are available from TIAA-CREF
- Ways to ascertain which options are appropriate for different individuals

MARKET VOLATILITY SERIES

Provides perspective on how TIAA-CREF can help you manage the current volatility in the financial services sector.

STAYING ON TRACK IN A VOLATILE MARKET

This web seminar:

- discusses market volatility in general
- gives examples of notable market downturns in the past, and
- identifies options to help manage accounts in the midst of changes in market conditions

FIND STRENGTH AND STABILITY WITH TIAA-CREF

Demonstrates how TIAA-CREF's strong financial foundation and stability separates us within our industry. Employees can learn more about:

- our long-term investment philosophy, and
- the value of TIAA-CREF's stable and fixed offerings in helping our participants save for retirement and other long-term goals

II. Training & Development Series To Increase your competencies and skills.

Date/Time	Title/Description	Location
3/1	HR Legal Update Miriam McKendall from Holland & Knight will discuss the legal framework around key management issues such as the legal landscape and developments related to sexual harassment and other hot topics. This program is helpful navigating in a state where employment law is continually challenged and changing. 9:00 – 12:00	Library Lecture Room Suggested audience: Department Heads/Supervisors



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Training & Development Series (Continued)

Date/Time	Title/Description	Location
3/2, 3/9 Administrative Assistant Program 3/16, 3/23		Boston Consortium Babson Executive Center
This four-part series through the Boston Consortium is full of great techniques to help those who want to become more effective in the advancement of school and department business objectives. The program encompasses the critical components required to ensure a rewarding and successful workplace experience for college and university administrators, including communication skills (both written and oral), managing time and data, and creating win-win situations. All this and more will be discussed in this dynamic series. 3/2, 3/9, 3/16- 9:00-4:30 3/23 -9:00-1:00 Suggested audience: administrative assistant/coordinator with supervisory approval		
3/15	Performance Management for Managers	Campus Center, Room 415
The Valuing Work program reflects a commitment that each employee should have an opportunity for an annual performance evaluation so that they have feedback on their performance. It is also particularly important in an environment when roles are frequently changing, that there is clear communication about expectations and performance in these roles. The annual assessment is an opportunity to recognize achievements, identify obstacles and discuss ways to increase effectiveness. We will discuss the process and strategies for having the conversation. 9:30– 10:00 Suggested audience: Department Heads/Supervisors		
4/13	Millennials on Board: Understanding and Employing Millennial Generations	Library Lecture Room
Rachel Reiser, Associate Dean for Academic Services at Babson College, will present a discussion on the Millennial Generation and provide tools and tactics to effectively understand this generation and capitalize on all they bring to the workplace. Rachel will discuss an overview of the general demographics and psychographics of the generation and experiential factors that impact their outlook in the workforce. 9:00-11:00 Suggested audience: Department Heads/Supervisors		