

## Current In-house Employee Training & Development Offerings

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

Below are descriptions of current offerings. [CLICK HERE](#) to view the current calendar/schedule. [CLICK HERE](#) to view the recorded training sessions offered during 2024

### Stockton Processes & Systems

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

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

**Understanding Time and Attendance** – this workshop reviews the ins and outs of leave time eligibility and rules for all job classifications including all parameters around the accrual and usage of vacation, sick, and comp time.

### Management/Supervisory Development

**Acknowledging the Past. Planning for the Future** – Part I of a four-part supervisory development series. All supervisors are required to attend. This session will focus on Stockton's expectations of supervisors and leaders of people.

**Building a Culture of Trust** – *Coming spring 2025!* Part II of a four-part supervisory development series. All supervisors are required to attend.

**Facilitating Difficult Conversations** – *Coming spring/summer 2025!* Part III of a four-part supervisory development series. All supervisors are required to attend.

**Performance Management Basics** – *Coming summer 2025!* Part IV of a four-part supervisory development series. All supervisors are required to attend.

**Emotional Intelligence for Managers** – this two-part workshop focuses on helping managers understand and increase skills related to the four quadrants of EQ: self-awareness, self-management, social awareness, and relationship management.

**Reclassification Workshop for Managers** – this workshop covers the purpose of reclassifications, when they are or are not warranted, and reviews the steps of the reclassification process at Stockton.

**Understanding Time and Attendance for Managers** – this workshop reviews the ins and outs of leave time eligibility and rules for all job classifications. Tips for applying time and attendance policies and procedures fairly, equitably, and consistently will be included.

## Professional Development – Teams & Individuals

**Customer Service 101** -- This interactive workshop leads participants through exercises focused on increasing and improving skills related to active listening, empathy, and communication. Complaint handling and self-care are also covered in this workshop.

**Stockton StepUP to Exclusionary Culture: Bystander Intervention Training** – this in-person or facilitated Zoom session focuses on how to recognize and call out exclusionary language and behaviors in the workplace.

**Emotional Intelligence for Teams** – This workshop introduces the four quadrants of emotional intelligence and leads participants through activities and discussions aimed at helping them build a “toolbox” of practices to increase EQ.

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

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

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

## Wellness & Relationships

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

## NJ Department of Pensions & Benefits Webinars

The NJ Department of Pensions & Benefits hosts monthly workshops on a variety of topics including:

**Deferred Compensation (NJSEDCP) Plan Overview for State of NJ Employees**

**5 Steps to Retirement Readiness for State Employees**

**Retirement Planning for PERS & TPAF Members – State Employees only**

**Overview for Employees in the DCRP**

**Reviewing a Sample Retirement Application for PFRS Members**

**Retirement Planning for PFRS (Police & Fire) Members**

**Retirement Types, Eligibility & Calculations for PERS & TPAF Members**

**Live Q&A for PERS and TPAF Members – State Employees Only**

**PERS & TPAF Pension Payment Options**

**Purchasing Service Credit for PERS, TPAF, & PFRS Members**

**Social Security Benefits for Members of all NJ State Administered Retirement Systems**

**Understanding Your Pension Benefits for PERS & TPAF Members – State Employees Only**

Employees can visit the [Pensions & Benefits website](#) to review topics and sign up for sessions.

### NJ Division on Civil Rights virtual trainings

**The New Jersey Law Against Discrimination in the Workplace** – This free, virtual, and interactive training provides an overview of how the New Jersey Law Against Discrimination (LAD) protects employees from harassment and discrimination. This NJ Division on Civil Rights course is offered free on a monthly basis.

**Understanding Implicit Bias** – This free, virtual, and interactive training introduces participants to the concept of implicit bias. Participants will learn how implicit bias manifests and explore strategies for addressing implicit bias in ourselves and in the workplace. This NJ Division on Civil Rights course is offered free on a monthly basis.

**Recognizing and Responding to Microaggressions** - This free, virtual, and interactive training will explore the way that implicit bias, including microaggressions, manifest in our lives and impacted our relationships with others. Identifying microaggressions and strategies for responding effectively to microaggressions will be explored. This NJ Division on Civil Rights course is offered free on a monthly basis.

**Strategies for Effective Bystander Intervention** - This free, virtual, and interactive training explores that factors that inhibit and encourage bystander intervention, especially in situations involving bias, harassment and discrimination. Strategies for intervening to support targets of bias will be discussed. This NJ Division on Civil Rights course is offered free on a monthly basis.

**Words Matter: Navigating the Language of Diversity** – This free, virtual, and interactive training will explore current research on inclusive language and why it is an important part of dismantling bias. Through interactive exercises, participants will unpack current terminology related to diversity, equity, and inclusion, and the practice strategies for using the “language of diversity” in ways that promote understanding rather than division. This NJ Division on Civil Rights course is offered free on a monthly basis.

Employees can visit the [NJ Division on Civil Rights training website](#) to review topics and sign up for sessions.