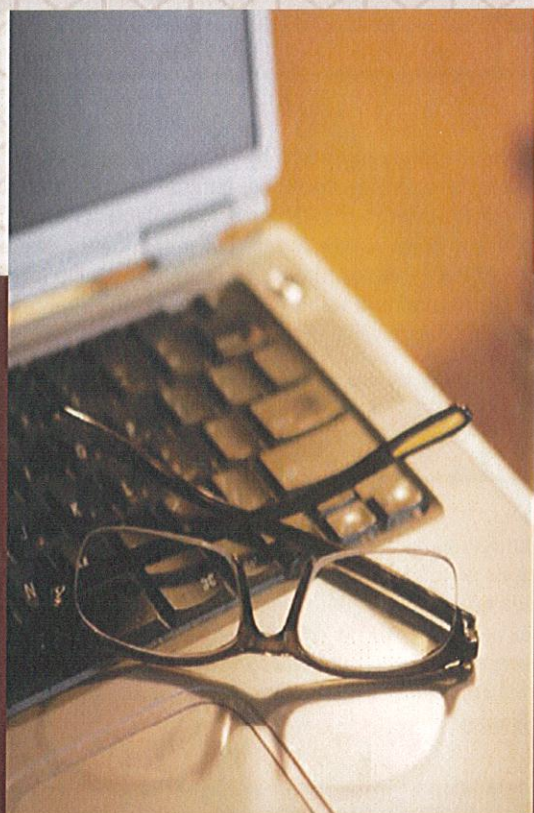


# PENN STATE NEW KENSINGTON

## Spring 2015

### Non-Credit Computer Classes



Instructor: Renata Bender

#### EXCEL I

*After completion of this course, the students will be able to create and format spreadsheets, enter data, save files and will become familiar with basic Excel functions.*

May 7<sup>th</sup>, 11<sup>th</sup> and 14<sup>th</sup>  
6:00 to 8:30 p.m.  
\$130.00 includes book

Room: 14B  
Conference Center

#### EXCEL II

*In this course the student will build upon the concepts of Excel I. Learn to use functions, formatting, text functioning, sorting, entering data, using multiple files and workbooks.*

May 19<sup>th</sup>, 21<sup>st</sup>, 26<sup>th</sup>  
6:00 to 8:30 p.m.  
\$130.00 includes book

Room: ITC 030

#### Now you have an Apple iPad

*This program will cover the basics of using an iPad*

- How to surf the internet – Safari web browser, bookmarks, etc
- Wireless vs Cellular data – how to use both
- Setting up an email account
- Taking Photos/Videos
- What can I use this iPad for

May 28<sup>th</sup>  
6:00 to 8:30 p.m.  
\$50.00

Room: ITC 030

#### An Overview of Today's Digital Environment

*This program will teach methods for you to be more efficient in today's digital environment:*

*Part I: Digitizing documents—ways to turn paper into digital documents, naming & organizing files, searching for a document*

*Part II: Outlook – tips & tricks to use Outlook as a tool for working efficiently and never missing those important deadlines or meetings*

*Part III: Backing up your digital world – pros and cons of the various backups*

June 2<sup>nd</sup>  
2:00 to 5 p.m.  
\$65.00

Room: ITC 030

To register or for more information:  
Call 724-334-6010 or email [bxn10@psu.edu](mailto:bxn10@psu.edu)

Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce. U.Ed.NK 15-20



# Spring 2015 Human Resources Non-Credit Programs

## Continuing Education

Any of these topics can be delivered on-site for your employees.

For more details or to register call  
(724) 334-6010  
or email  
bxn10@psu.e

### How to Conduct Successful Interviews

The interview is the first opportunity for the organization and the candidate to get to know one another, so it is imperative to prepare well. At first blush, the job interview can seem like a simple enough meeting to conduct: shake hands, make small talk, ask questions, and compare the candidates. There's actually a lot of preparation that goes into a good professional interview. Many experts estimate that the cost of a bad hire exceeds the annual salary of a position. To prevent your company from making an expensive hiring mistake, it's important to have an intentional process for conducting interviews. This seminar will investigate how to formulate questions and develop a process that will give you the most information for selecting a new employee.

DATE/INSTRUCTOR	TIME	COST	ROOM
Tuesday, May 19 Celeste Calfe	8:30 a.m. to noon	\$195.00/3.5 hours	51 Conference Center

### What is Performance Management?

Performance Management is an approach of delivering successful results in organizations by improving the performance and developing the capabilities of teams and individuals. It encompasses activities, such as joint goal setting, continuous progress review and frequent communication, feedback and coaching for improved performance, implementation of employee development programs and rewarding achievements. It is not a "once a year event" but a continual assessment throughout the year of the employee and his/her goals. The process of Performance Management starts with the hiring of a new employee and ends when he/she leaves the organization. This program will teach ways of promoting superior performance by communicating expectations, defining roles and establishing achievable benchmarks.

DATE/INSTRUCTOR	TIME	COST	ROOM
Tuesday, May 26 Celeste Calfe	8:30 a.m. to noon	\$195.00/3.5 hours	51 Conference Center

### Need & Importance of Employee Retention

Employee Retention refers to the techniques employed by management to help their employees stay with the organization for a longer period of time. Employee retention strategies go a long way in motivating the employees so that they stick to the organization for the maximum time and contribute effectively. Employee retention is not about money! Retention is about the human value, how employees are treated as people. What the employees want most is to be respected and treated as valuable human beings. It is essential for organizations to retain these valuable employees and have them commit to the organization in order to foster growth and continuity. This seminar will examine some strategies you can employ to keep employees invested in your organization.

DATE/INSTRUCTOR	TIME	COST	ROOM
Tuesday, June 2 Celeste Calfe	8:30 a.m. to noon	\$195.00/3.5 hours	51 Conference Center

### Social Media in the Workplace and Beyond

Social media has been called a blessing and a curse. During this program, we will look at the rationale for this dilemma. We will discuss the good, the bad and the downright evil that electronic media has introduced to the workplace and beyond. We will investigate the impact that your social media impression can have on your future. Few people have ever considered the permanent mark left behind every time social media is used. Today, we live in a world where what we do in this new public arena tells the world more about who and what we are than our words ever will. One well known leader refers to our impression as our "permanent tattoo." We leave behind a psychological profile and intimate details of ourselves and our daily lives. All this for people who we may never meet. Social media is a tool that is ever present; this workshop will help you recognize where caution is needed and ways to protect your career and private life.

DATE/INSTRUCTOR	TIME	COST	ROOM
Tuesday, June 9 Noralynn Spiri	9:00 to 11:00 a.m.	\$125.00/2 hours	ITC 30