



Human Resources Department

“EMBRACING CHANGE” INITIATIVES

JULY – DECEMBER 2010



Month	Description	Activity	Target Audience	Date	Time	Location
July	ECC Walking Program	Workplace Wellness	College Community	Monday Wednesday	1:00 PM	Step –Off Allied Health Building
	Workplace Spanish	Workshop Series	College Community	TBA	TBA	TBA
	Zumba Classes	Workplace Wellness	College Community	Tuesday & Wednesday	6:15 PM	Dance Studio
	Microsoft Office Training	Workshop Series	July 12 and 14	Training Lab	TBA	TBA
August	ECC Walking Program	Workplace Wellness	College Community	Monday Wednesday	1:00 PM	Step –Off Allied Health Building
	Fun in the Sun	Annual Employee Excursion	College Community	Friday August 13	10:00 AM	Atlantic City
	Serving with a Purpose Customer Service	Workshop Series	Student Service Personnel	Wednesday August 11	10:00 AM	Multi-Purpose Room 4 th Level
	Microsoft Office Training	Workshop Series	Aug 19 and 21	Training Lab	TBA	TBA
	Sexual Harassment Orientation	Workshop Series	Administrative & Supervisory Personnel ~~~~ Non-Supervisory Personnel ~~~~ Adjunct Faculty	Monday August 30	10:00 AM 11:15 AM 5:30 PM	Multi-Purpose Room 4 th Level
New Faculty Orientation	Workshop Series	Newly hired Faculty	Wednesday August 25	10:30 AM	HR Conference Room	



Human Resources Department



September	ECC Walking Program	Workplace Wellness	College Community	Monday Wednesday	1:00 PM	Step -Off Allied Health Building
	Day of Remembrance (Proposed Speaker Rev. Robert Burkins, Sr.)	9/11 Commemorative Service	College Community	Saturday September 11	8:15 AM	ECC Court Yard
	Employee Engagement Workshop	Workshop Series	Supervisory Personnel	Thursday September 30	2:30 PM	Multi-Purpose Room 4 th Level
October	Financial Empowerment	Lunch & Learn Series	College Community	Wednesday October 27	12:30 PM	Multi-Purpose Room 4 th Level
	Annual Health/Benefits Fair	Workplace Wellness	College Community	Thursday October 14	10:00 AM	Multi-Purpose Room 4 th Level
	Board of Trustees and President Employee Recognition Ceremony	Employee Recognition Day	Honoring employees 5 - 40 year-milestones	Thursday October 21	2:00 PM	Multi- Purpose Room 4 th Level
November	ECC Walking Program	Workplace Wellness	College Community	Monday Wednesday	1:00 PM	Step -Off Allied Health Building
December	Conducting Effective Performance Appraisal	Workshop Series	Supervisory Personnel	Tuesday November 9	10:00 AM	Multi-Purpose Room 4 th Level
	Great American Smoke-Out	Workplace Wellness	College Community	Thursday November 18	10:00 AM	2 nd Floor Forum
	Financial Empowerment	Lunch & Learn Series	College Community	Wednesday November 17	12:30 PM	Multi-Purpose Room 4 th Level
	ECC Walking Program	Workplace Wellness	College Community	Monday Wednesday	1:00 PM	Step -Off Allied Health Building
	Planning for Retirement	Workshop Series	College Community	Tuesday, December 7	2:00 PM	Multi- Purpose Room 4 th Level
	Office Ergonomics	Workplace Wellness	College Community	Thursday, December 9	2:30 PM	Multi-Purpose Room 4 th Level
	Identity Theft Protection	Lunch & Learn Series	College Community	Thursday, December 16	2:30 PM	Multi-Purpose Room 4 th Level

■ President Participation Requested

■ Lunch and Learn Series

■ Off Campus Event

■ Workplace Wellness

■ Workshop Series

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