



Cornell University
Division of Human Resources



LEARNING FOR LIFE

Guide to Workshops

2009 – 2010

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Learning for Life

In a world of constant change, learning is not a luxury—it is a necessity. This Guide to Workshops brings together a full range of instructor-led workshops and on-line courses that the university makes available to help meet the learning needs of its staff and faculty. These workshops can be as career-focused as a leadership or office professionals certificate, as workplace-focused as a course on time management, or as skill-focused as a course on Access.

Included in the guide are courses and networking opportunities offered by the Office of Human Resources and coded according to the Skill for Success they enrich. These instructor-led courses include certificate courses in

accounting, supervision, project management, communications, and office professionals' skills, as well as courses in professional and supervisory development.

The guide also includes training and development opportunities offered by Cornell Information Technologies, the Division of Financial Affairs, and Environmental Health and Safety. Community resources for instructor-led and electronic courses include those offered by Tompkins Cortland Community College (TC3) and through eCornell as well as by other Cornell and community organizations. **NEW!** indicates courses that are new this year.

Deciding on the Course that Is Right for You

For instructor-led course information and registration, go to the registration Web site of <http://cornell.veplan.net/Education/catalog.aspx>. Searching by topic or course name is the best way to view courses. Click on the course title to view the description. The "scheduling and pricing" link will provide the cost, schedule, and location. The enrollment link will start your enrollment. **New users will be asked to complete the registration form. Existing users are asked to enter their user name and password.**

SkillSoft online learning courses are free to Cornell employees. Contact Organizational Development Services at (607) 254-6400 or org_dev@cornell.edu for a user ID and password. See page 6 for more information on SkillSoft online learning offerings.

Books24x7, an online book resource from SkillSoft, offers complete unabridged contents of thousands of the latest and best business and technology books. Books24x7 can be accessed by logging into SkillSoft and clicking on the Books24x7 tab in the middle top of the page.

Are there ten or more employees in your department interested in a course? Contact Organizational Development Services at (607) 254-6400 or org_dev@cornell.edu to schedule an in-unit workshop.

OHR Course Listing

The Division of Human Resources offers workshops on professional, leadership, and supervisory development. Certificate programs are offered in the areas of communication, customer service, new supervisor orientation, office professionals, project management, and supervisor development.

For complete descriptions of the courses and workshops, along with schedules, contact information and pricing, visit <http://cornell.voplan.net/Education> and click on Office of Human Resources (OHR) or search by topic or course name.

Skills for Success (S4S)

| | |
|-------------------|-----------------------|
| A - Adaptability | S - Stewardship |
| C - Communication | SD - Self Development |
| I - Inclusiveness | SM - Service-Minded |
| J - Job Specific | T - Teamwork |
| M - Motivation | |

| Course Title | Fee | S4S |
|--|-----------|-----|
| Certificate Programs | | |
| Communication Certificate Program (13 sessions) | Fee | C |
| Customer Service: The Cornell Way (6 sessions) | Fee | SM |
| New Supervisor Orientation Certificate Program (7 sessions) | Fee | SD |
| Office Professionals Certificate Program (on-going series) | Fee | SD |
| Project Management Methodology (2 sessions) | Fee | T |
| Supervisor Development Certificate Program (4 sessions) | No Charge | SD |
| Educational Benefit Programs | | |
| Cornell Children's Tuition Scholarship (CTS) Program Workshop | No Charge | SD |
| Have You Thought about Taking a Class? | No Charge | SD |
| Have You Wanted to Get a Cornell Degree? Graduate | No Charge | SD |
| Have You Wanted to Get a Cornell Degree? Undergraduate | No Charge | SD |
| Professional Development | | |
| Communication Certificate Program (13 sessions) | Fee | C |
| Customer Service: The Cornell Way (6 sessions) | Fee | SM |
| Office Professionals Certificate Program (on-going series) | Fee | SD |
| Project Management Methodology (2 sessions) | Fee | T |
| Time Management | Fee | SD |
| NEW! Understanding Your Role in Positive Change for Staff | Fee | SD |
| Supervisory Development | | |
| NEW! Conducting Behavioral Interviews | Fee | SD |
| New Supervisor Orientation Certificate Program (7 sessions) | Fee | SD |
| Project Management Methodology (2 sessions) | Fee | T |
| Supervisor Development Certificate Program (4 sessions) | No Charge | SD |
| NEW! Understanding Your Role in Positive Change for Supervisors | Fee | SD |



Leadership Program

Cornell Leadership Development Curriculum
Developed and instructed by Organizational Development Services (ODS).

Harold D. Craft Leadership Program (HDCLP)

The five-day Harold D. Craft Leadership Program (HDCLP) makes up the first session of a nine-day leadership program. The second, four-day advanced session is Building Teams and Leading Change (BTLC). The first five days are subsidized by the university. The advanced course, Building Teams and Leading Change, requires a fee of \$500 to cover the materials, meals, instruments, and room. The cost is covered by the participant's home department.

Session I, "Harold D. Craft Leadership Program" (HDCLP), a five-day leadership development program sponsored by the university, is designed to provide senior and mid-level managers with the self-awareness, skills, tools, action plans, and commitment to lead their organizations in meeting new challenges. The program focuses on individuals as leaders, individual effectiveness, the power of dialogue and communication, personal mastery, and leadership within the Cornell culture.

Session II, "Building Teams and Leading Change" (BTLC), the four-day program is designed for individuals who are in supervisory roles or in positions that significantly impact others. BTLC focuses on how to develop and build teams, addresses the growing challenges presented to leaders in the rapidly changing world of higher education, and provides well-designed and proven approaches to leading change. Participants explore what it means to lead change and work on actual change situations, designing plans for leading change. **HDCLP is a prerequisite for this program.**

Turning Point (TP): Leadership for Front-line Staff

The five-day **Turning Point (TP): Leadership for Front-line Staff** program is designed to increase staff's potential for success at Cornell. Turning Point focuses on understanding Cornell's expectations for staff; the power of interpersonal feedback and job performance measurements; deepening staff's understanding of the Cornell culture, and building community within Cornell. There is a \$500 charge to participant's department to cover cost of materials, food, space rental, and instruments. **Supervisors attendance in HDCLP is a prerequisite for this program.**

Admission to all leadership programs is through nomination of the staff member's supervisor or unit manager who has attended HDCLP. Request and email nomination forms through pgw1@cornell.edu.

A listing of the Leadership Development Opportunities is found on page 5 of this guide.

| Program | Days | Fee | 2009-2010 Dates |
|--|------|-------|---|
| Leadership Development Opportunities | | | |
| Harold D. Craft Leadership Program (HDCLP) | 5 | N/A | Jan. 25-29, 2010; April 12-16, 2010 & Aug.16-20, 2010; 8:30 a.m.–5 p.m. |
| Building Teams and Leading Change in Complex Organizations (BTLC) Focus is on developing and building teams, and helping leaders to lead change Prerequisite: HDCLP completion | 4 | \$500 | October 20-23, 2009; Nov. 10-13, 2009; Mar. 9-12, 2010; June 15-18, 2010 & Oct. 26-29, 2010; 8:30 a.m.–5 p.m. |
| Developing Facilitation and Collaboration Skills Teaches effective facilitation skills for chairing meetings; leading department, organization, and university project teams; and facilitating workshops and learning programs. Prerequisite: HDCLP completion | 4 | \$600 | July 20-23, 2010; 8 a.m.–5 p.m. |
| Turning Point: Leadership for Front-line Staff Focuses on individuals as leaders in their areas of expertise, individual effectiveness, the power of dialogue and communication, and deepening understanding of the Cornell culture. Prerequisite: Supervisors attendance in HDCLP | 5 | \$500 | Sept.28-Oct. 2, 2009; Oct. 5-9, 2009; Oct. 26-30, 2009; March 15-19, 2010; March 22-26, 2010, Sept. 27-Oct. 1, 2010 & Oct. 4-8, 2010; 8 a.m.–4 p.m. |

* Note: *Building Teams and Leading Change in Complex Organizations* can be offered separately to intact groups.

Register for these programs online at: <http://cornell.veplan.net/Education>.

Questions can be directed to Organizational Development Services at 254-6400 or org_dev@cornell.edu.

LEARNING FOR LIFE

SkillSoft Courses

Whatever your need for skills enhancement or additional business knowledge, Cornell's Division of Human Resources can meet it through over 2,000 SkillSoft online courses, offered to staff and faculty at no charge to you or your department.

In addition, SkillSoft offers over 30 certificates, including certificates in business writing skills, communication skills, leadership skills, office skills, presentation skills, problem-solving skills, supervisory skills, teamwork skills and time management and organization skills. To receive certification, submit the certificate completion form, found on the SkillSoft Web pages, to Organizational Development Services (ODS), 20 Thornwood Drive, Suite 101, Ithaca, NY 14850, once you have completed the required courses.

The main curricula with five or more courses in each are Business Skills, IT End-User and IT Professional:

| Business Skills | IT End-User | IT Professional |
|--------------------------------------|-----------------------------------|---|
| Communication | Adobe | Database Systems |
| Leadership | Home and Personal | Resource Planning Systems |
| Management | Microsoft Office | Internet & Network Technologies |
| Personal Development | Microsoft Windows | Software Development |
| Team Building | | Web Design |

These are a sampling of the main curricula available. Additional curricula include Express Guide View, Test Prep View, IT Professional Certifications, Workplace Compliance, and Legal Compliance.

For a user ID and password, please contact ODS at (607) 254-6400 or via email at org_dev@cornell.edu. Once you have obtained an ID and password, login to Skillsoft at: <https://cornell.skillport.com>.

NEW! SkillSoft Feature: Books24x7

Books24x7, an online book resource from SkillSoft, offers complete unabridged contents of thousands of the latest and best business and technology books. The three collections, *BusinessPro*, *ITPro*, and *OfficeEssentials*, provide resources on many topics including accounting, communication, leadership, writing skills, latest programming languages, coding methodologies, network security, and standard office software. Books24x7 can be accessed by logging into the [SkillSoft](#) website and clicking on the Books24x7 tab in the middle top of the page. View the [Books24x7 Overview](#) and [Books24x7 Quick Guide](#) for instructions.



CIT Course Listing

CIT Training offers monthly workshops on office productivity tools and essential computer skills; most are free or have a nominal fee to cover print costs for the workshop workbooks. Technical courses and workshops for IT professionals are all fee-based. You must register for all courses and workshops during the enrollment period.

All courses and workshops have a minimum attendance level. Free and nominal fee offerings have a six-seat minimum. Technical training workshops have a minimum seat range of between eight and ten seats depending on the specific course. If a course cannot be held due to insufficient registration, all enrolled participants will be notified three weeks before the class start date. No shows for fee-based training will be billed unless the seat is filled. We make every effort to fill the seat on your behalf. If we can fill the seat, you will not be billed.

CIT Training also offers customized training. Any Cornell University unit or CIT department can request training from the Training & Documentation Services group.

For a complete listing of training resources, go to <http://www.cit.cornell.edu/training>.

Complete descriptions of the courses and workshops, along with contact information, can be found at <http://cornell.veplan.net/Education/catalog.aspx?c=629>.

For the most current information on scheduled courses and workshops, including training for IT professionals, see <http://cornell.veplan.net/article.aspx?&a=3612>.

For current information on specific subject areas click on the subject headings below:

[Adobe Creative Suite](#)

Acrobat, InDesign, Photoshop

[Audio Visual](#)

Audio visual technologies, techniques, and support.

[Brio](#)

QIQ, ES, Insight, Intelligence, Explorer

[FranklinCovey](#)

[Microsoft & Other Technical](#)

Active Directory, Ghost, ICND, Linux, Networking, Operating systems, Server 200x, SQL Server, VMware

[Office Productivity](#)

MS Office (Word, Entourage, Excel, Outlook, PowerPoint, Access), Confluence, Crystal Reports, Dreamweaver MX

[Oracle Database](#)

Oracle database programming

[Programming](#)

ColdFusion, CommonSpot, CSS, Flash, Java, JavaScript, Perl, HTML

[Security](#)

Security, CISSP, EC, Active Directory

A quick glance at the IT Professional Technical Courses and Office Productivity courses is found on page 8 of this guide.

| Course Title | Duration | Fee |
|--|------------|-----|
| IT Professional Technical Courses | | |
| Active Directory Core | 3 days | yes |
| Active Directory Group Policy | 3 days | yes |
| Active Directory Security | 3 days | yes |
| Advanced ColdFusion MX Development | 3 days | yes |
| Advanced JavaScript Programming | 1 day | yes |
| Certified Ethical Hacker | 5 days | yes |
| CISSP | 5 days | yes |
| Certified Wireless Network Administrator | 5 days | yes |
| Certified Wireless Security Professional | 5 days | yes |
| Fast Track Series: | | |
| ColdFusion MX | 3 days | yes |
| FileMaker 7 | 1 day | yes |
| FileMaker Professional Foundation | 3 days | yes |
| HTML 4.01 Foundation Series | 1 day | yes |
| ICND | 5 days | yes |
| Java 2 Programming | 5 days | yes |
| JavaScript Programming | 3 days | yes |
| Microsoft Windows Server | 5 days | yes |
| Microsoft SQL Server | 3 – 5 days | yes |
| Symantec Ghost | 3 days | yes |

For an up-to-date comprehensive list of courses and workshops offered by CIT Training & Documentation Services, visit: www.cit.cornell.edu/training. For questions or if you don't see what you are looking for, e-mail: workshop-info@cornell.edu.

| Course Title | Duration | Fee |
|--------------------------------------|----------|-----|
| Office Productivity Workshops | | |
| Office 2007 Getting Started | 2 hours | no |
| Microsoft Entourage: | | |
| Entourage 2008 Getting Started | 2 hours | no |
| Entourage 2008 Calendar Features | 2 hours | no |
| Microsoft Excel: | | |
| Databases | 2 hours | no |
| Quick Guide | 2 hours | no |
| Multiple Workbooks | 2 hours | no |
| Microsoft Outlook: | | |
| Outlook 2007 Getting Started | 2 hours | no |
| Outlook 2007 Calendar Features | 2 hours | no |
| Microsoft PowerPoint: | | |
| Animation | 2 hours | no |
| Creating Diagrams | 2 hours | no |
| Microsoft Word: | | |
| Quick Guide | 2 hours | no |
| Creating Templates | 2 hours | no |
| Graphics & Layouts | 3 hours | no |
| Mail Merge | 2 hours | no |
| Tables | 2 hours | no |
| Office Productivity Courses | | |
| Adobe Creative Suite: | | |
| InDesign Getting Started | 3 hours | yes |
| InDesign: Typography | 3 hours | yes |
| Mastering the Pen Tool | 2 hours | yes |
| Photoshop Getting Started | 3 hours | yes |
| Photoshop: Crafting Selections | 2 hours | yes |
| Photoshop: The Power of Layers | 3 hours | yes |
| Brio Insight Series | 1 day | yes |
| Brio Explorer | 1 day | yes |
| Brio Dashboard Builder | 1 day | yes |
| Brio EIS Dashboard Development | 2 days | yes |
| Confluence, Introduction to | 4 hours | yes |
| Crystal Reports | 2 days | yes |
| Microsoft Access 2007 Basic | 4 hours | yes |
| Microsoft Excel 2007 Basic | 4 hours | yes |
| Microsoft Excel 2007 Charts, etc. | 4 hours | yes |
| Train the Trainer | 3 days | yes |



LEARNING FOR LIFE

DFA Course Listing

The Division of Financial Affairs offers workshops on Accounting and Finance, Bursar, Payroll, Purchasing/Procurement, Risk Management and Insurance, Sponsored Program Administration (SPA), and Treasurer/Cash Management.

All DFA workshops have a minimum seat range of between six and eight seats. If a course cannot be held due to low enrollment, all registered participants will be notified within 24 to 48 hours prior to the class. There is a \$35 "No show" or "late cancellation" fee. Participants must cancel 24 hours prior to the class.

For complete descriptions of the courses and workshops, along with schedules, contact information and pricing, visit <http://cornell.veplan.net/Education> and click on Division of Financial Affairs Catalog.

| Course Title | Fee |
|--|------|
| Accounting and Finance | |
| Accounting Certification Program (14 sessions) | Yes |
| ADW 101: Accounting Data Warehouse Introduction Using Brio | None |
| FIN 100: The Basics of Cornell Accounting | None |
| FIN 101: Policy Considerations in the Accounts Payable Process | None |
| FIN 102: Paying for Services (Identifying Independent Contractors) | None |
| FIN 103: The Mechanics of Processing a Payment Request | None |
| FIN 104: Financial Stewardship and Compliance at Cornell | None |
| FIN 105: Understanding Cornell Accounts & Object Codes | None |
| FIN 107: Understanding the CU Travel Policy | None |
| FIN 108: Unallowable Costs | None |
| FIN 109: The Mechanics of Processing Travel Reimbursements | None |
| FIN 110: Everything You Wanted to Know About Gift & Invested Fund Accounting | None |
| FIN 111: How to Account for Your Capital Assets | None |
| FIN 112: The Mechanics of Processing Accounting Journals in JEMS | None |
| FIN 113: Cost Sharing for Sponsored Agreements | None |
| FIN 114: Everything You Wanted to Know About Sponsored Funds Accounting and Contracts | None |
| FIN 118: Determining the Indirect Cost Rate | None |
| FIN 119: Financial Reporting on Organized Research | None |
| FIN 121: Managing Agency Funds | None |
| FIN 200: Managing Transactions Through Object Codes | None |
| FIN 201: Developing User Fees for Service Facilities and Recharge Operations (Service Depts.) | None |
| FIN 202: Reconciling Accounts and Transactions | None |
| FIN 210: Advanced Investment Funds | None |

| Course Title | Fee |
|--|------|
| Payroll | |
| PAY 100: The Basics of Cornell Payroll | None |
| PAY 101: The Mechanics of Processing (Payroll) On-Cycle/Off-Cycle Forms | None |
| PAY 102: The Mechanics of Processing Labor Distribution Forms | None |
| PAY 103: COLTS Training for Pay Reps and Supervisors | None |
| PAY 104: Treaty Benefit and Taxation for Foreign Nationals | None |
| Purchasing/Procurement | |
| PUR 100: The Basics of Cornell Purchasing | None |
| PUR 102: APPS Limited and Detailed Inquiry Training | None |
| PUR 103: APPS Requisition Entry Training and PUR 104: APPS Requisition Release Approval | None |
| PUR 110: Procurement Card Coordinator Training | None |
| Supply Management Certification Program (8 sessions) | Yes |
| Risk Management and Insurance | |
| RMI 100: Everything You Wanted to Know about Risk Management and Insurance | None |
| Treasurer/Cash Management | |
| CSH 100: Handling Cash & Checks in the Cornell Environment | None |
| CSH 101: Processing Credit Card Transactions and Reconciliations | None |



LEARNING FOR LIFE

Tools & Resources

eCornell

Cornell University employees are eligible for special tuition rates for eCornell courses through an arrangement with the Division of Human Resources. Courses are available for \$100.00 each (regularly priced at \$599 - \$1,145) and may be purchased with a Cornell University Procurement Card or credit card. Please speak to your manager for full details on your reimbursement policy.

eCornell courses are authored and designed with one or more Cornell faculty member, using the most current and relevant case studies, research, and content. This approach to problem-based learning means that you are building knowledge and skills using online case studies, interactive exercises, and simulations based on authentic, relevant, and “real-world,” situations.

eCornell courses range in length from two to four weeks. During that time you will use email and online discussion boards to interact with your fellow learners and with an eCornell instructor. Courses start every two weeks.

Certificates from Cornell University can be earned by taking eCornell courses. Certificates are available in:

- Human Resources Studies
- Strategic HR
- Supervisory Skills
- Executive Leadership
- Change Leadership Studies
- Business Leadership Skills
- Financial Management
- Leading Management Teams
- Master Certificate in the Essentials of Hospitality Management
- Foodservice Management (4 courses)
- Master Certificate in Food services Management (8 courses)
- Hotel Revenue Management
- Hospitality Marketing
- Strategic Hospitality Management
- Hotel Real Estate Investments & Asset Management
- Project Leadership (New)
- A Systems Approach to Product and Services Design (New)
- High Performance Leadership (Coming soon!)
- Managing for Execution (Coming soon!)

To find out more about eCornell courses or certificate programs, please visit the Cornell University eCornell partner web page at: <http://www.ecornell.com/cu-employee>, call (607) 330-3332 or e-mail info@ecornell.com.

Environmental Health & Safety Training

Federal and state laws and Cornell University policy require that all employees receive safety training and be informed of the potential health and safety risks that may be present in their workplace, before possible exposure. In order to assist college, department and/or unit compliance with these regulations, Environmental Health & Safety (EH&S) provides many safety, health, and environment (SHE) training programs, in-classroom and web-based sessions.

To register:

- for in-classroom programs—use CU Learn (<http://www.ehs.cornell.edu/training.htm>) or call (607) 255-8200.
- for web-based programs—go to the training page at <http://www.ehs.cornell.edu/WBT/wbt.cfm>.

All employees are required to receive the Cornell Health and Safety Basics training, which is available as a web-based program. Please check CU Learn to verify whether you have received credit for this program.

To assist department/unit supervisors and employees to identify required SHE training, EH&S has developed a web-based training tool for determining safety training requirements. This training tool, and a complete listing of training programs from EH&S, is located at <http://www.ehs.cornell.edu/training/training.cfm>. The chart below will assist you in determining which minimum safety training programs are required for your job and work situation. Depending on your specific job duties, there may be additional required or recommended training. For more information, contact EH&S on the Web at <http://www.ehs.cornell.edu>; (607) 255-8200, or dehs-mailbox@cornell.edu.

| Job Type | Potential Work Exposure | Required Training |
|--|---|--|
| All Employees | All employees | Cornell Health and Safety Basics |
| Administrative and Office Professionals | All administrative and office professionals | Safety for Administrative and Office Professionals (recommended) |
| | Chemicals | Hazard Communication |
| General Service and Trades Workers <i>Examples:</i> <i>Animal Technicians</i> <i>Building Care</i> <i>Dining Workers</i> <i>Greenhouse Workers</i> <i>Grounds Workers</i> <i>Shops</i> <i>Utilities</i> | Asbestos | Asbestos Awareness |
| | Chemicals | Hazard Communication |
| | Confined Spaces | Confined Space Training |
| | Hazardous Energy | Lock-Out Tag-Out Training |
| | Human Blood or Tissues | Bloodborne Pathogens Training |
| | Lead | Lead Awareness |
| | Loud Noise | Hearing Conservation |
| | Operate Fork Lifts | Fork Lift Operator Safety |
| | Use Respiratory Protection | Respiratory Protection |
| | Work around Excavations | Excavations and Trenching |
| | Work in a Machine Shop | Machine Shop Safety (recommended) |
| Laboratory Workers | Biohazards | Principles of Biological Safety (recommended) |
| | Chemicals | Laboratory Safety |
| | Dispose of Chemical Waste | Chemical Waste Disposal |
| | Human Blood or Tissues | Bloodborne Pathogens Training |
| | Ionizing Radiation | Radiation Safety Training |
| | Lasers (Class 3B or 4) | Laser Safety Training |
| | Ship Hazardous Materials | DOT Hazardous Materials Shipping |

Tompkins Cortland Community College (TC3)

Tompkins Cortland Community College offers credit courses (<http://www.tc3.edu>, 607-844-8211) and noncredit workshops (<http://www.tc3.biz>, 607-844-6586) designed to help Cornell University staff members increase their knowledge and skills for today's jobs, and prepare for future career opportunities. Cornell staff may be eligible for tuition aid. Contact Benefit Services at (607) 255-3936 for more information.

Credit and noncredit courses are offered at three locations as well as online. The course schedule includes day classes, plus a number of evening and weekend offerings in Dryden (TC3 Campus), Ithaca (the Commons), and Cortland (Court St).

Credit Courses: Information

- Visit: <http://www.tc3.edu>. Click on "Academic Services" and "Courses at a Glance"
- 607-844-8211 and ask for "Counseling"
- See the Cornell mentor.

Non-Credit Courses: Information and Registration

- Visit: <http://www.tc3.biz> and click on "Workshops"
- Joan Barrows at (607) 844-6586, barrowj@tc3.biz.

Note: Oftentimes Cornell offers comparable credit courses at no cost to Cornell staff members through the Extramural Study Program. You will want to consult the Cornell University Courses of Study <http://www.cornell.edu/academics/courses.cfm> to compare the scheduled times and descriptions to choose the course that best fits your needs.

TC3 Mentor

Tompkins Cortland Community College has a special mentor to assist Cornell University staff members and their families who are taking, or are interested in taking, TC3 courses. The mentor can provide information on TC3 programs and services, academic advisement, basic skills assessment, learning assistance, and some career counseling. The mentor is on the Cornell campus during the academic year. Times and locations for the mentor will be at <http://www.ohr.cornell.edu/whatsNew/whatsNewBulletin.html>.

TC3 Open House Schedule

If you're interested in taking a course at TC3, come to an open house and learn more about this educational opportunity and the partnership Cornell has with TC3 for deferred payment of tuition. Times and locations for open houses will be announced at <http://www.ohr.cornell.edu/whatsNew/whatsNewBulletin.html>.

Additional Opportunities

American Red Cross of Tompkins County: offers health and safety courses, including CPR, First Aid, AED, lifeguarding, learn-to swim, and babysitter's training programs. For information, contact Tarry Hilliard at (607) 273-1900, x16; e-mail: thilliard@tompkins-redcross.org; or visit: <http://www.tompkins-redcross.org>.

Community Learning and Service Partnership (CLASP): Service employees and students or CLASP staff work together to achieve learning goals that employees choose for themselves. For information, contact: Ginny Steele at (607) 255-7633; e-mail: vks7@cornell.edu; or visit: <http://clasp.education.cornell.edu>.

Cornell Cooperative Extension of Tompkins County: offers free or low-cost resources, events or workshops on energy conservation, personal finance, parenting skills, home and food safety, nutrition, gardening, composting, soil testing, local foods, forestry, environmental issues, green building, consumer concerns, community development, diversity training, and more! Youth programs include 4-H clubs, after school and summer camp activities. Volunteer opportunities are also available in many of the above areas. For information, call (607) 272-2292; visit <http://www.ccetompkins.org>; or 615 Willow Avenue, Ithaca.

Cornell Outdoor Education: A diverse, university-based outdoor program that offers a variety of courses, including climbing, backpacking, canoeing, caving, kayaking, biking, skiing, wilderness first aid, teambuilding and outdoor leadership. The Team & Leadership Center, a part of Cornell Outdoor Education, offers team development, leadership development, and other experiential training for student, staff and professional groups on the Hoffman Challenge Course or on the organization's site. COE offers several short programs catered to faculty, staff and grad students, as well as wellness outdoor programs. Additional opportunities include The Lindseth and Kay Climbing Walls, Hoffman Challenge Course facility and an equipment rental operation. All classes are open to the public. For information, call (607) 255-6183; e-mail: coed@cornell.edu; or visit: <http://www.coe.cornell.edu>.

Cornell University Police: offers programs in crime-prevention and services, including alcohol awareness, cash handling, Cornell police orientation, crime prevention overview, identity theft, Operation ID program for marking valuables, personal safety, rape prevention, violence in the workplace, winter driving techniques, and driving techniques and the rules of the road. For information, contact Ray Price at (607) 255-7404; or e-mail: crime_prevention@cornell.edu; or visit: http://www.cupolice.cornell.edu/crime_prevention/outreach.cfm.

Office of Sponsored Programs: Education and training programs in the area of sponsored research administration. Regularly scheduled training includes a once a semester Research Administration Certification Program (co-sponsored with Division of Financial Affairs) and Adobe Acrobat for Grants.gov. Individual or group training can be organized upon request. For more information, contact: osp-help@cornell.edu; or visit <http://www.osp.cornell.edu/education/>. To receive notices of upcoming events subscribe to the cu-res-admin-L e-list. Instructions are available at <http://www.osp.cornell.edu/eRA/listserv.html>.

Research Administration Information Services: RAIS offers training classes for using Brio with the Sponsored Projects Data Warehouse. Each semester four classes are offered. Classes are half-day, hands-on, and cover an overview of the sponsored data, introduction to the Brio tool, and a set of lab exercises for practicing your skills. Two skill levels are offered: 1) Novice - for those who have never used Brio; 2) Experienced - for those who have used Brio and wish to gain proficiency in using Brio with the Sponsored Projects Data Warehouse. This class is also recommended for previous attendees who wish to refresh their skills. To learn more and sign up for a class, go to: <http://www.research.cornell.edu/RAIS/SponsDW/Brio/>.

School of Continuing Education and Summer Sessions: offers staff, faculty, and their families a variety of year-round opportunities for personal and professional growth, including Extramural Study (Part-time Study), Executive Education programs, Summer and Winter sessions, English for International Students and Scholars, Cornell's Adult University, CyberTower, Summer Events Series, and the Summer College Program for High School Students. For information, contact B20 Day Hall, (607) 255-4987; e-mail: cusce@cornell.edu, or visit: <http://www.sce.cornell.edu>.

Strategic Human Resources Executive Education, Cornell ILR School: For more information about custom programs or open-enrollment courses, contact Christine Cotton at ilrexec@cornell.edu; or visit <http://www.ilr.cornell.edu/execed/>.