

**Human Resources Training Class Registration, March – April 2015**

Please see the list below for corrected URLs for our upcoming training classes. If you have previously registered for a training class, please ensure that you registered for the correct class, on the date and time that you wanted (if more than one training class was available.

Understanding FMLA will be held next Friday, March 27th from 10 a.m. to noon.

All classes will be held in the Human Resources Training Room, General Services Building.

I apologize for any inconvenience you may have experienced with the registration process. If you need any additional information, please contact me at Ext. 5283 or via e-mail at eduncan3@tnstate.edu.

Regards,

Beth Duncan

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| **Title/Topic** | **Date** | **Time** | **Registration URL** |
| Completing Personnel Actions | 4/9/15 | 2 - 3 p.m. | https://[personnelaction](https://personnelaction.eventbrite.com).eventbrite.com |
| Conducting Effective Performance Appraisals | 3/25/15 | 10 - 11 a.m. | https://[hrperfappraisal](https://hrperfappraisal.eventbrite.com).eventbrite.com |
| Conducting Effective Performance Appraisals | 3/30/15 | 2 - 3 p.m. | https://[hrperfappraisal](https://hrperfappraisal.eventbrite.com).eventbrite.com |
| Conducting Effective Performance Appraisals | 3/31/15 | 10 - 11 a.m. | https://[hrperfappraisal](https://hrperfappraisal.eventbrite.com).eventbrite.com |
| Conducting Effective Performance Appraisals | 4/2/15 | 2 - 3 p.m. | https://[hrperfappraisal](https://hrperfappraisal.eventbrite.com).eventbrite.com |
| Lunch and Learn, Eating Healthy | 4/23/15 | 11:30 a.m. - 1 p.m. | https://[listentoleslie](https://listentoleslie.eventbrite.com).eventbrite.com |
| Lunch and Learn, Eating Healthy  | 4/7/15 | 11:30 a.m.- 1 p.m. | https://[listentoleslie](https://listentoleslie.eventbrite.com).eventbrite.com |
| Retirement Week - \*S.H.I.P. Program | 4/16/15 | 10 - 11 a.m. | https://[rwship](https://rwship.eventbrite.com).eventbrite.com |
| Retirement Week - \*S.H.I.P. Program | 4/16/15 | 2 - 3 p.m. | https://[rwship](https://rwship.eventbrite.com).eventbrite.com |
| Retirement Week - Great West | 4/17/15 | 10 - 11 a.m. | [https](https://rwgreatwest.eventbrite.com)://rwgreatwest.eventbrite.com |
| Retirement Week - Great West | 4/17/15 | 2 -3 p.m. | [https](https://rwgreatwest.eventbrite.com)://rwgreatwest.eventbrite.com |
| Retirement Week - TCRS | 4/15/15 | 10 - 11 a.m. | [https](https://rwtcrs.eventbrite.com)://rwtcrs.eventbrite.com |
| Retirement Week - TCRS | 4/15/15 | 2 - 3 p.m. | [https](https://rwtcrs.eventbrite.com)://rwtcrs.eventbrite.com |
| Retirement Week - TIAA-CREF | 4/14/15 | 10 - 11 a.m. | https://[rwtiaacref](https://rwtiaacref.eventbrite.com).eventbrite.com |
| Retirement Week - TIAA-CREF | 4/14/15 | 2 - 3 p.m. | https://[rwtiaacref](https://rwtiaacref.eventbrite.com).eventbrite.com |
| Retirement Week -Social Security Administration | 4/13/15 | 10 - 11 a.m.  | https://rwssa.[eventbrite](https://rwssa.eventbrite.com).com |
| Retirement Week - Social Security Administration | 4/13/15 | 2 - 3 p.m. | https://rwssa.[eventbrite](https://rwssa.eventbrite.com).com |
| Separation Procedures | 4/20/15 | 2 - 3 p.m. | https://[separationproc](https://separationproc.eventbrite.com).eventbrite.com |
| Understanding FMLA | 3/27/15 | 10 a.m. - 12 p.m. | https[://](https://fmlaunderstanding.eventbrite.com)fmlaunderstanding.eventbrite.com |
| Updated Workers' Comp Procedures | 4/21/15 | 10 - 11 a.m. | https://[tsuworkerscomp](https://tsuworkerscomp.eventbrite.com).eventbrite.com |

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\*State Health Insurance Assistance Program, Medicare/Medicaid