Alexandria Campus Achieving The Dream Team Hosts a Community Breakfast

Area high school principals, business leaders, community members and NOVA Board Members gathered and participated in a discussion about the Achieving the Dream Initiative at the Alexandria Campus.

Informing, learning and engaging the greater community is an essential element of “achieving the dream.” Seeking unique and collaborative methods for increasing student success and partnering in order to reach those goals is also an important piece of the plan. The Alexandria Campus Community Breakfast is a great example of how such efforts are put into action. Each NOVA Campus is reaching inward and outward to for additional input. Ultimately, when students succeed at NOVA, it positively impacts Northern Virginia and the state’s workforce.

The leaders who met at the Alexandria Campus were able to discuss the issues and potential avenues for continued and increased student success. Thank you to all who participated and made this event possible.
Bhadra and Pelletier Are Radio Stars

On September 30, Dipasis Bhadra (LO), economics, was the special guest on Classic Country radio (1250 FM). During an interview about the economy, Bhadra authoritatively answered such questions as “Are we heading for another Great Depression?” and “Should we hide our money in the mattress?” by citing the positive aspects of our financial system. Host Chuck Williams referred to NOVA twice, providing valuable publicity to the College.

In August, Rosemary Pelletier (LO), political science, was equally eloquent when she discussed the Democratic Convention on Classic Country.

Special thanks to Bhadra and Pelletier for their willingness to showcase NOVA’s expertise.

Are you available for a live interview (via telephone) with just one or two hours of notice? If you are interested, send your name, area of expertise and best contact phone number to Carlene Mackereth at cmackereth@nvcc.edu.
**Scholarship Fair Held at the Manassas Campus**

The Office of Student Services and the reading and writing center at the Manassas Campus held a scholarship fair on September 24 and 25. Financial aid advisor Taka Perry hosted the event to inform students of the many scholarship opportunities through the NVCC Educational Foundation. Students who attended the event received information on available scholarships and tips on writing a winning scholarship essay. A scholarship fair will also be held at the beginning of the spring semester. For information on the spring scholarship fair, please contact Perry at tperry@nvcc.edu or 703-257-6613.

**Wanted! A Few Good Speakers**

NOVA is looking for a few good speakers for inclusion in the next edition of the Speakers Directory. If you have a personal or professional interest in any subject, ranging from Arabic to zoology, Cajun cooking to quilting - we want to hear from you! Our speakers serve as roving ambassadors for the College, presenting short programs at meetings of local educational, service or cultural organizations. Everyone is welcome to become a part of NOVA's Speakers Bureau - faculty, administrators and classified staff. All you need to do is submit the form in the attachment section. For more information, contact Katrina Baskfield at 703-323-3196.

**The Intercom Wants to Hear from You!**

Tell us about what your division has accomplished, articles you have published, obstacles conquered and insight uncovered! Share it with your peers and other *Intercom* readers. Remember the deadline is EACH Friday at 5:00 p.m., for the following week’s edition.

**A few reminders**

- All submission must be about or relate to faculty and/or staff of NOVA.
- E-mail your submissions from your NOVA e-mail account to intercom@nvcc.edu in a Word of Publisher file.
- Please remember to send photos as attached jpeg's (make sure they are good quality or they cannot be used).
- Include captions for photos in your submission text.
- Make sure to denote what acronyms mean.
- Make sure you have the correct listing of position titles and campus affiliations (AL, AN, LO, MA, MEC and WO)

For complete submission guidelines, go to: [http://www.nvcc.edu/pip/guidelines.htm](http://www.nvcc.edu/pip/guidelines.htm). Send your news!
O’Sullivan and Awad Serve as Keynote Speakers for the Colony Film Festival

Kathryn O’Sullivan (MA) and Paul Awad were the keynote speakers at the Colony Film Festival held in Marietta, Ohio September 12 and 13. The Festival screens both professional and student independent films. Last year, Awad and O’Sullivan’s short film "Dracula's Mother" won best non-student short at the Festival. They were thrilled to be back as speakers. Using clips from their latest feature film, "The Fugue," (shot this summer and currently in post-production), they shared their experiences and offered advice to aspiring independent filmmakers and film enthusiasts. Awad is a former Manassas Campus adjunct faculty member who currently teaches digital filmmaking full-time at The Art Institute of Washington. O’Sullivan teaches speech and drama at the Manassas Campus.

Kathryn O’Sullivan (MA), Colony Director Hunt Brawley and Paul Awad at the Colony Film Festival.

The Intercom Wants to Hear from You!

The Intercom is for and by the faculty and staff of NOVA. You are welcome to e-mail your articles and news to intercom@nvcc.edu! The deadline is EACH Friday at 5:00 p.m. for the following week’s edition For complete submission guidelines, go to: http://www.nvcc.edu/pip/guidelines.htm. Send your news!
On September 20, faculty, staff, students and community residents attended the Alexandria Campus’ first Community Fall Festival. During the festival, patrons were able to visit with over 48 community exhibitors, food vendors and the Alternative Fuel Exhibition. Performances were rendered by Fraternidad Folklorica Cultural Ruphay Bolivian dancers of Caporales and live music from Shades of Ebony.

Special thanks to the corporate sponsors who gave generous donations to the Alexandria Helping Hands Fund: AARP, Advantage Dental Care & First Family, BB&T, Capitol Financial Partners, Carl Nguyen Insurance Agency, State Farm, Compassion for Animals, Enlightek Inc., Ethnic Expressions, Karen B. Harris, H.E. Enterprises, Long and Foster Realty, Kareem Fleming, Maya Designs, Red Hot and Blue Restaurant, Student Employment Council Inc., The Davion Group, LLC and Village Art. Collectively, a total of $2,400 dollars were raised.
Alexandria Campus Hosts Community Fall Festival

Continued from page 5

Pictured above: Bolivian dancers.

Pictured left: Mariella Ossio (AL) and a festival patron speaks with Alexandria firefighter about fire safety.
Approximately 100 faculty, staff and guests of the Extended Learning Institute (ELI) gathered on September 12 for a one-day professional development conference at the Ernst Cultural Center on the Annandale Campus. Addressing the conference theme of “Building Community to Help Students Succeed in Online Courses,” keynote speaker and ELI Director Jennifer Lerner explained the social aspects of learning and the importance of connecting online learners together in community. Participants attended breakout sessions dealing with best practices to increase student interaction and on technologies that support interaction in online courses. A town hall meeting led by Technology Applications Center (TAC) Director Cathy Simpson and Center for Excellence in Teaching and Learning (CETL) Coordinator Nan Peck gave participants the opportunity to share and discuss what they learned in the breakout sessions.
NOVA Presents “The Crystalline Spectrum: A Journey From Student to Master”

The Tyler Teaching Gallery is hosting one of the largest exhibitions of crystalline glazed pottery to ever be held on an international scale. William Schran, Tyler Gallery director, Alexandria Campus, has brought together more than 50 artists from around the world to exhibit a variety of crystalline techniques and ceramic forms. The exhibition will feature pieces from world renowned artists including: Bill Campbell, Ginny Conrow, Diane Creber, Peter Ilsley, Jamie Kozlowski, Marsha Silverman, Fara Shimbo and John Tilton.

NOVA’s “The Crystalline Spectrum: A Journey From Student to Master” began September 27 and will run through October 22 at the Tyler Teaching Gallery, 3001 North Beauregard Street in Alexandria.

The invitation to participate was extended to a range of artists who possess various levels of expertise and techniques used in the development of crystalline glazes. Techniques represented include but not are limited to: firing at different temperatures from cone six to cone 10, post-reduction firing techniques, inclusion of stains and rare earths as colorants and the effects of several different firing schedules. The gallery visitor will experience the results of these techniques, as well as, the progression of early experimentation to more refined understanding of the integration of the ceramic form and the mastery of crystalline glazes. This is a rare opportunity for the attendees to view and purchase from a large and diverse collection of crystalline glazed pottery.

Schran, curator of the exhibit, explained the reason for this show, “Interest in crystalline glazes has grown dramatically in the past few years. More and more ceramic artisans have begun experimenting with this technically demanding process. In the past ten years, three books and several technical articles have been published on the subject. An international crystalline glaze online discussion forum has just celebrated its second year. I felt it was time to provide an avenue for the emerging and established artists to show off their latest discoveries, techniques and directions in crystalline glazes.”

A lidded vase by John Tilton, which is one of more than 100 works in the show.

See the list of the Alexandria Campus Hispanic Heritage Month Events on page 13.
**Science Seminar**
Sponsored by the Math, Science Engineering Division (Annandale Campus) and also sponsored by Lyceum

The Science Seminar, titled “Two months of Rock and Road,” will take place on **October 17 from 12:00 p.m. to 1:00 p.m. in the CE Forum** on the Annandale Campus. The guest speaker will be Callan Bentley (AN), assistant professor of geology. This past summer Bentley drove cross-country in search of geological insights, spectacular scenery and adventure. Join him for a slideshow of images from Kentucky, Montana, Colorado, Kansas, Utah, Nevada and Arizona.

Bentley went to the College of William and Mary for his undergraduate degree. After several years of outdoor education and classroom teaching, he earned a master's in geology at the University of Maryland. He is currently finishing a second master's in science education at Montana State University.

All students, staff and faculty are cordially invited.

**Annandale Campus Sharon Tindall Exhibition**

The Annandale Campus Liberal Arts Division presents an exhibition of traditional quilts, quilted wall hangings and multimedia art by Sharon Tindall. The show runs began **October 5 runs through October 20** in the Verizon Gallery in the Ernst Building.

**Human Resources Certificate in Supervisory Training Program**

Human Resources (HR) is now accepting registration requests from supervisory personnel who want to participate in the HR Certificate in Supervisory Training program. The next cohort begins **October 21**. Space is limited. Please do not delay if you are interested. Additional information and directions for how to register are in the attachment section.

**Annandale Campus Faculty Showcase Concerts**

The Annandale Players, members of the applied music faculty on the Annandale campus, will perform a chamber concert on **October 21 at 7:30 p.m. in the Ernst Community Center Theatre**. Admission is free.

Among the performers will be Sonya Suhnhee Kim (piano), Rosemarie Houghton (soprano), Linda Capusciarz (cello) and Julie Hahn (piano). This faculty showcase concert will feature solo and ensemble works by Bach, Mozart, Granados, Brahms and other composers.

On **November 11 at 12:00 p.m. in the Ernst Theatre**, Kim will give a solo recital including works by Schubert, Liszt and Beethoven. She performs annually in Vienna, Austria, and recently, she played at the U.S. State Department in Washington, District of Columbia. Admission is free.

For more information about these concerts, sponsored by the Annandale Division of Liberal Arts, please call 703-323-3114.

**NOVA Hosts Seminars for Your Future Financial Needs**

Great West Services, the service provider for the Commonwealth of Virginia’s Deferred Compensation Plan, will conduct a regional education enrollment seminar for all interested employees on **October 22** at the Manassas Campus. For further information on times and dates see the attachment section.
This past summer, **Ramezan Dowlati** (LO), psychology, participated in a 20-day study tour entitled “China in the Twenty-First Century: The Modernization of an Ancient Nation.” This trip was a professional development seminar designed for educators by the College Consortium of International Studies (CCIS). The trip included visits to many educational institutions, historical sites and modern establishments in Beijing, Shanghai, Nanjing, Suzhou and Xian. China looked its best as it was preparing for 2008 Summer Olympic Games and the level of hospitality was high: traffic controlled, streets and parks clean, and above all, more English-speaking people available to “foreigners.” Dowlati’s goal was to improve his teaching of psychology in NOVA’s diverse community of students and starting this semester he has begun to enrich his PSY 201 (Introductory Psychology) and PSY120 (Human Relations). Among the greatest benefits of the trip, he says, was associating with the 15 other faculty and administrators from around the U.S. who participated in the trip. It was his pleasure to gain knowledge and share this experience with other colleagues. His China memories can be seen at [http://center.shutterfly.com/](http://center.shutterfly.com/) where more than 800 photos are posted for public view.
Standards of Conduct Training

Standards of Conduct training is scheduled for college employees. It will be led by Marleen McCabe, associate director of human resources for employee relations. All who supervise or manage classified staff would benefit from this workshop. This class pertains to the state's progressive disciplinary process. A key learning objective is to enable supervisors to assess the appropriate course of action to take when addressing performance and conduct issues with their employees.

Please see the attachment section for the workshop schedule, additional information and registration procedures.

Virginia Retirement System Member Benefit Profile

A Virginia Retirement System (VRS) member benefit profile is the annual statement from the Virginia Retirement System to its members. The profiles arrived in the Human Resources (HR) Office on September 24. Due to the HR office renovation, the benefit profiles may be delayed in reaching VRS members. Fortunately, these profiles are also available online by accessing myVRS at http://www.varetire.org. When you set up your myVRS account, you can:

- View your member information such as service and compensation reported to VRS by your employer(s).
- Check the status of an application for retirement, purchase of prior service or refund.
- Create retirement benefit estimates using your current information.
- Update your contact information.

This will be the last year the member benefit profiles will be distributed through Human Resources. Next year or even during the year, it will be expected you obtain this information from myVRS. Please note that not every employee will received a member benefit profile. If the hire date was after June 30, there will not be a profile. If you believe you should have received a member profile and did not, call the Benefits staff in Human Resources at 703-323-396/3336 or 703-323-4276. If you receive another employee’s statement, kindly return it to the HR office. Thank you.

Virginia Optional Retirement Plan Open Enrollment

October is Optional Retirement Plan (ORP) Open Enrollment for faculty members who are participants in the Commonwealth of Virginia Optional Retirement Plan for Higher Education (ORPHE). Please find more information in the attachment section detailing the ORP open enrollment procedures and deadline.
No More Pay Stubs

The Department of Accounts (DOA) has mandated that all State agencies go paperless for earnings notices effective January 1, 2009. Due to this mandate, it is very important that all employees sign up for Payline. In order to do this, employees should use the following link: https://secure.doa.virginia.gov/payline/.

One of the benefits of Payline is the ability to view each pay stub days before pay day. Please keep in mind that although you can view your pay stub early, your money will not be deposited into your account until pay day. You are also able the view and/or print your W2. The printed copy of the W2 is accepted by the IRS for tax purposes at the end of the year. Payline also provides historical records from 2005 forward.

Please sign up for Payline and familiarize yourself with it before the beginning of the year. The first pay check of the year will be paperless.

If you have any questions regarding Payline, please feel free to contact the Payroll team. To see a list of Payroll staff members, go online to: http://www.nvcc.edu/accounting/staff.htm (scroll down to “Payroll”).
ALEXANDRIA CAMPUS CELEBRATES

Hispanic Heritage Month 2008

Monday 2 p.m.
October 5, 2008 Room 158
Fredy Tejada
Delegate, Central American Parliament
Representative, FMLN
Dr. Whit Hutchinson
Senior Minister, Wesleyan United Methodist Church

Tuesday 2 p.m.
October 7, 2008 Room 158
Lilo González
Salvadoran Musician and Composer

Wednesday 2 p.m.
October 8, 2008 Room 158
Pedro Avilés
Community Organizer and activist

Thursday 2 p.m.
October 9, 2008 Room 158
Film: “Bread and Roses”
Dir. by Ken Loach
Starring Adrien Brody, Pilar Padilla and Elpidia Carrillo

All events sponsored by the Alexandria Campus Division of Humanities and Social Sciences and Student Services
Celebrate National Veterinary Technician Week at the Veterinary Technology Open House

Wednesday, October 15, 2008
6:00 p.m. – 8:00 p.m.

Northern Virginia Community College (NOVA) Loudoun Campus

LD Building
1000 Harry Flood Byrd Highway
Sterling, VA

The evening will include information about the NOVA Veterinary Technician program and careers in veterinary technology, as well as facility tours, food and activities for children.

The National Association of Veterinary Technicians in America, Inc. (NAVTA) has proclaimed October 12-18, 2008 as National Veterinary Technician Week. The event is celebrated annually to recognize veterinary technicians for their contributions to the animal health care team.
Northern Virginia Community College offers a Speakers Bureau as a community service to help meet the cultural and educational needs of residents and organizations in the College’s service area. The NOVA Speakers Directory lists faculty and staff who are willing to share their expertise at meetings of civic and professional associations, non-profit organizations, school groups, government agencies, and other community gatherings in the Northern Virginia area. Participating in the NOVA Speakers Bureau is a great way to gain positive exposure for both yourself and the College!

Name: _____________________________ Campus: _____________________________

Title: _____________________________ Department: _____________________________

Office phone: ______________________ Home phone: ________________________ Email: ________________________

(Not for publication) (Not for publication) (Not for publication)

Degrees or area(s) of expertise ________________________________________________________________

Indicate primary areas(s) of interest or specialization under which you wish to be listed in our directory (e.g., career development, health and fitness, women’s issues, management, finance, etc.):

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

List specific topics about which you are willing to speak, or a short description:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Additional information:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

NOVA maintains the Speakers Bureau as a free service to the community. Please remember that when you agree to be a speaker for Northern Virginia Community College, you have a responsibility to make yourself reasonably accessible to our local groups who request your services. You do however, have complete control over which requests you choose to accept. We appreciate and value your willingness to participate in this worthy College cause, and encourage all of our administrators, faculty and staff with special skills and interests to share them with our local civic organizations!

Return to Public Information and Publications in Room 210 – Brault Building, Annandale.

For more information call 703-323-3196.
October is Open Enrollment for Faculty members who are participants of the Optional Retirement Plan for Higher Education (ORP). The two providers available to Plan participants are Fidelity Investments and TIAA-CREF. For information on the providers visit their Web sites at http://www.fidelity.com/atwork and http://www.tiaa-cref.org. For information on the Plan investments available through each provider, obtain an enrollment package from your Human Resource office.

To change providers during Open Enrollment, please complete the Provider Change Form and the enrollment and beneficiary forms for the provider you have chosen (unless you have an existing account with that provider). These forms may be requested from your Human Resources office and must be completed and returned to the attention of Janice Cottingham in HR by the last business day in October. Be sure the applicable Plan Number appears at the top of your enrollment form.

<table>
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<tr>
<th>Provider</th>
<th>Plan Number</th>
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<tbody>
<tr>
<td>Fidelity Investments</td>
<td>89755</td>
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<tr>
<td>TIAA-CREF</td>
<td>101850</td>
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</table>

In making your selection you should be aware of the difference in fee structure for the two providers. You should review the prospectuses for the funds you are considering for more information about short-term trading fees or investment restrictions.

Fidelity – In addition to the management fees associated with each investment, Fidelity will charge a $12.00 per year administrative fee. This fee may be waived as assets under management grow.

TIAA-CREF – No administrative fee is charged. The only expenses to participants are those associated with the investments.

The change of provider you make during Open Enrollment will be effective for ORP contributions sent to the provider on your behalf on or after January 1.

Remember - in order for a provider change to take place, your signed Provider Change form and Enrollment and Beneficiary forms for your new provider must be received by your Human Resource office by close of business on the last business day in October.

Please contact Janice Cottingham (jcottingham@nvcc.edu) in Human Resources with any questions.
Standards of Conduct: Using the Progressive Disciplinary Process to Influence Change in Performance.

Sponsored by: NOVA Human Resources Department

**Audience:** Any supervisor or manager (faculty and classified staff) who manages classified staff.

**Facilitator:** Marleen McCabe, Ph.D.
Associate Director Employee Relations

**Workshop Objectives:** By the end of this workshop, participants will be able to...

- **Identify** the steps in the Progressive Disciplinary Process.
- **Identify** the applicable violation category(ies) according to policy.
- **Assess** the most appropriate course of action to take when addressing performance and conduct issues.
- **Identify** at which stage in the coaching/disciplinary process managers want to and need to contact HR for assistance.
- **Clarify** the need for “due process.”

Pre-registration is needed for effective planning purposes.

All registrations will be acknowledged by return e-mail. Room location will be provided in your registration acknowledgement. Please e-mail registration:

**TO:** hrdtraining@nvcc.edu  
**CC:** (your supervisor, if required by that individual)  
**SUBJECT:** Standards of Conduct at NOVA  
**BODY:** Please list session time you plan to attend

<table>
<thead>
<tr>
<th>NOVA Campus</th>
<th>Date and Time</th>
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<tbody>
<tr>
<td>Annandale</td>
<td>Wednesday, October 22nd</td>
</tr>
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</table>
|             | 9:00 A.M. – 11:00 PM.  
|             | or 1:00 P.M. – 3:00 P.M. |
New York City Trip
November 7-9
Sponsored by the Annandale Office of Student Activities & Adventure Unlimited

Look at What’s Included!
Round-trip motor coach transportation
Two nights hotel accommodations in NJ
2 Buffet breakfasts at the hotel
2 Dinners: Dinner at the Hard Rock Café, Medieval Times Dinner & Tournament
Free time for sightseeing and shopping
Admission to Top of the Rock
Radio City Music Hall Tour
Narrated boat cruise around Manhattan
Ferry ride to the Statue of Liberty and Ellis Island
All taxes and meal gratuities

Contact: Jessie Zahorian, Counselor for Student Activities/Events, 703-323-3484, jzahorian@nvcc.edu, or CF 226/228.

Payment is due in full by Friday, October 3rd. Payment is due in full to reserve your space! Same sex rooms only. Friends may attend. Come to the Office of Student Activities CF 226/228 to reserve your space.

Price per person includes everything listed above depending how many people are in each room:

Quad (4 adults per room) $339 PER PERSON
Triple (3 adults per room) $369 PER PERSON
Double (2 adults per room) $389 PER PERSON

Make Checks payable to Northern Virginia Community College. Credit Cards are accepted as well. The bus departs at 10:00 a.m. on Friday, November 7th in front of the Cultural Center.
The Supervisory Training Certificate Program is being offered to NOVA employees with people management responsibility. The following details will guide you through the process of registering for the program, and answer questions you may have relative to eligibility, time, requirements, etc. Please remember that all candidates must have the approval and endorsement of their supervisors in order to attend the program.

The Certificate Program consists of nine modules, the first 5 are presented as a series.
Module 1 – The Keys to Successful Supervision at NOVA
Module 2 – Human Relations and Effective Communications
Module 3 – You the Manager and Leader
Module 4 – Leading
Module 5 – Mistakes to Avoid

Module 6 – Preventing Sexual Harassment
Module 7 – Preventing Employment Discrimination
Module 8 – Conducting the NVCC Performance Appraisal
Module 9 – How to Hire the Best People

Supervisory Training Certificate Program - Frequently Asked Questions

Q: Is the certificate program just for Supervisors or can anyone attend? A: You must be a Supervisor to be eligible for this certification. To receive the supervisory training program certificate all nine modules must be completed. Modules 1-5 are for Supervisors only. Modules 6, 7, 8 and 9 are open to any employee of the college.

Q: How is the supervisory program laid out? A: The entire program includes nine separate modules. Modules 1-5 are presented as a series and are facilitated by Workforce Development/Continuing Education - Annandale. Employees who are accepted into the certificate program must commit to completing each of the five modules in the series. Modules 6 and 7 are online self study. Modules 8 and 9 are instructor lead workshops.

Q: How much time is involved? A: The five session series will meet from 9 A.M. – 4 P.M. once a week for five consecutive weeks. This semester, our course kicks-off Tuesday, October 21, 2008 and will convene in an Annandale, Virginia location to be announced. Modules 6 and 7 will be self – paced and will take about an hour and half to complete. Modules 8 and 9 are about 2 hours in length and will be conducted by members of the HR department at various campuses, with dates and times to be announced.

Q: Is there any cost to me involved? A: HR Professional Development is paying all costs.

Q: How do employees register for the certificate program? A: This registration is for the 5 module series only. Registration for the other modules will occur at a later date.
(1) Send an e-mail to: HRDtraining@nvcc.edu
(2) Cc: Your Immediate Supervisor;
(3) List the campus and department/division for which you work. Briefly describe your NOVA supervisory experience mentioning the number and level of employees under your supervision. Remember to include a statement that verifies you have approval and endorsement of your supervisor to attend all five course sessions.
**Q: What are the learning objectives and what will be covered in each module?**

**A:** Participants will understand the roles and responsibilities of managers and leaders; develop skills in communication, leadership, managing, organizing, and controlling operations; understand the importance of sharing the vision and mission of the organization; learn the importance of human resource management functions; understand the importance of EEO law and its implications to all organizations; develop an understanding of budget responsibilities; develop skills in human relations.

**Tuesday, October 21, 2007**

**The Keys to Successful Supervision at NVCC**

The skills, knowledge, and abilities of a manager
Organizational vision and mission
Transitioning to the management position
Productivity through people
Foundations of supervision
Creating a productive work environment

**Tuesday, October 28, 2007**

**Human Relations and Effective Communications**

Effective team building
Communicating your message
Dealing with problem employees
Staffing
Delegation
Performance appraisal

**Tuesday, November 4, 2007**

**You the Manager and Leader**

Using knowledge power
Learning to concentrate
Goals and planning
Ideas and opportunities
Setting Priorities
Time management
Making decisions

**Tuesday, November 11, 2007**

**Leading**

Managers vs. leaders
Entrepreneurship
Change management
Attitudes towards change
Management burnout
Revisit vision and mission

**Tuesday, November 18, 2007**

**Mistakes in Supervision to Avoid**

Failing to understand people
Failing to listen to others
Failing to communicate what you mean
Leading is not just management
Failing to develop employees
Too soft or too hard?

**Q: Who should I contact if I have additional questions about this program?**

**A:** If by e-mail, send your questions to HRDTraining @nvcc.edu. By telephone, call Kathy Weiner in the Professional Development Unit 703-323-4247.
Seminars to Help You Prepare for Your Future Financial Needs

Virginia Retirement System (VRS) will be conducting preretirement educational seminars in the NOVA area.

1. **Tuesday, September 16, 2008**: Annandale campus, Ernst Community Cultural Center.
   - **8:00 a.m. to 12:00 p.m.**: are for employees to develop early in employment history the value of a pension plan and associated benefits such as life insurance and long-term care.
   - **1:00 p.m. – 4:00 p.m.**: Group Counseling Sessions aimed at the employee who is seriously thinking of retirement within the next five years. Employees and spouses are encouraged to attend these sessions.
   - The registration site form is found on the VRS website, www.varetire.org, under planning for retirement. The local number to call for registration details is 703 323-3281.

2. **Wednesday, October 22, 2008**: Manassas Campus in the Colgan Theater. Virginia Retirement System in conjunction with Great-West Services will conduct a Regional Enrollment/Educational seminar on the Commonwealth of Virginia’s Deferred Compensation Plan. This plan is commonly referred to as the 457 plan. With few exceptions, all employees are eligible to participate in saving additionally for retirement using the pretax benefits of the plan.
   - The presentation is broken down in three sessions focusing on Plan Features & Benefits, Successful Account Management and Understanding Distribution Options.
   - The seminar begins at 9:00 a.m.
   - Employees may attend one, two or three of the presentations with no pre-registration required. For further information, check the plan’s Web site, www.vadcpi.com.