Managing Your Mood at Work

Dr. Jaryn Allen, NDSU Counseling Center

Wednesday, October 9th, 10:00am to 12:00pm (Room to be Announced)

As part of NDSU’s Mental Health week, this presentation will help attendees to become aware of their moods and learn how to manage them effectively.

It’s normal to experience different moods during the workday. Recent studies have found that moods can have a strong effect on work performance. Research has also shown that moods are contagious and affect others in the workplace. No one wants to be around a person who adds negativity to the team.

This session will assist you in being your best at work!

Please RSVP to Colette at Colette.erickson@ndsu.edu

How a Manager’s Moods Affect the Work Environment

There are benefits to a consistent, positive mood. You can communicate with reason. You think more clearly. You are in control. It builds confidence among those you work with. You are happier with yourself because calmness creates a sense of balance, which is desirable to all parties involved.

Research has shown that:

- A manager’s mood sets the tone. The mood of any member of a team can affect others in the group, but the mood of the leader or manager has the most impact. A team may develop a “group mood” that reflects the mood of its manager or other members.
- A positive mood can boost performance. Both positive and negative moods may affect performance, but positive moods have a stronger effect.
- We bring moods with us to work. The mood you bring to work affects performance more than moods caused by changes during the workday.
- Moods can be contagious. People can “catch” the moods of others, but often don’t realize that they have done this. For example, managers may be unaware that they are unconsciously reflecting the moods of customers, clients, or members of their team.

Benefit Open Enrollment is coming...

Open Enrollment is from October 21st through November 8th.

Flex Open Enrollment is from November 1st through 30th.
Reminder of Changes to Overtime Calculation Effective July 1, 2013

The State Board of Higher Education approved changes to the calculation of overtime effective July 1. These changes are in response to an audit recommendation.

Non-exempt employees are eligible for overtime (either pay or compensatory time). Overtime is calculated on a 40-hour work week (not on an 8-hour work day).

Effective July 1, 2013, only hours worked, holidays and official closings count for overtime purposes. Annual leave, sick/dependent leave, compensatory time and other leave times no longer count towards overtime purposes. Overtime and flexible work hours require prior approval by the supervisor.

UPCOMING NEW STAFF ORIENTATION SESSION

Send your new employees to New Staff orientation on Tuesday, November 19th, 8:00am to 3:30pm, Memorial Union Plains Room

Benefits of New Staff Orientation are the opportunity to acclimate new employees to the culture of North Dakota State University. In an organization many cultural norms are subtle and unstated. The employee orientation session can offer an opportunity for new employees to meet and interact with others and benefit from feeling valued and "fitting in" to the organization more easily and quickly. North Dakota State University benefits from factors such as reduced turnover and improved productivity.

New Staff Employee Orientation is held quarterly for all new staff employees. There is a Welcome by the President and a Bus Tour including the downtown and main campuses conducted by the NDSU Archivist. Other topics covered include organizational structure, NDSU history, policies and procedures, campus safety, parking, university governance, computer usage, campus climate, box lunch and the opportunity to meet other new employees. A reminder/invitation email will be sent to supervisors and employees via campus mail two weeks prior to the session. Please contact Chris Gauthier at christine.gauthier@ndsu.edu

Performance Management and the Responsibility Review Process

Training sessions to assist supervisors who have employee annual Responsibility Reviews due December 31st are being scheduled for November. Please look for more information on dates, times and locations.

Being covered is:

- What is the purpose of the review?
- What is my role as the supervisor?
- What is the process?
- Setting performance development goals.
- Make performance expectations and behaviors explicitly clear.
- Hold employee accountable for performance and behavior.
**Civil & Workplace Mediation Training**

**September 23 to September 26 from 8:00am to 5:00pm**

The NDSU Office of Human Resources/Payroll, in conjunction with the UND Conflict Resolution Center, is excited to offer Civil and Workplace Mediation training. The session will be held on NDSU’s campus. Space is limited, so please register as soon as possible. This 32 hour training session is available for NDSU faculty and staff at the discounted rate of $500.

Learn new or add to your existing skills in working more effectively with conflict in organizational settings as well as in the community, neighborhood, and with civil disputes. You will learn the causes of conflict, conflict management skills, the theory, practice, skills for Transformative Mediation™ and mediation ethical guidelines. The ability to manage conflict is a key leadership skill in any profession. Come ready to learn in a hands-on, dynamic training environment!

This Civil and Workplace Mediation Training is approved for the ND and MN ADR Neutral Rosters.

The following professional continuing education credits have been applied for: HRCI, ND Social Work, ND and MN Counseling, ND and MN CLE, MN ADR.

For further information, please contact the UND Conflict Resolution Center at 701-777-3664 or at und.conflictresolution@email.und.edu.

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**TIAA-CREF presents**

**She’s Got It: A Woman’s Guide to Saving and Investing**

Join us on a revealing trip through successful investing and saving strategies developed especially for you and learn how you can make your future flourish:

- Learn the core concepts that guide all investing, get motivated, build a plan and take action,
- Find ways to take on life’s challenges without damaging future financial well-being,
- Discover more about yourself with the Financial Personality Type Quiz
- Break down what your real goals are and learn how to reach them as we share experiences and learn new money and investing skills.

**Thursday, October 3, 5:30pm to 7:00pm, Memorial Union Arikara Room**
( hors d’oeuvres beginning at 5:00pm)

**RSVP by calling 1-800-732-8353 or online at www.tiaa-cref.org/schedulenow by following these steps:**
Select the link under ‘At Your Workplace’ under the upcoming seminars section.
Choose your state and employer. Then click on the session name (listed above) and reserve your spot!

Visit www.tiaa-cref.org/women to see messages and tips from Manisha Thakor, nationally-recognized financial expert for women.

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Supervisor Learning Opportunities

Engage Employees, Exceed Expectations, Inspire Principled Performance

NDSU College of Business has proclaimed 2013 the Year of HOW.

**HOW** is a philosophy that introduces a bold new vision for leading and winning in our more interconnected and interdependent world. Research has shown the Era of Behavior is upon us. People and organizations stand to gain by dedicating new thought and energy to *how* they do what they do. Come and learn how the world has dramatically changed and how new research is compelling all of us to rethink our behavior and why how we behave, lead, operate, consume, engender trust in our relationships and relate to others matters more today than ever, both personally and professionally. The **HOW** philosophy will help you understand how to thrive in the new interconnected and interdependent 21st century world.

*In collaboration with the College of Business Administration, the Office of Human Resources/Payroll is offering 2 HOW sessions:*

* **September 18**th **a 2 hour Introduction to HOW philosophy workshop** will be held with the head educator, Doug LaPelley, for the Legal Research Network (LRN) at 2:00 p.m. in the Memorial Union, Arikara Room. *(Same session as Staff Senate is offering on September 17th.)*

In the *Introduction to HOW*, you will get a close up look at the importance of translating ethics, values, and principles into behavior to achieve ethical performance. In this interdependent and interconnected Era of Behavior we live in, **HOW Behaviors** give us a competitive advantage. We will look at the 10 behaviors of the HOW Philosophy and their affect. Through discussion and insights, you will create an individualized HOW Leadership Action Plan to continue your journey of becoming HOW.

* **October 17**th **, meet the author of How and Why We Do Anything Means Everything, Dov Seidman**, at 2:00 in the Memorial Union, Room of Nations. Attendees will have the opportunity to ask questions and engage in discussion with Dov.

Dov's professional career has focused on how companies and their people can operate in both a principled and profitable way. Everything comes down to the people who are there working, sacrificing and advancing the collective efforts of their teams. Business is people, and people are business. He is a Harvard Law School graduate who also earned a bachelor's and master's degree in moral philosophy from UCLA and a BA with honors in philosophy, politics, and economics from Oxford University. Drawing on his background in business, law, economics and philosophy, Dov identifies the connection between an organization’s culture and its ability to win and thrive in an intensely competitive world. *Fortune* Magazine called Dov the "hottest advisor on the corporate virtue circuit" and he was also named one of the "Top 60 Global Thinkers of the Last Decade" by the *Economic Times*.

**Dov Seidman**'s message encourages fresh thinking, smarter risk taking, better collaboration and greater ownership of one's behavior—all of which build the kind of culture that leads to success. Audiences describe **Dov Seidman**'s presentations as life changing. His unique ability to connect with people at an emotional as well as intellectual level has helped them view theirs lives, their purpose and their potential with greater insight.

RSVP to one or both sessions to colette.erickson@ndsu.edu