

HR HAPPENINGS

Supervisors' Corner: Retirement Reminder

Let your Business Partners know if any of your full or part-time employees will be retiring. Human Resources does not want to miss the opportunity to recognize their dedication and hard work here at Yavapai College!



Total Rewards: YC Employees Benefit from University Partnerships

Yavapai College has partnerships with five universities which offer tuition discounts to YC staff, faculty, and alum. These discounts range from 10% off tuition at Grand Canyon University and NAU up through 25% full-ride scholarships! In fact, this fall Northcentral University is launching a new full-ride scholarship for bachelor's, master's, or doctoral degree completion. You'll find information about NCU's programs plus the scholarship application [online starting on November 16](#). For more information on the university partnerships, [see the YC Total Rewards page](#) or My Benefits Total Rewards page through the Employees card in the YC Portal.

November 6, 2020

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De-escalation and Communication Training

Have you had a situation where you aren't sure how to talk with someone who is upset? This training can help! Spread over two courses: Part I addresses Managing and Controlling Other People's Behavior and Part II focuses on Managing and Controlling Your Own emotions and Behaviors. The training is designed for law enforcement personnel but the concepts and techniques are very relevant to de-escalating any situation.

To access these courses, log in to My Learn, click on the Course Catalog link at the top, and search for De-escalation and Communication from the Categories list. To open the courses, select Enroll and get started.

Important Dates

Nov. 11 Veteran's Day, YC closed

Nov. 25 - 27 Thanksgiving break, YC closed

Dec. 11 Fall semester ends

Dec. 19 – Jan. 3 Winter break, YC closed

YCWAY AWARDS



The YC Way Award Nominations are now open! Please take a moment to nominate a fellow colleague you feel exemplifies one of the three YC Way pillars for a YC Way Award. The three pillars are: relationship excellence, service excellence and learning excellence. You can do so by going to the [YCSA Employee Recognition webpage](#).

Your nominations help us recognize those who are doing extraordinary work at Yavapai College and are greatly appreciated. Nominations are open until December 1st and recipients will be announced at Spring convocation.



Our wellbeing is important in normal times, and it is especially important this unique year! There are many reasons why wellbeing at YC matters. Being mentally, physically, emotionally, and financially healthy helps us to fulfill our potential. Lower health risk leads to less chronic disease. Less disease means lower health care costs...individually and collectively. Wellbeing improves productivity at work and decreases absenteeism. Wellbeing improves employee morale and engagement.

We have added resources to support your economic wellbeing on the [Wellbeing at YC page](#). Jorgensen Brooks, our EAP provider, offers financial calculators, membership to a shopping discount program, hundreds of financial articles, and free online seminars. Also, you can self-enroll in two financial course series through My Learn in the YC Portal, Employees card: Finance for Everyone Toolkit and Personal Financial Goals.

Over the past sixteen months, most of our full-time employees have participated in the Outward Mindset training. Now it's time to apply what we've learned! In response to feedback from those who have attended, your YC Outward Mindset Facilitators have developed the Monthly Mindset.

Our mindset matters.

Each Monthly Mindset message will focus on a mindset topic or tool to refresh the material and to apply in your work or personal life. Messages will be followed up with discussion groups the following week.

October's topic was Collusion & Resolution. You can find the message and recording of the discussion group [online \(login required\)](#).

Watch for the following Monthly Mindsets:

- November's Topic: Impact vs. Intent
Discussion group: Monday, Nov. 30, 1 – 2 pm, <https://yavapai.zoom.us/j/93329841726>
- January's Topic: Why Do We Turn Inward?
Discussion group: Wednesday, Jan. 27, 1 – 2 pm, <https://yavapai.zoom.us/j/93758181207>

For those of you who haven't yet attended the Outward Mindset workshop, now's the time! There is space available in the following sessions:

- Dec. 16 & 17 with Stacey Hilton & Scott Farnsworth or Tania Sheldahl, Thatcher Bohrman, & Lisa Schlegel (possibility of two classes if we have enough enrollment)
- Jan. 14 & 15 with Lisa Rhine and Diane Ryan

You can self-enroll TODAY through My Learn in the YC Portal, Employees card. Search the Course Catalog for Developing and Implementing an Outward Mindset.

Performance Management Tips

YC staff and supervisors will notice in My Perform that November is the month for the optional check-in opportunity, a two-way conversation between supervisor and employee. Regular and frequent check ins can be a powerful tool for communication between employees and supervisors. These are a chance to provide and find meaning, recognition, and connection in the workplace. Polls and research have shown that employees who have regular one-on-one meetings with their supervisors are significantly more engaged than those who don't, and that consistent employee feedback contributes to the organization's success.

How do you utilize the check-in opportunity in My Perform? There's a training for that! You can self-

enroll in the 10 minute How to Use Check-Ins (Employee/Supervisor) through My Learn in your YC Portal, Employees card.

Also in My Perform, Journal Entries are a great way to keep a record of awards and feedback that you receive throughout the year to share with your supervisor. If you receive a High Five Award, for example, you can attached the electronic document right to the Journal Entry. We invite you to self-enroll in the 10-minute training, How to Use Journal Entries (Employee/Supervisor) through My Learn in your YC Portal, Employees card.

“A Season To be Kind”

YC Employee Winter Celebration drive-through light display

Thursday, December 10, 6-8 p.m.
YCPAC parking lot, Prescott Campus

SPECTATE

Come and take a drive through the lighted displays in the YCPAC Parking Lot on Dec. 10, and get a dose of YC spirit as you take in the hard work and creative effort put into the displays by various YC departments. Enjoy treats for the whole family!

PARTICIPATE

If your department would like to create an entry for the lighted display contest, **please register by Nov. 16 by completing and submitting the form at www.yc.edu/display.**

- + Registration due by Nov. 16
- + Display setup starts at noon on Wednesday, Dec. 9 in the YCPAC parking lot
- + Participating departments are responsible for setup and cleanup
- + Each department may use up to \$150.00 in departmental supply funds to aid in the creation of their displays

DONATE

The kindness project associated with this year's Winter Celebration will help provide \$20 gift cards to children and dependents of YC students and employees. **Please make a donation today at www.yc.edu/kindness.**



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