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Professional Soft Skills Academy

While you have a command of the hard or specific technical skills required for your job, employers need more. Developing soft (essential, critical) skills improves interaction with your peers, team, and direct reports. Without adequate soft skills, your hard skills are useless. Soft skills are more challenging to develop and have little to do with knowledge or expertise. Improving soft skills takes conscious effort, ongoing practice, and a commitment to self-development. This is what can set you apart.

Topics covered include Team Work & Collaboration, Communication Skills, Problem Solving, Business Writing, High Performance Mindset, Creative Thinking & Innovation, Delivering and Accepting Professional Feedback, and Cultural Competency. Cost \$795.00

Two sessions to choose from:

May 1 - June 19: Tuesday mornings (8 wks) - 7:30-9:30 AM

May 1 - June 19: Tuesday afternoons (8 wks) - 2:30-4:30 PM



Strategic Partnership Center: 424 N. Riverfront Drive, Mankato
Offered in partnership with Greater Mankato Growth GMG Members: Use Promo Code GMG10 to receive a 10% discount. Register: www.mnsu.edu/continuinged/softskills.html

For questions, please contact us at 507-389-1094 or cepd@mnsu.edu.

your.name@mnsu.edu - Is Your Official Work E-mail

The Campus Communication and Mass E-mail policy establishes the Minnesota State University, Mankato e-mail system as the official channel of communication for situations that do not require physical delivery of a document. Employees of the university are expected to read and act upon his/her received email on a frequent, timely, and consistent basis in order to stay current with communications that may be of a time sensitive nature.

Use of University e-mail systems are governed by Minnesota Government Data Practices Act (MGDPA), Federal Education Rights and Privacy Act (FERPA), and Minnesota State Policy 5.22 Acceptable Use of Computers and Information Technology Resources.



Deferred Compensation Match

The Deferred Compensation Plan is a retirement investment plan. You choose the amount to contribute via payroll deduction and how to invest the money within the plan. You may contribute on a tax-deferred or after-tax Roth basis. You may start, stop, or change your contributions and investments at any time. Minnesota State Retirement System (MSRS) currently administers the Deferred Comp Plan. Information about the plan and investment funds, along with enrollment forms for new participants are located at www.msrs.state.mn.us/mndcp.

As an employee, you may be eligible for an employer matching contribution to the Deferred Compensation Plan (Deferred Comp) in Fiscal Year 2018 depending on your union contract. You can view the available retirement plans by contract at www.mnsu.edu/hr/benefits/retirement/. You will only get the match if you yourself contribute to Deferred Comp in FY18. If you are in the Commissioner’s Plan, Managerial Plan or MMA Plan you must submit a new election each fiscal year that you want to get either the match or vacation conversion, even if you made an election the previous fiscal year. You can check the Employee Self-Service website www.state.mn.us/employee, to see whether you have elected the match or vacation conversion in FY18. Click on Other Payroll and then Deferred Comp Conv/Mtch Option. You can view your vacation balance, if eligible, on Employee Self-Service by clicking on My Leave Activity.

For further details, or questions, please contact Human Resources at 389-2015 or hr@mnsu.edu.

MSRS Retirement Seminar

Minnesota State Retirement System (MSRS) is offering their semi-annual Pre-Retirement Seminar on May 18, 2018. This seminar is for employees who are within five years of retirement and are participating in one or more of the following programs:

- MSRS General Employees Retirement Plan
- Deferred Compensation Plan (MNDCP)
- Health Care Savings Plan (HCSP)

Date:	May 18, 2018
Location:	MNDOT, 2151 Bassett Dr. Mankato, MN 56001

Reservations Required!

There is no cost to attend this half-day seminar!

Register at www.msrs.state.mn.us/web/guest/events-seminars
or call MSRS at 800-657-5757.

Minnesota State Mankato is an Affirmative Action/Equal Opportunity University. This document is available in alternative format for individuals with disabilities by calling Human Resources at (507)-389-2015 or 1-800-627-3529 (MRS/TTY)