

# the Personnel Touch

Prepared monthly by FIU Personnel Department.  
An internal communication on FIU Personnel  
matters, policies, procedure and benefit  
information. Suggestions on content may be  
sent to the Personnel Department, PC 220,  
Extension 2576.

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## TO ALL NEW FACULTY, A&P, AND USPS EMPLOYEES:

The University community welcomes your arrival on any of the four campuses of Florida International University. We trust that your performance is long and productive, and that you have a happy career with F.I.U.!

## THE SEMINAR YOU WANT IS HERE!

The Supervisor's workshop for directors and department heads that was announced in the August, 1990 issue of the "Personnel Touch" will be conducted as follows:

Monday, September 24, 1990  
8:45 a.m. - 4:00 p.m.  
Room UH 210

The seminar, "How to Supervise People", is designed to be a dynamic experience of discovery. Join us and your colleagues in discovering the following:

- The law of the slight edge in goal setting
- Elements of effective goals
- 14 Qualities of a take-charge leader
- What causes leaders to self-destruct
- The causes of performance problems
- Qualities of a good coach
- Qualities of a meaningful interview
- The key to motivation - MMFI
- The ten most common sources of conflict
- Conquering the fear of confrontation
- How to use the six Universal Rules for  
Conflict Management
- Turning conflict into opportunities for  
growth and team-building in your organization
- Handling employee Problems
- Potential communication problem areas
- An issue for the '90's - Teaching employees how  
to build robots instead of BE robots, and
- How to implement what you have learned in the program.

A number of directors and department heads already responded to the August ad; therefore:

- (1) If you called Personnel-Training in response to the "Dun & Bradstreet" announcement, you need do nothing but attend, if your calendar is the same. If your calendar has changed, then call Ms. Melodie Hooker at 348-2534 by Wednesday, September 19, 1990 and let her know that you can't attend.
- (2) If you did not respond to the August announcement, but wish to attend, then call Ms. Melodie Hooker at 348-2534 by Wednesday September 19, 1990.

This seminar (conducted by the National Seminars Groups of Overland Park, Kansas) is your chance to discover the practical techniques and principles that are working all over this country! BE THERE!



## FLORIDA INTERNATIONAL UNIVERSITY WANTS YOUR PROPOSALS

Any salaried faculty, A&P, and/or USPS employee is eligible to participate in F.I.U.'s Incentive Efficiency Program (IEP). The IEP is designed to provide cash bonuses to faculty, A&P, and USPS employees who submit proposals which increase efficiency in the University and achieve a cost saving or generate revenue. In addition to the obvious personal advantages of the cash incentives, the IEP presents you the opportunity and the challenge to help FIU take the lead in efficient and effective use of State resources.

Two or more employees may submit a plan or idea together as a joint proposal, and share in the cash award.

Take a look around the University! If you have ideas regarding efficiency in operations, you are encouraged to submit your proposals to the office of Mr. Chuck Tinder (Budget Planning; PC 522C) to be eligible for a cash award.

If you desire either a proposal form or a pamphlet for more information about the IEP, contact either the Office of Budget Planning (PC 522C; 348-2104) or Personnel Relations (PC 224 or LIB 322A).

## 1990 OPEN ENROLLMENT

Carefully consider the Florida Flexible Benefits Plan, and do not let this opportunity of "open enrollment" pass you by.

1990 Open Enrollment for State Health, State Life Insurance, and the Florida Flexible Benefits Plan (The Medical Reimbursement Account and the Dependent Day Care Reimbursement Account) has been scheduled for the month of October. Staff of the Division of State Employees' Insurance (Tallahassee, Florida) will conduct in-field training sessions to prepare you for the open enrollment as follows:

Tuesday, September 18, 1990  
North Miami Campus: 9:30 a.m.  
Rm. ACI 194  
University Park: 1:30 p.m. and 3:00 p.m.  
Rm. UH 140

Instructions on how to enroll, reenroll, or make changes to coverage during open enrollment will be mailed to your home address by the Department of Administration, DSEI; and FIU's Office of Personnel will send reminders of open enrollment to your work address. Also in order to serve you better, DSEI will have the following toll-free telephone number available to answer your questions during open enrollment; 1-800-226-DSEI. This number will be in service Monday through Friday, 8:00 a.m. - 5:00 p.m., beginning September 17 through October 31, 1990.

## CONVOCATION 1990

The Convocation Committee is pleased to invite the USPS employees of Florida International University to join the faculty at the convocation on Tuesday, October 2nd, at the North Miami Campus commencing at 3:00 p.m. and on Wednesday, October 3rd, commencing at 10:00 a.m. in the Golden Panther Arena.

The annual faculty CONVOCATION will be celebrating the 25th Anniversary of the F.I.U. charter. The theme of our 1990 convocation is "The University as a Social Institution". The term "social" being used in a broad sense to denote the University's responsibility to serve the community through teaching, research and service. The opening of CONVOCATION will be held on Tuesday, October 2nd at the North Miami Campus with a seminar and a reception following on the Library Balcony. On Wednesday, October 3rd, President Modesto Maidique will give the keynote address in the Golden Panther arena with activities beginning at 10:00 a.m.

## CREDIT UNION ATM CARD WORKS ON BOTH CAMPUSES

Credit Union members can now access their checking accounts for up to \$200 per day from the Southeast Bank ATM's located on the University Park and North Miami Campuses. There is no transaction fee for withdrawals done on these terminals. For more information, please contact the Credit Union.