



**CASE WESTERN RESERVE
UNIVERSITY**
Department of
Human Resources

Career Well-Being Incentive Program

Training Sample Track 1: Understanding CWRU Policies

Staff Goal Example: Become more familiar with CWRU policies and procedures.

Career Well-being incentive category: Professional Development Training Session
Participation: Attend at least 7 training sessions curated by the CWRU Professional Development Center Career Development Manager.

Workshop 1: Fundamentals of Equal Employment Opportunity

Workshop 2: Preventing Retaliation in the Workplace

Workshop 3: Sexual Harassment

Workshop 4: Family & Medical Leave Act (FMLA) & Leave of Absence (LOA)

Workshop 5: HR Policy Overview

Workshop 6: Disability Accommodations at CWRU

Workshop 7: Immigration Hiring Policies and Practices at CWRU

Training Track Instructions: look over this list of workshops and make sure they are of interest and relevance to your goals and work. Once you are ready to move forward, register for each event individually in Campus Groups under “HR Professional Development Center”. You **must** register in Campus Groups in order to attend. If you have not done so already, you will also need to activate your free LinkedIn Learning and Academic Impressions accounts to access some of the above training programs. This plan is a DRAFT and is not to be used to pursue the Wellness Incentive without a meeting with the Career Development Manager. Request a meeting to discuss this plan [here](#).

Other Considerations

Customized plans will vary slightly from the above. There may be more or less activities, resources, or 1:1 meetings based on the needs and learning style of the individual. All plans will, however, meet [Wellness Program Incentive](#) requirements. Staff members will need to attend at least 85% of sessions over a minimum of 7 weeks in order to be eligible for the [incentive](#). Please note, a path like this is not appropriate for someone ready to apply to an open position immediately as incentive plans take place over a minimum of 7 weeks.

Questions related to the above plan should be sent to the Career Development Manager, Andrea Hess, at axh479@case.edu.