

# NEXT STEPS

*Our Next Steps classes go beyond the basics, so you can develop skills to apply across the board in a wide range of settings: in team building and workplace collaboration, career and personal growth, and leadership development. Whether you work in an office, outdoors, in classrooms, dorms, or dining halls, Next Steps classes can improve your overall effectiveness and success, making you more valuable in your present job and positioning you for increased responsibility, for moving up, or for trying something new.*

## Writing for a Change

*Thursdays, 11:30 a.m. to 1 p.m.  
115 South College  
February 23 to March 22*

**D**o you have a desire to write? Do you want to use the creative process as a way to navigate change at work and in your life? Organized as a writing workshop, there will be time for sharing, feedback, editing, reflection, and discussion in a supportive, comfortable atmosphere. Everyone is welcome—just bring a notebook, a pen, and an open mind.

— *Leslie Fraser, Instructor*



## Financial Fitness

*Tuesdays, 10 a.m. to Noon  
115 South College or Campus Center TBA  
March 13 to April 17*

**A series of workshops, in collaboration with the UMass Five College Credit Union. Sign up for one or more sessions.**

- **Financial Planning and Budgeting Essentials—Part 1.** Learn how to set realistic financial goals, manage and save money, budget, and commit to a savings plan. **March 13**
- **Financial Planning: Making It Personal—Part 2.** Establish personal financial action plan and create a budget based on income and expenses. Learn tips for thrifty living. *Sign up for both session 1 and 2 to create your own financial plan.* **March 27**
- **Understanding Credit.** This workshop will help

you understand your credit report, how to build good credit, and questions you should always ask when applying for a loan. **April 3**

- **Ready for Retirement.** Understand your 403b and state and Social Security projections. We'll also help older workers answer questions such as, "Should I retire now or wait, and will my money last?" **April 10**
- **Retirement and Investment Income Planning.** It's never too soon to plan for retirement or other big investments—younger workers are encouraged to take this workshop. We will discuss investing and the essential elements to a retirement income plan. **April 17**



## UMass: Working for You

*Tuesdays, 11:30 a.m. to 1 p.m.  
115 South College  
April 10 to April 24*

**Workshops that take you beyond New Employee Orientation—helping you to navigate the UMass workplace. Sign up for one or more sessions.**

- **Moving Up.** We'll look at employment opportunities at UMass and requirements for campus jobs. A panel of employees who have changed classification, been through apprenticeships, or moved to other jobs share their insights and experiences. *Yvonne Campbell, Employment Office Manager, and UMass employees.* **April 10**
- **Unions 101: Understanding Contracts and Benefits.** More than 7,000 campus employees belong to a union or receive union benefits. Learn about unions and how to maximize your benefits and better understand contracts. *Representatives from UMass, USA/MTA, PSU, and AFSCME.* **April 17**

**Untapped Benefits.** Learn about some of the benefits that don't show up on your pay stub: education, scholarships, reduced fees and discounts for home heating oil, restaurants, events, purchases... and more! *Representatives from UMass, USA/MTA, and AFSCME.* **April 24**

