

HRO BULLETIN

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HRO MEDIA LIBRARY

One of the critical responsibilities of supervisors and managers is to provide training to their employees. The HRO Media Library offers no-cost training tools to its customers. Supervisors can check out items and train their entire work unit with no travel time or expenses. The HRO media library is packed with videos, DVDs, books, and complete training kits that contains a variety of categories including: Communication; Conflict; Customer Service; Diversity; Harassment/Violence; Interviewing; Professional Development; Family Medical Leave Act; Reasonable Accommodation; Supervisors/Managers series; Web Development and much more...Below are a few most popular items:

- Mixing Four Generations in the Workplace
- Who Moved My Cheese?
- Mars and Venus in the Workplace
- Diversity: The Real Scene
- Family & Medical Leave Act: What You Need to Know
- With all do Respect: Promoting a Respectful Workplace
- It's about Respect: Recognizing Harassment in a Diverse Workplace

Check out is easy:

- Visit the CNRSW HRO Training Media Library at link:
<https://www.cnric.navy.mil/cnrsw/Programs/HRO/EmployeeTraining/TrainingMediaLibrary/index.htm>
- E-mail heidi.ly@navy.mil with details on the item(s) requested including "Item Title and Item Type".
- All items are available on a first-come, first-served basis. Each item can be checked out for 2 weeks, up to 4 items per request.
- If you are within the metro San Diego area, you will be notified when the item(s) is(are) ready for pick up.
- If you are located outside of San Diego, the items will be mailed to you. You are responsible for the return mailing cost.
- If the item(s) is(are) damaged or lost while in your possession, you are responsible for replacing.
- Questions: 619-532-3525, DSN 522-3525.

If your office has any unused training DVD/Video/book that you wish to donate to our Media Library, please contact heidi.ly@navy.mil for pick up arrangement.