

Message from Human Resources



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For more news from the Division of Human Resources, read the Penn@Work newsletter. Visit www.hr.upenn.edu/Penn_Work for new and archived issues, and to sign up to receive future editions of Penn@Work via email.

Calendar

February 1	Faculty and Staff Appreciation Night
February 8	A Career in Fundraising and Development
February 12	If Looks Could Kill
February 14 – 15	Get Sharp: Critical Thinking Skills for Administrative Professionals
February 18	Managing Your Career at Penn
February 20	Getting Ahead—Introductory Session
February 21	Relaxing Ways for a Stressful World
February 22	Managing Cross-Cultural Communication in a Global Penn
February 26	Baby Boomers—Work it Out!

Professional and Personal Development

Improve your skills and get ahead in your career by taking advantage of the many development opportunities provided by Human Resources! You can pre-register for programs by visiting the online Course Catalog at www.hr.upenn.edu (click “Course Catalog” at the top of the page), or by

contacting Learning and Education at 215-898-3400.

Career Focus Brown Bag—A Career in Fundraising and Development

February 8; 12pm – 1:30pm

Learn about the career choices and opportunities in fundraising and development at Penn. Whether you are new to the field or are already working in development, this workshop will provide you with information about the opportunities and expectations for professionals in development. What are the skills and experiences you need to move into this field or to move up? You will hear about several typical career paths in development, the important skills necessary in the field, and the professional development resources available to you as a Penn employee. This workshop will also provide advice on how to position and present yourself as an effective candidate for positions in this field.



Brown Bag Matinee—If Looks Could Kill

February 12; 12pm – 1pm; free

This video explores the ways that behavior can be a powerful tool—or a dangerous weapon. We can act for the good of everyone, or we can attack with negative behavior. Find out why an individual can be pleasant to one person, then offensive to another, simply in response to that person’s behavior.



American Management Association Program—Get Sharp: Critical Thinking Skills for Administrative Professionals

February 14 and 15; 9am – 5pm; \$75

Improve your critical thinking and creative problem-solving skills at this two-day seminar, which will help you ask the “right questions” to make complex decisions. Learn how to act with greater confidence and independence, and be more proactive and persuasive. Strong critical thinking skills can also reduce the stress involved in making critical decisions, and allow you to enhance your professional recognition and credibility with management.

Career Focus Brown Bag—Managing Your Career at Penn

February 18; 12pm – 1pm; free

Whether you’re still growing in your current job or ready to move up to your next one, this workshop can help you develop your career here at Penn. Discover the importance of effective networking, and learn how to write an effective resume and conduct an internal job search. The session will include a question and answer period.

Managing Cross-Cultural Communication in a Global Penn

workplace. To register, visit the online Course Catalog at www.hr.upenn.edu (click “Course Catalog” at the top of the page), or call 215-898-3400.

For Pls, BAs and Managers—What You Need to Know to Support Your International Scholars and Staff

February 22; 9am – 12pm; free

This session will help you develop a greater understanding of the behaviors and practices international scholars and staff may bring with them from their home cultures. Having a global understanding will help you better support the international scholars and staff in your department. Learn how values, perceptions and expectations differ between cultures; how to manage conflicts and problems with international scholars/staff; what you need to know about the workplace dynamics in international cultures; and practical tips for dealing with international staff.



Getting Ahead: A Series for Young Professionals



Today’s young professionals face new and different challenges in the workplace. That’s why Human Resources has developed “Getting Ahead: A Series for Young Professionals”, an informational program designed specifically for young professional staff members. Monthly sessions cover topics including money management, building professional relationships in the internet age, taking advantage of Penn’s benefits and more. For more details, including dates, times, locations and session subjects, please access the program flyer at www.hr.upenn.edu/Learning/GettingAhead.pdf. To register for courses, visit www.hr.upenn.edu and click on “Course Catalog” at the top of the page, then select the series under the “Browse by Category” section.

Introductory Session

February 20; 12pm – 1:30pm; free

If you’re in the early years of your career, you’ve got a lot to think about and we’re here to help. In this series, we will be covering a variety of topics from managing your money to networking to continuing your education. This introductory session is all about you. We will provide demographic information about the generations in today’s workplace and the impact of Gen X and the Millennials. Also, we will introduce you to a new way to think about your professional development, focusing on what you already do best!

Focus on Fitness

It’s easy to recognize the benefits of physical fitness: exercise improves health, gives you more energy to get through the day, and aids your emotional wellbeing by channeling stress and nervous energy into something positive. Knowing that exercise is good for you and actually finding a way to fit it into your life are two very different things, however. The spring wellness series “Focus on Fitness” can help you figure out how to create a workout routine that meets your needs. For more information about the workshops in this series and to register, visit www.hr.upenn.edu/Quality/Wellness/Workshops.aspx or contact Human Resources at 215-898-5116 or suzsmith@hr.upenn.edu.

Baby Boomers—Work it Out!

February 26; 12pm – 1pm; free

With age comes many benefits—wisdom, professional accomplishment and financial stability among them. Unfortunately, aging can also take a toll on your body, which may not shrug off stressors like lack of sleep and exercise as easily as it used to. That’s why it’s critical to maintain an exercise program once you reach middle age: Becoming more physically fit can be a great defense against the negative effects of aging. This session will help give you the skills and knowledge you need to improve your physical fitness as you age. You should leave this workshop feeling confident in your ability to make the changes to your eating, exercise and lifestyle habits that are necessary for better health as you age.



Stress Management

Stress Management sessions and to register, visit www.hr.upenn.edu/Quality/Wellness/Workshops.aspx or contact Human Resources at 215-573-2471 or pcousins@hr.upenn.edu.

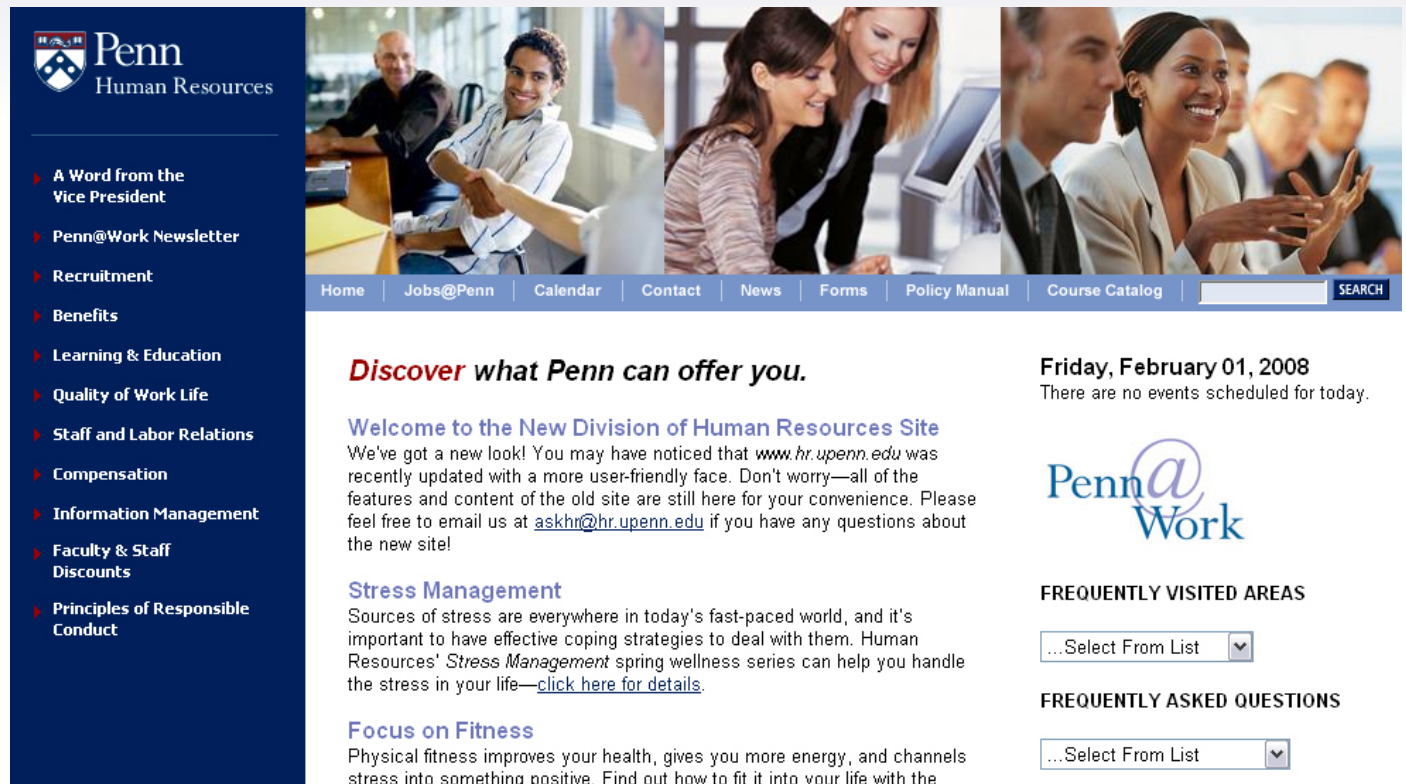
Relaxing Ways for a Stressful World

February 21; 11:30am – 1pm; free

This session will help give you the skills and knowledge you need to better manage feelings of stress or relaxation, as well as tools to use these emotions to improve your quality of life. You should leave the workshop feeling confident in your ability to better determine your response to relaxation, identify the physical and mental signs of relaxation, and utilize specific relaxation exercises and techniques.

Human Resources Website Gets a New Look

The Division of Human Resources website located at www.hr.upenn.edu has just completed a major redesign. Featuring a modernized look, the new site is more attractive and easier to read. All of the content of the old site remains available, keeping the information you need right at your fingertips. We welcome questions, comments and feedback about the redesigned website—please contact us at askhr@hr.upenn.edu.



Discover what Penn can offer you.

Welcome to the New Division of Human Resources Site
We've got a new look! You may have noticed that www.hr.upenn.edu was recently updated with a more user-friendly face. Don't worry—all of the features and content of the old site are still here for your convenience. Please feel free to email us at askhr@hr.upenn.edu if you have any questions about the new site!

Stress Management
Sources of stress are everywhere in today's fast-paced world, and it's important to have effective coping strategies to deal with them. Human Resources' *Stress Management* spring wellness series can help you handle the stress in your life—[click here for details](#).

Focus on Fitness
Physical fitness improves your health, gives you more energy, and channels stress into something positive. Find out how to fit it into your life with the

Friday, February 01, 2008
There are no events scheduled for today.

Penn@Work

FREQUENTLY VISITED AREAS
...Select From List

FREQUENTLY ASKED QUESTIONS
...Select From List

Faculty and Staff Appreciation Night

The Department of Athletics and the Division of Human Resources are pleased to offer Penn faculty and staff discounted tickets for an exciting Penn athletic event. Have a great time as you show your red and blue pride by cheering on the Quakers! Tickets will be available at the Palestra on game night, pending availability and with your PennCard. There is a limit of four tickets per faculty/staff person. Please contact the Athletic Ticket Office at 215-898-6151 with any questions.

Men's Basketball: Penn vs. Harvard
Date: Friday, February 1, 7pm
Location: The Palestra, 33rd St. between Walnut and Spruce
Cost: Upper end tickets are \$7 with PennCard

Information about a number of promotions for sports including football, volleyball, field hockey, wrestling, and men's and women's basketball is available at the Department of Athletics website at www.pennathletics.com.