



—Getting Ahead—

a series for
young professionals

If you're in the early years of your career, you've got a lot to think about.

From networking to money management to changing standards of professionalism, things are changing in the workplace. Today's young professionals face new and different challenges, and there isn't always a clear path between you and where you want to be.

If you're a young Penn staff member, you're already ahead of the game—you work here, don't you? Nearly a quarter of Penn employees are between the ages of 20 and 30. Human Resources is now offering an informational program designed specifically for young professionals.

The following new summer and fall sessions are scheduled (see the back of this flyer for details):

- » August 14: Financial Planning and Saving in Your Early Career
- » September 25: Professionalism in the Workplace
- » October 21: Money Matters II—Beyond the Basics
- » November 19: "Career Building" Panel
- » December 10: Advocating for Yourself

Location:

Learning and Education
3624 Market Street
Suite 1B South

To Register:

www.hr.upenn.edu/learning

**All sessions run from
12pm – 1:30pm**



Penn
Human Resources



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session details

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Register

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Time

All sessions will run from
12pm – 1:30pm

Lunchtime *Getting Ahead* sessions will cover the following topics:

» **August 14: Financial Planning and Saving in Your Early Career**

If you're worrying about student loans, credit card debt and buying your first home, you may think there is no extra money to save for retirement. But this session will show you that it's never too early to start saving for retirement. You'll learn about the benefits of the University of Pennsylvania retirement matching plan, how to set a savings goal when money feels very tight, and how our retirement plans can help you meet your goals.

» **September 25: Professionalism in the Workplace**

How you manage yourself professionally can have an important impact on your career success. Your communication skills with managers and co-workers, how you dress, how you manage your workspace, use your cell phone, laptop and iPod, your workplace etiquette skills—all these influence how you are perceived by others, which can impact your effectiveness. This workshop will help you succeed in this early phase of your career.

» **October 21: Money Matters II—Beyond the Basics**

Buying a home, building a portfolio, managing educational and credit card debt, starting to save for retirement—these are issues young professionals wrestle with regardless of job title or position. This session will take you beyond the basics to learn more about investment strategies and other financial issues.

» **November 19: “Career Building” Panel**

Penn offers a wealth of opportunities for professional and career development. Are you curious about how others at Penn develop their careers? Wondering about how to attain your next job at Penn? Hear some success stories from an interesting panel of Penn staff who will share their “career building” stories.

» **December 10: Advocating for Yourself**

Moving forward professionally requires you to be able to speak up about your accomplishments and be confident, assertive and strategic as you negotiate new responsibilities, positions and salaries. In this session you will learn how to become more visible in your organization, assert yourself without being overconfident, and how to put yourself and your skills out in a positive light.



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