

Penn@Work

Helping Penn faculty and staff make the most of Human Resources services and benefits

Penn@Work brings you all the latest news from the Division of Human Resources. Look for this publication to appear in the *Penn Current* bi-monthly, with special editions throughout the year. View recent and archived issues online, and sign up to receive the email version of **Penn@Work** when you visit www.hr.upenn.edu/penn_work.

Read more news from the Division of Human Resources here:

myHR: www.hr.upenn.edu/myHR

PennWellness: www.hr.upenn.edu/PennWellness

Almanac: www.upenn.edu/almanac/

EVP Newsletter: www.evp.upenn.edu/news/docs/newsletter.html

November 2011

MY HEALTH & WELLBEING



Word from the Vice President: Challenging Your Body and Mind

It's not always easy to keep up with the demands of your career and your personal health and wellbeing—especially as we head into the busy holiday season. That's why Penn offers a variety of resources to help you challenge your body and mind all year long.

The Maintain, Don't Gain Program can help you enjoy the holidays without overindulging. You can also join the Penn Walking Program to boost your fitness, or enroll in one of our many workshops to help maintain your physical and mental health.

Your career is always a top priority, no matter what time of year it is. That's why we offer professional development programs every month to help you continuously grow your talent and skills. Whether you're looking for ways to make meetings more effective, or you'd like to boost your networking skills, Penn has plenty of professional development workshops to help you meet your goals.

You can read about these topics and more in this issue of Penn@Work.

Sincerely,
Jack Heuer, Ed.D.
Vice President for Human Resources

Beat the Holiday Bulge

The holiday season countdown has begun. Soon you'll be gathering to celebrate with family and friends—and you'll be confronted by tempting food everywhere. But we can help you embrace the fun of the season without packing on extra pounds!

Maintain, Don't Gain is an eight-week program that can help you maintain your weight during the holiday season. The goal is to stay within two to three pounds of your starting weight during those tough weeks when temptation seems to lurk around every corner. To keep you motivated, you'll be weighed in before and after the holidays, and will receive weekly tips to help you maintain healthy behaviors.

You can even spice up the competition by creating your own Maintain, Don't Gain team. Grab a few colleagues, give yourselves a team name, and let the games begin! If your team members maintain or lose weight by the final weigh-in, you'll be highlighted on the Maintain, Don't Gain honor roll.

Are you ready for the challenge? Pre-holiday weigh-ins start November 21. Visit the Human Resources website at www.hr.upenn.edu/quality/wellness/maintaindontgain.aspx for more details and to register.



MY FUTURE

Not Sure if You're Ready to Retire?

Going from full-time employment to fully retired may sound intimidating. But you may not have to make the leap all at once. With Penn's Voluntary Phased Retirement Program, you can take gradual steps toward retirement.

If you're eligible to retire but aren't ready to stop working entirely, the Phased Retirement Program gives you the opportunity to reduce your workload while still maintaining your benefits. You can work a reduced schedule for up to two years before officially retiring.

Some basic provisions of the program include:



- Your arrangement must be approved by your supervisor and your school/center. They'll need to determine if the business needs of your department can still be met.

- Your phased retirement period can't last more than two years. Once you reach the agreed-upon end, you'll officially retire and be eligible for Penn's retiree health benefits.

- You need to work at least 60% of your current full-time schedule.

- Your arrangement should be reviewed every six months by you and your supervisor/department head. If it's not meeting everyone's needs, you can choose to return to work on a full-time basis or retire.

Want to learn more about Penn's Phased Retirement Program? Visit the Human Resources website at www.hr.upenn.edu/benefits/retiring/phased_retirement.aspx for complete details.

Healthy Living

Get the tools you need to live well year-round. From expert nutrition and weight loss advice to exercise and disease prevention strategies, we can help you kick-start your body and embrace a healthy lifestyle. These free workshops are sponsored by Human Resources. For complete details and to register, visit www.hr.upenn.edu/quality/wellness/workshops.aspx. Or contact Human Resources at 215-898-5116 or suzsmith@upenn.edu.

Q&A with a Nutrition Expert

November 30; 12pm–1pm; free
Discover how nutrition and exercise promote healthful aging, fitness, performance and weight management. You'll also learn what a nutritious diet entails and how to recognize and change poor eating habits. This workshop will be led by Stella Volpe, Ph.D., RD, LD/N, FACSM, Associate Professor of Nutrition, School of Nursing.

High Blood Pressure: The Top 10 Things You Need to Know

December 8; 12pm–1pm; free
About one in three adults in the United States suffers from high blood pressure—and many of them may not even know it. That's because high blood pressure has no obvious symptoms, so knowing your numbers (and what they mean) is critical to your health. This workshop will help you better understand your own blood pressure numbers and what you can do to improve them. It will be led by Emil DeGoma, MD, FACC, Medical Director, Preventive Cardiovascular Program, Penn Heart and Vascular Center.

MY JOB

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 register for programs by visiting the Human Resources online course catalog at www.hr.upenn.edu/coursecatalog or by contacting Learning and Education at 215-898-3400.

Meeting Madness

November 21; 9am–12pm; \$50

Are your meetings dull and uninspiring? Do you want to make meetings more valuable for your department? If so, this workshop is for you. Learn how to plan meetings that'll engage your team and meet your business goals. You'll also discover strategies to help turn bad meetings into more productive and useful sessions.

Improving Your Emotional Intelligence Skills:

Self-Awareness and Self-Management for Career Success
December 7; 9am–12pm; \$50

Managing your emotions in the workplace can have an enormous impact on your career success. But in order to do it right, you need to perfect your emotional intelligence—and we'll show you how to do it. This workshop will teach you what it means to be emotionally intelligent and how it can help you build more relationships—and success—in the workplace. You'll learn how to manage your emotions in a healthy and productive way, and how to use your emotions to improve productivity and overcome obstacles.

Career Focus Brown Bag—Networking

December 9; 12pm–1pm; free

Networking and career growth go hand in hand. But what is networking, and why is it so important? This workshop will give you the answers. Come learn the ins and outs of effective networking and how it can enhance your career. You'll get tips on how to approach people you don't know and learn how to use social media tools like LinkedIn to boost your networking efforts.

Working with Difficult People: How to Work with Negative People

December 13; 1:30pm–4:30pm; \$50

Ever come across people who exude negativity in the workplace? Whether it's complaining about their latest project or whining about the weather, it's not uncommon to work with negative people on the job. But it does contribute to an unproductive work environment—which means you need to know how to combat the negativity and generate a positive environment instead. This workshop will give you the tools you need to deal with any negative person that comes your way. You'll learn about common characteristics of negative people and strategies to help you manage their behavior.

Brown Bag Matinee—Managing Stress

December 14; 12pm–1pm; free

We all encounter stressful situations on the job—maybe you've found yourself in a position where you have more responsibility than authority, or you're working in an environment without a supportive network. *Managing Stress* will show you how to cope with these kinds of tension-inducing situations. You'll discover how your own anxiety can raise your stress level, and how to better manage those feelings. You'll also get tips on how to communicate better with your colleagues to help minimize stress in the workplace.

Technical Tips...at Your Fingertips

Improve your technical skills with these online workshops. Human Resources is offering a series of webinars that'll teach you tips and shortcuts for programs like Microsoft Word, Excel and PowerPoint. Learn the latest tools and techniques right from your own desktop. You can register for programs by visiting the Human Resources online course catalog at www.hr.upenn.edu/coursecatalog and selecting "webinars" from the Browse by Category menu. Or contact Learning and Education at 215-898-3400 for more details.

Advanced Microsoft Office Excel Pivot Table and Macros Crash Course

November 22; 2:30pm–4:30pm; \$40

You already know how to enter data using Microsoft Excel. But what about using pivot tables and macros to present your data in new and creative ways? We'll show you how to leverage the power of these two important features in Excel.

Microsoft Office 2010 Tips & Tricks Crash Course

December 6; 12:30pm–2pm; \$40

Take your Microsoft Office skills to the next level. This webinar will teach you powerful techniques that can save you time and help you get the results you want. You'll learn shortcuts for handling your email in Outlook; become a pro at building templates in PowerPoint; get some advanced styling and formatting tips for Word; and see how to create lists and reports in Excel.

Microsoft Project 2007 Techniques

December 6; 2:30pm–4:30pm; \$40

If you want to enhance your project management skills, this webinar can help. Microsoft Project 2007 gives you powerful project management tools to help you stay on top of your workload more effectively. You'll get tips on how to successfully organize your work, manage calendars, update your project timeline and more.

Managing and Organizing Your Email Inbox Using Microsoft Outlook

December 7; 12:30pm–2pm; \$40

If you're looking for ways to manage your email inbox and avoid email overload, this webinar is for you. You'll learn techniques and shortcuts that will save you time and help you get maximum results from your email. Topics include customizing and setting flags, creating categories to organize your inbox, using tasks and the calendar, organizing and archiving your messages and more.

Microsoft Word 2007 Techniques

December 13; 2pm–3:30pm; \$40

Tap into the power of Microsoft Word to help meet your professional goals. This webinar will show you advanced features in Word that can save you time and resources when you're working on documents. You'll learn how to use bookmarks and hyperlinks, create charts and graphs, review and edit documents with tracked changes, and how to generate a table of contents and an index.

MY HEALTH & WELLBEING continued



Quality of Worklife Workshops

Dealing with the demands of work and your personal life can be challenging. These free workshops, sponsored by Human Resources and led by experts from Penn's Employee Assistance Program and Quality of Worklife Department, offer information and support for your personal and professional life challenges. For complete details and to register, visit the Human Resources online course catalog at www.hr.upenn.edu/coursecatalog or contact Human Resources at 215-573-2471 or gstull@upenn.edu.

Relaxation Techniques for a Stressful World

November 29; 12pm–1pm; free

Want to shut the door on stress? We can help! Come learn about different relaxation techniques that can help minimize your stress at work and at home. We'll show you how muscle relaxation, breathing techniques, and mind imagery can rejuvenate you and get you on the road to a healthy, happy and stress-free lifestyle.

Get Fit with a Fall 5K

Cooler temperatures have arrived, making it the perfect time to enjoy the outdoors. So join the Penn Walking Program for a 5K walk (3.1 miles) around campus on Friday, November 18.

Walkers of all levels are encouraged to participate. We'll even have volunteer walkers placed throughout the group to help keep a steady pace and make sure no one is left behind. The walk will likely take an hour or less of your time (depending on your pace), making it an ideal workout for your lunch break.

If you're already a member of the Penn Walking Program, you're encouraged to wear your "I'm a Penn Walker" t-shirt and bring your pedometer. You'll also be able to register for the program and receive a free t-shirt, welcome packet, and pedometer.

So throw on some sneakers and start walking! For complete details and to register, visit the Human Resources online course catalog at www.hr.upenn.edu/coursecatalog and choose "health promotions" from the Browse by Category menu.

HR CALENDAR

Programs and Events

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- 21 Meeting Madness
- 21 Maintain, Don't Gain pre-holiday weigh-ins
- 22 Maintain, Don't Gain pre-holiday weigh-ins
- 22 Advanced Microsoft Office Excel Pivot Table and Macros Crash Course
- 29 Relaxation Techniques for a Stressful World
- 30 Q&A with a Nutrition Expert

DECEMBER

- 6 Microsoft Office 2010 Tips & Tricks Crash Course
- 6 Microsoft Project 2007 Techniques
- 7 Improving Your Emotional Intelligence Skills: Self-Awareness and Self-Management for Career Success
- 7 Managing and Organizing Your Email Inbox Using Microsoft Outlook
- 8 High Blood Pressure: The Top 10 Things You Need to Know
- 9 Career Focus Brown Bag—Networking
- 13 Working with Difficult People: How to Work with Negative People
- 13 Microsoft Word 2007 Techniques
- 14 Brown Bag Matinee—Managing Stress

Show Your Commitment to Excellence

The Commitment to Excellence Program—a component of the Models of Excellence Program—offers Penn leaders a way to recognize exceptional faculty and staff contributions during unprecedented situations.

How do you know what an "unprecedented situation" is? Well, consider some of our previous honorees. The first ever Commitment to Excellence award went to the Penn Vet team for their extraordinary efforts to conquer a virulent salmonella outbreak at the New Bolton Center. Another award went to a group of staff members from various Penn departments who quickly banded together to help New Orleans college students who had been displaced by Hurricane Katrina.

While the Commitment to Excellence award is tied to the overall Models of Excellence program, the nomination process is somewhat different since such extraordinary circumstances don't happen every day. There's no nomination deadline, and the award can include both faculty and staff. In addition, the nomination has to be made by senior leaders at Penn—but you can help bring these inspiring stories to the attention of senior leaders and encourage them to submit a nomination.

For complete details and a list of previous Commitment to Excellence Award winners, visit the Human Resources website at www.hr.upenn.edu/quality/models/commitmentexcellence.aspx.



Visit www.hr.upenn.edu/penn_work