

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

October 2011

MY JOB



Word from the Vice President: Meeting Your Everyday Needs

Penn offers support for all facets of your life. Whether you're looking to improve your health or stay on track with your personal and professional goals, we have the resources to help you.

Taking care of your body is a must, especially now that flu season has arrived. To help you avoid illness, we're offering discounted flu shots on campus for faculty and staff. You can also enroll in a healthy living workshop to boost your fitness level and stay well year-round.

Worklife balance is always a top priority at Penn. We encourage you to take advantage of flexible work options and other worklife benefits to help bridge the gap between your personal and professional life.

As you focus on your career, enroll in one of our many professional development programs to improve your skills or learn new ones. Now is also the time to recognize your colleagues' professional accomplishments. The Models of Excellence Program highlights the exceptional work being done by Penn staff every day. We need your help to bring these efforts to light by nominating a staff member for the Models of Excellence or Model Supervisor Awards.

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

MY HEALTH & WELLBEING

Fight the Flu This Season

Having the flu is never pleasant. To help you prepare for this year's flu season, the Division of Human Resources is partnering with Occupational Medicine to provide flu shots on campus at a discounted cost for full- and part-time Penn faculty and staff. Keep in mind you must pre-register online to receive a flu shot.

When can I get a flu shot?

- Monday, Nov. 7, 10am–2pm
- Tuesday, Nov. 8, 10am–2pm
- Tuesday, Nov. 15, 10am–2pm

How do I pre-register for a flu shot?

Just visit www.hr.upenn.edu/quality/wellness/flushots.aspx and follow the step-by-step instructions. You can register up until the day before the date you select. But time slots fill up quickly, so you're encouraged to pre-register as soon as possible.

Where can I get a flu shot?

The shots will be administered at three convenient locations—the School of Engineering and Applied Science (SEAS), the Wharton School, and the School of Nursing. You'll see the exact locations when you pre-register online.

Receipt/proof of immunization will be provided (as will University of Pennsylvania Health System ID badge notification stickers if necessary).

Additionally, CVS MinuteClinics and Walgreens Take Care Clinics are partnering to provide a comprehensive flu immunization program. Get more details on the Human Resources website at www.hr.upenn.edu/quality/wellness/flushots.aspx.

What do I need to bring to the flu shot site?

- \$25 cash
- Your PennCard

Remember to wear clothes that provide easy access to your upper arm.

Questions?

Contact the Division of Human Resources at 215-898-5116 or suzsmith@upenn.edu if you have questions.

Help Us Find Models of Excellence

Penn is known for extraordinary people doing extraordinary things, and now's your chance to honor them!

Through the Models of Excellence program, Penn acknowledges and rewards exceptional staff accomplishments and inspiring role models. But we need your help to identify these valued staff members—by nominating them for Models of Excellence recognition.

If you know staff members whose work reflects exemplary initiative, leadership, efficiency, collaboration and commitment to service, help us recognize their achievements by nominating them for a Models of Excellence Award.



Or, if you know a supervisor who's an exceptional manager, a strong leader and a valuable team player, show your support by nominating him or her for a Model Supervisor Award.

All nominations are due by Friday, November 4. You're also invited to honor and celebrate these staff member accomplishments at an awards ceremony and reception on April 3, 2012 at the Annenberg Center at 4:30pm.

Visit the Human Resources website at www.hr.upenn.edu/quality/models for complete details, or contact Human Resources at qowl@hr.upenn.edu or 215-898-1012.

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 www.hr.upenn.edu/coursecatalog or contact Human Resources at 215-573-2471 or gstull@upenn.edu.

A Guide to Communicating with Your Adolescent

October 20; 12pm–1pm; free
Open communication is the key to ensuring healthy and caring relationships in your family. Come to this workshop to learn how to build and maintain positive communication with teenagers. We'll give you tips for talking about difficult subjects with your child and show you how to enhance the dynamic between you and your teenager.

Flexible Work Options

October 25; 12pm–1pm; free
Days can be challenging when you have competing demands at work and at home. But at Penn, we recognize these difficulties and want to help. Find out how flexible work options can help you balance the needs of your personal and professional life. You'll learn about a variety of flexible work options and how to create a proposal that's appropriate for you as well as the business needs of your department.

MY FUTURE

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 online course catalog at www.hr.upenn.edu/coursecatalog or by contacting Learning and Education at 215-898-3400.

Career Focus Brown Bag—Resumes for Career Changers

October 19; 12pm–1pm; free

If you're thinking about changing your career path at Penn, this workshop is for you. We'll teach you how to craft a resume that emphasizes your strengths and highlights skills that you can easily transfer to a new role at Penn. We'll also discuss what hiring managers at Penn often look for in candidates and how to customize your resume for different opportunities.

Accomplishing More with Less

October 20, 27 and November 3; 12:30pm–2pm; \$120

Want to learn the secret to managing a hectic workday? This 3-session webinar will show you how to be as productive as you can be in your job. Learn how to stay on top of every piece of business, and how collaboration and strategic thinking can enhance your workplace.

Social Media in a Nutshell

October 20; 2:10pm–2:50pm; \$40

If you've been wondering how social media can benefit your workplace, we can help. This webinar will cover the ins and outs of social media tools like Twitter, Facebook, LinkedIn, blogs and wikis. You'll learn how these vehicles work, the challenges and opportunities in using them and how they can help meet your workplace goals.

Discovering Your Strengths and Putting Them to Work

October 21; 11am–12pm; \$40

Marcus Buckingham—a well-known author whose work helps people identify their strengths—suggests you can be more effective, successful, and fulfilled at work when you play to your strengths rather than your weaknesses. This webinar is based on Buckingham's theories and can help you learn how to identify your strengths and use them more productively at work.

Resources and Services for Veterans

October 21; 12pm–1pm; free

Are you (or someone you know) a United States military veteran? Learn about the many programs and services available to U.S. military veterans in the Philadelphia area. This workshop will be presented by the Veterans at Penn committee.

Franklin Covey's FOCUS

October 26; 9am–5pm; \$75

With so much happening in any given workday, how do you figure out what to tackle first? That's when it's time to FOCUS. Learn how to complete your most important tasks of the day so you accomplish not just some things, but the right things. You'll develop a planning system that's tailored to your individual needs so you can lead a happier, more productive life.

Managing Workforce Generations: Working with a Multigenerational Team

October 28; 9am–12pm; \$50

Baby Boomers. Generation X. Millennials. Today's workplace is full of people at all stages of life. So how do you bridge the generation gap and get everyone working as a team? Find out how to maximize the power of a multi-generational workforce.

Essentials of Management

Begins November 1; multiple dates with multiple times; \$250

If you're a Penn manager, this program is for you. Learn the most effective management skills as well as the Penn policies necessary for a successful and productive workplace. You'll be part of a cohort of fellow managers and have the opportunity to



complete a 360-degree assessment instrument (and interpret those results with an executive coach).

Emerging Collaboration Technologies: Blogs, Wikis, SharePoint

November 1; 2:30pm–4:30pm; \$40

Want to share information and communicate more easily with your colleagues? See how emerging technologies like wikis, blogs, Microsoft SharePoint and podcasts can help streamline your work.

Writing Efficient Email

November 8; 9am–12pm; \$75

Email is a fast and easy way to communicate on the job. But how do you ensure your message gets the attention it deserves? This webinar will show you how to write effective emails that get the job done.

Brown Bag Matinee—Corporate Legends and Lore

November 9; 12pm–1pm; free

Every organization has unique legends and lore that become part of the very fabric of its identity. These corporate stories have tremendous power to increase productivity, implement change, and motivate employees. *Corporate Legends and Lore* demonstrates how you can tell stories about heroes, survivors, letting off steam, and more to motivate others and build personal influence.

Critical Thinking Essentials: Applying Critical Thinking Skills

November 9; 1:30pm–4:30pm; \$50

Good decision-making starts with critical thinking, and we'll show you how to do it! This workshop will teach you to think critically and how to be more successful when it comes to handling workplace issues.

Career Focus Brown Bag—Interview Skills

November 16; 12pm–1pm; free

Wondering how to set yourself apart from other job applicants? Discover the elements of effective interviews and how to successfully market yourself and your skills in order to ace your next interview.

Diversity Brown Bag—Americans with Disabilities Act (ADA)

November 17; 12pm–1pm; free

The Americans with Disabilities Act of 1990 (ADA) provides protection from discrimination on the basis of disability. This workshop will give you an overview of the ADA and how to apply it to Penn. You'll learn about relevant Penn policies, the best ways to identify reasonable accommodations, how to incorporate people with disabilities into the workplace, and more.

Overcoming Email Overload

November 3; 2:10pm–2:50pm; \$40

Is your email inbox bursting at the seams? Get fast and easy tips that'll cut down on your email volume and help you organize your messages in a more effective way.

Microsoft Office Excel 2007 Techniques

November 8; 12:30pm–2pm; \$40

Microsoft Excel is chock full of features that can help support your work objectives—and this webinar will highlight them. Learn advanced features such as data entry, manipulation and presentation; enabling multiple users to share workbooks and track and edit changes; and creating templates.

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.

MY HEALTH & WELLBEING

continued

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.

How to Stick to an Exercise Program: Motivation and FAQs

October 26; 12pm–1pm; free

Want to learn how to start (and stick to) a fitness program that's right for you? We'll show you how it's done. Get simple tips on how to shape up and stay motivated. You'll learn what kind of exercise plan works best for you, and how to stay on track with your fitness goals.

Women and Heart Disease: Understanding a Woman's Risk

October 27; 12pm–1pm; free

Heart disease is the leading cause of death in American women. But there's a lot you can do to protect yourself and the women in your life. Learn how to assess and minimize your risk for heart disease. You'll also discover the keys to living a heart-healthy lifestyle.

Weight Loss: What's the Best Approach for Me?

November 9; 12pm–1pm; free

You've decided you want to win your battle with the bulge. So what's the next step? Come to this workshop to learn about various weight loss possibilities, including bariatric surgery and other non-surgical options.



HR CALENDAR

Programs and Events

OCTOBER

- 19** Career Focus Brown Bag—Resumes for Career Changers
- 20** Accomplishing More with Less
- 20** Social Media in a Nutshell
- 20** A Guide to Communicating with Your Adolescent
- 21** Discovering Your Strengths and Putting Them to Work
- 21** Resources and Services for Veterans
- 25** Microsoft Excel Macros
- 25** Flexible Work Options
- 26** How to Stick to an Exercise Program: Motivation and FAQs
- 26** Franklin Covey's FOCUS
- 27** Women and Heart Disease: Understanding a Woman's Risk
- 28** Managing Workforce Generations: Working with a Multigenerational Team

NOVEMBER

- 1** Emerging Collaboration Technologies: Blogs, Wikis, SharePoint
- 1** Essentials of Management
- 3** Overcoming Email Overload
- 4** Deadline to submit nominations for the Models of Excellence Program
- 7, 8, 15** Flu shots
- 8** Writing Efficient Email
- 8** Microsoft Office Excel 2007 Techniques
- 9** Weight Loss: What's the Best Approach for Me?
- 9** Brown Bag Matinee—Corporate Legends and Lore
- 9** Critical Thinking Essentials: Applying Critical Thinking Skills
- 16** Career Focus Brown Bag—Interview Skills
- 17** Diversity Brown Bag—Americans with Disabilities Act (ADA)
- 22** Advanced Microsoft Office Excel Pivot Table and Macros Crash Course

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.

Microsoft Excel Macros

October 25; 2:30pm–4:30pm; \$40

Are there certain tasks you perform over and over again when using Microsoft Excel? If so, come learn how macros can make your job faster and easier. A macro lets you record your keystrokes so you can automate repetitive tasks and work more efficiently. Learn the ins and outs of macros and how they can help simplify your work.