



—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 lunchtime sessions are scheduled. Session details are available on the reverse of this sheet.

- » February 20: Introductory Session
- » March 12: Your Money
- » April 9: Penn Benefits in Plain English
- » May 14: Networking Now: From Handshakes to MySpace
- » June 18: Back to School

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

» **February 20: Introductory Session**

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. The 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 own professional development, focusing on what you already do best!

» **March 12: Your Money**

Managing your money is always challenging—especially when you are starting out and on a tight budget. Student loans, credit ratings, and credit card debt can be overwhelming. But the choices and decisions you make now are critical to your future financial success. For example, are you taking advantage of the Penn match (read: free money) for retirement savings? This session will cover all these topics and answer your questions about financial planning.

» **April 9: Penn Benefits in Plain English**

Are you concerned about the many choices you have to make regarding your benefits? Do you want to be a smart consumer and know more about managed care, preferred providers, pre-tax expense accounts, and much more? And what about life insurance? How much is enough? This session will explain your benefits choices and options in plain English—just in time for Open Enrollment in April.

» **May 14: Networking Now: From Handshakes to MySpace**

Relationships matter. It's that simple. Careers are built on them; our personal lives depend on them for everything from routine tasks to life-long pursuits. How do we grow our networks and nurture the relationships we already have? In this session you will learn more about the new ways of networking online and polish up your in-person networking skills.

» **June 18: Back to School**

The opportunity to take advantage of tuition benefits is probably one of the reasons you were attracted to work at Penn. Have you thought about going back to school? Continuing your education part-time in addition to your full-time job? Wondering how to take this on while handling all your other responsibilities? Hear from a panel of Penn staff who have done this and made it work. They will tell you how they manage the challenge of being a Penn student and doing well on the job at the same time.



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