Word from the Vice President: Career Discoveries

2015-2016 is Penn’s Year of Discovery, when students, faculty, and staff will focus on the theme of discovery in various aspects of our work. In keeping with this theme, we encourage you to explore new areas of personal and professional development with support from Human Resources.

In the coming weeks, Penn’s programming for faculty and staff can introduce you to new opportunities. Penn’s Be in the Know wellness incentive program, which begins October 5, has expanded to give you more ways to learn about and improve your health and wellbeing. The October 9 Your Career@Penn conference presents a range of career development strategies for staff. And if you’ve discovered an outstanding staff performance, you can nominate that work for a Model of Excellence program award by October 29.

Whether you’re trying a new wellness activity, taking a fresh approach to your job, or attending your first Penn Athletic event at Penn’s Family Day celebration on October 10, we hope you discover something great this fall with help from our programming and services.

Professional and Personal Development Program Highlights

Improve your skills and get ahead in your career by taking advantage of the many development opportunities provided by Human Resources.

See a complete list of programs and registration information at knowledge.link.upenn.edu or contacting Learning and Education at 215-898-3400.

AMA’s Getting Results Without Authority; 10/5-10/6; 9am-5pm; $75.

Whether you’re dealing with bosses, colleagues, staff members or senior management, the ability to win respect, influence people and cultivate cooperation is absolutely essential to career success. The ability to adapt quickly and work with anyone to achieve desired results is crucial—especially when you don’t have immediate authority to command their cooperation. At this two-day seminar, presented by the American Management Association, you’ll focus on the key elements of influencing others when there is lack of authority—personal power, persuasion and negotiation.

Boot Camp for Front Line Staff; 10/19; 9am-12pm; $75.

Boot Camp for Front Line Staff presents tools to help you feel good as you deal effectively with customers.

When you are the first person that the student, the customer, the patient, or the client encounters, your interaction sets the tone and reputation for your organization.

Ensuring that your “soft skills”—those skills you use in customer interaction—are at their best is imperative. However, what is often overlooked is the equally important need to learn ways to take care of yourself in stressful, difficult customer situations. What sets this program apart is its strong focus on stress-reduction and self-esteem, two factors that position the individual for success.

2016 Models of Excellence Award Nominations

Penn staff members are known for their exemplary work, and now is your chance to recognize these efforts with Penn’s 2016 Models of Excellence award. Nominations for the 2016 awards are open now through October 29, 2015.

The Models of Excellence award program celebrates the extraordinary achievements of full- and part-time staff across the University’s schools and centers. Awards are given in three categories:

• Models of Excellence Award – Recognizes staff member accomplishments that reflect initiative, leadership, increased efficiency, and a deep commitment to service.

• Model Supervisor Award – Honors supervisors who contribute to Penn’s success.

• Pillars of Excellence Award – Celebrates the important work that weekly paid staff members do to promote Penn’s success.

New this year, you have an easier, greener way to nominate the exceptional staff members you know by using an online application. The online form is available at models@hr.upenn.edu.

All nominees receive a certificate of appreciation for their service. Models of Excellence, Pillars of Excellence, and Model Supervisor winners each receive $500 and a symbolic award. Nominees selected for honorable mention receive $250 and a symbolic award. Awards are presented at the Models of Excellence ceremony on March 30, 2016 in Irvine Auditorium. The entire Penn community is invited to attend.

Visit www.hr.upenn.edu/models for more information about the Models of Excellence program, or contact Human Resources at models@hr.upenn.edu or 215-898-1012 if you have questions.
MY HEALTH & WELLBEING

For the last four years, Be in the Know has helped Penn’s faculty and staff learn more about their health and use what they know to make improvements. This year, Human Resources’ wellness campaign makes improvements of its own to better support you in attaining your goals for health and wellbeing. You’ll be inspired to take action with activities offered year-round, more Bonus Actions to choose from, and more chances to earn cash incentives.

Be in the Know 2015-2016 kicks off with free, on-campus biometric screenings held October 5 – November 20. Register today for one of these events at www.hr.upenn.edu/beintheknow.

The biometric screening and the online health assessment form the Core Actions of Be in the Know. These are the same activities you’ve used in the past to assess your current health and get recommendations for taking action in certain areas, such as physical activity, nutrition, or stress management.

These new and expanded features of Be in the Know will help you make the most of what you learn from the Core Actions:

Year-Round Campaign – Don’t worry if you can’t make one of the fall biometric screening events. More will be offered in the spring. You can also participate in other Be in the Know activities and earn points toward cash incentives at any time during the campaign year, which runs from October 2015 to August 2016.

Earn Points – and Cash – You’ll earn points for completing the Core Actions (biometric screening and online health assessment) and $100.* Earn more points and up to an additional $80 for completing qualifying Bonus Actions, which are events and activities that help you focus on health and wellness. When you earn 100 points in Bonus Actions, you’ll also be entered into a drawing for great prizes.

More Points, More Cash – The more qualifying Bonus Actions you complete, the more cash you’ll earn. Earn 40 points in Bonus Actions, and receive $40. Additional 40 points will get you another $40. In all, you can earn up to $180 with Be in the Know.

Expanded Bonus Actions – Improve your health and earn points (and cash) with more qualifying Bonus Actions. They include things you may already do, such as your annual health screening, on-campus Wellness Walks, Penn’s wellness workshops, and online educational programs through StayWell, Penn’s wellness partner.

Visit www.hr.upenn.edu/beintheknow for campaign updates and details.

*All cash incentives will be less applicable payroll taxes. You must be an active full- or part-time benefits-eligible faculty or staff member to participate. Bonus Actions may be completed and points earned at any time during the Be in the Know campaign. However, cash incentives will not be awarded until the two Core Actions are completed.

Penn Family Day, Saturday, October 10

One of the highlights of Penn’s Work and Family Month is Family Day, an annual celebration of Penn’s family of faculty, staff, and postdoctoral scholars. Make plans to meet up with your Penn colleagues on October 10 and celebrate what makes Penn a great place to work: the people.

Visit www.hr.upenn.edu/familyday to see a schedule of activities and to order your tickets online. Tickets must be picked up at the East Athletic Ticket Office in Weighman Hall, 235 S. 33rd Street.

The last day to order tickets online is October 6, so order yours soon! Faculty, staff, and postdocs can order up to four free tickets. Additional tickets are available for $8 each.

Quality of Work Life Workshop Highlights

These free workshops offer information and support for your personal and professional life challenges. For a complete list of workshops and to register, visit www.hr.upenn.edu/myhr/registration or contact Human Resources at 215-573-2471 or qowl@hr.upenn.edu.

Thinking About Retirement Information Sessions; 9/30; 9am-3pm; free. If you’re a year or two away from retirement, Thinking About Retirement may be right for you. These three sessions cover the essential parts of your retirement package, including retirement income options, Social Security, and Medicare. This event features expert guest speakers and Penn Benefits specialists. Register for this special three-part program and prepare to reap the rewards of your Penn career long after you retire.

Wellness Program Highlights

From expert nutrition and weight loss advice to exercise and disease prevention strategies, we can help you embrace a healthy lifestyle.

Guided Meditation – Take a Breath and Relax; 10/9, 10/20, 10/20, and 10/30; 12pm-1pm; free. Practice mindful breathing that focuses your attention on the present moment to promote relaxation and reduce stress. Workshop instructor Sandra Herman has 30 years of experience in the fields of social work and health education. She has a special interest and expertise in holistic approaches to incorporate not only educational and behavioral counseling techniques, but also mind/body awareness practices.

For a complete list of programs and to register, visit www.hr.upenn.edu/myhr/registration or contact Human Resources at 215-573-2471 or qowl@hr.upenn.edu.

HR CALENDAR

Programs and Events
Visit www.hr.upenn.edu/events for details

SEPTEMBER

18 New and Expectant Parent Briefing

Webinar: Planning for Long Term Care

22 Mastering Change at Home and at Work

23 The Art of Presentation, Part 1

30 Health Care and Dependent Care FSA claim deadlines

October

Thinking About Retirement

Chair Yoga

The Art of Presentation, Part 2

1 Penn Certificate Program in Administrative Excellence Begins

5-6 Be in the Know

AMA’s Getting Results Without Authority

Breastfeeding Support Group

Mindfulness Skills Course, October 7 to 28

Legal Document Planning

9 Your Career@Penn

Guided Meditation - Take a Breath and Relax

10 Penn Family Day

13 First Time Home Buyers 101

Brown Bag Matinee: Building a Winning Team

14 Chair Yoga

18-24 National Save for Retirement Week

19 Boot Camp for Front Line Staff

Purpose Planning Your Encore (Retirement) Career with Willie Carey

20 Guided Meditation - Take a Breath and Relax

21 Brown Bag: Getting Work Done

27 Managing Relationships: A Program for Millennials

28 Chair Yoga

29 Models of Excellence Award program nominations due

Setting Boundaries at Work

Conflict Resolution - A Win/Win Approach

30 Guided Meditation - Take a Breath and Relax