Room to Grow

Signs of growth are all around this time of year. Campuswide celebrations, such as Commencement, remind us that there’s always room for personal development and renewal in the Penn community.

Penn’s commitment to creating space for innovation and advancement is reflected in the programs we in the Division of Human Resources offer to faculty and staff. Whether you want to build your leadership skills, increase your retirement savings, or improve your health and wellbeing, we are here to support you.

As the spring term comes to a close, we encourage you to make room for growth now and throughout your Penn career. Time spent on personal improvement and professional education can pay off in ways you may have never imagined. That’s why we’re proud to pleased to provide you with tools to cultivate your success.

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

Coaching Counts for Effective Management

In any field, great managers are great coaches. Their direct reports tend to be more productive and happier. Research bears this out. “The single most important managerial competency that separates highly effective managers from average ones is coaching,” says Monique Valcour, executive coach, Harvard Business Review author, and professor of management at EDHEC Business School.

Coaching is a skill that anyone can build. How can managers improve their coaching abilities? Coaching Skills for Managers, on June 2, 9am-5pm is an excellent way to start. Register now for this valuable seminar and prepare to help your staff reach their potential. In this program, you will:

• Learn the difference between coaching and other development strategies.
• Discover the key elements of successful coaching relationships.
• Understand the coaching process and how to apply each step.
• Identify common challenges to successful coaching.
• Discover effective strategies for managing challenges.

Yes, coaches can be coached. And the Coaching Skills for Managers program offers a convenient opportunity for you to discover the value of coaching. Once you complete the class, you’ll be in a better position to support your coworkers’ professional development as well as your own.

When you register for Coaching Skills for Managers on Knowledge Link, your department will be charged a fee of $75 for the program.

For more development opportunities, visit the Learning and Development website at www.hr.upenn.edu/myhr/learning.

MY FUTURE

Level Up Your Retirement Plan

Most people want to put more of their pay toward retirement savings, but it can be a challenge. Make it easier on yourself by setting a date to level up your retirement plan.

For detailed information on retirement savings, visit Penn’s Retirement Plans website at www.hr.upenn.edu/myhr/benefits/retirement

Penn@Work brings you all the latest news from the Division of Human Resources. Look for this publication to appear in the Penn Current. View recent and archived issues online, and sign up to receive the email version of Penn@Work when you visit www.hr.upenn.edu/newsletters/penn@work.

Read more news from the Division of Human Resources here:
myHR: www.hr.upenn.edu/newsletters/myhr
Almanac: www.upenn.edu/almanac/
EVP Newsletter: www.evp.upenn.edu/news/docs/newsletter.html
Follow us on Twitter: @CareersatPenn

To increase your retirement savings, just log in to Penn’s secure Online Retirement Enrollment System available at www.hr.upenn.edu/myhr/benefits/retirement or call the Retirement Call Center at 1-877-736-6738.

Even if you’ve already put away 5% of your pay toward Penn’s Matching Plan to get your dollar-for-dollar match, Penn’s Supplemental Plan allows you to contribute as much as you like.

If you’d like more guidance before leveling up, make a free appointment with TIAA or Vanguard, Penn’s investment providers. TIAA and Vanguard offer confidential, professional counseling sessions on campus to help you with your investment choices. You can schedule an appointment online or by telephone at:

TIAA
www.tiaa.org/moc
800-732-8353

Vanguard
www.vanguard.com
800-662-0166 ext. 14500
Healthy Living One Walk at a Time

Show and steady— that’s been the key to Kim Peurifoy’s healthy lifestyle.

Peurifoy, manager of Finance and Administration for the School of Arts and Sciences’ McNelis Business Administration Services, started her healthy lifestyle in January 2014 when she decided on a whim to try out walking to work.

“I had music while I walked, but of course I was out of breath because I was overweight,” says Peurifoy. “But it wasn’t all that bad.”

The following week, she continued walking and also packed her own lunch. That led to food shopping more thoughtfully the following week—first cutting out juices and then buying whole grain bread for her family.

“Every week it was something very small, but every week those small things built on what I was doing,” says Peurifoy.

That first day of walking two years ago started a journey that has her 80 pounds down and still walking at least 5 miles each day. Beforehand, Peurifoy would focus on the general idea of losing weight, but it did not yield any results. Her advice is to set short-term goals as a way to stay on track and avoid feeling overwhelmed. With that approach, she has since incorporated running and spinning into her workout routine and added several 5k runs to her list of wellness successes.

Peurifoy’s success is owed to her own dedication, but Penn’s health and wellness programs have helped her along the path.

“When I see in the Knoss around I get really excited because I see progress through the campaign and in what I’m doing,” says Peurifoy.

She had her first biometric screening as part of Be in the Knoss the fall before making changes to her lifestyle. After getting her screening results, she says, “I knew I needed to make a change, but I really didn’t know how.”

Shortly afterwards, Peurifoy took advantage of Penn’s nutrition counseling benefit and met with a registered dietician on campus. She learned about pairing foods to create healthy snacks to eat throughout the day. The Bonus Points for Be in the Knoss were just an added perk, she said.

The following fall, her biometric screening numbers had improved. “My job was helping me lose weight” says Peurifoy.

Part of the journey has been sharing it with others and celebrating the successes. “You stop thinking just about losing weight because you start thinking that you lose the way you feel,” Peurifoy says.

Peurifoy’s coworkers at the McNeil Regional Business Office keep each other on track by taking a five-minute break to do a physical activity together and keeping a shared calendar where they list their activity for the day.

Peurifoy keeps track of her personal progress in the same style as she does her work in finance—by using a spreadsheet with titles, calculations and color coding. Every Thursday since January 2014 Peurifoy has weighed in and recorded the results.

Keeping a log has helped her to visualize the progress. On the hard days, it’s a source of inspiration, she said.

The key to working through any setbacks is recognizing that the changes to her lifestyle over the past two years have become habits, says Peurifoy.

“It’s not all-day-everyday eating healthy, that’s just not reality,” she said. “But you keep going with the new way of thinking about healthy eating choices because this is who you are in your life now.”

Kim first shared her story with the Healthy Penn’s My Moves, My Way campaign (www.med.upenn.edu/cphi/healthypenn). The Healthy Penn Partnership is a comprehensive program for faculty, staff, and students at Penn, focusing on increasing the availability and accessibility of wellness activities across the university. The initiative is the result of a collaborative partnership between the Center for Public Health Initiatives, Penn’s Division of Human Resources, Campus Health, and Penn Recreation.

Quality of Work Life Workshop Highlights

Three 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 spoffth@upenn.edu.

Webinar: The Benefits of Mindfulness; 5/17; 12pm – 1pm; free

Lots of us would like to be more mindful, and live a more balanced life, but we don’t know where to begin. During this convenient online session you will learn a few practical techniques, like breathing and meditation exercises, that you can employ at any time (and in just a few minutes!) to get into a more mindful state. A regular mindfulness practice can help you feel better, reduce your stress, and enjoy life more.

Thinking About Retirement; 5/18; 11am – 3pm; free

If you’re retiring soon or just considering it, Penn offers an informative program just for you. Thinking About Retirement covers the essentials of your retirement package, including your Penn Retirement Plan, Social Security, and Medicare. Attend any one of the sessions or learn how to get the resources of your Penn career long after you retire.

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 knowledgeLink.upenn.edu or contacting Learning and Education at 215-898-3400.

Project Management; 5/19; 9am – 12pm; $75

Managing projects can feel daunting. It requires a focus on defining the initiative, planning for work, Continued next column

Healthy Program Highlights

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

Gentle Yoga; 5/29; 11:00am – 12:00pm; free

Let your body recover itself with movement! Join us for this Gentle Yoga session and explore the natural movements of the spine with slow and fluid moving bends and slow twists. During this session, you will flow into modified sun salutations that loosen those tightened muscles and joints of the lower back, neck, shoulders, and wrists. And as an added bonus, you’ll get a workout out in the process. Mats and props will be provided.

June Wellness Walk; 6/1; 12:00pm – 1:00pm; free

June is Penn Employee Health and Wellness Month. We are looking for off by sponsoring a wellness walk on Wednesday, June 1. Human Resources has partnered with the Center for Public Health Initiatives (CPHI), PPSA, and Penn Recreation to make this a fun event. CPHI has designed a great 2-mile route, which ends with an open house at Pottruck gym.

From previous column

managing the initiative and monitoring results. Join us for a seminar to learn about tools and techniques that can help you manage your projects. Learn how to identify the key activities in the project life cycle and how to construct a project timeline. Understand the role of the ‘triple constraint’ in project management and apply it in determining project scope. Learn how to keep projects on track by managing project risks and effectively using a communication plan. Capture valuable project lessons and use them to define and improve project management practices within your organization.

American Management Association’s Lean Process Management; 6/14-6/15; 9am – 5pm; $75

LEAN process improvement tools offer simple fixes that will change your thinking, improve your operations, and deliver quick solutions. LEAN can be especially relevant if you have fewer resources and need to deliver more with less. Now, you can map the customer/client value stream and determine which activities add value to the customer and which do not. Then, you will learn to eliminate or curtail non-value-adding activities. A highly interactive case study will cement the learning as you participate in reworking a broken process using instructor guidance utilizing LEAN tools and principles.

HR Calendar

Visit www.hr.upenn.edu/events for details.

May

17 Webinar: The Benefits of Mindfulness
18 Thinking About Retirement
19 Project Management
20 Guided Meditation — Take a Breath and Relax
25 Gentle Yoga

June

1 Penn Employee Health and Wellness Month begins
15 Navigating Your Career by Building a Career Development Plan
Wellness Walk
2 Coaching Skills for Managers
7 College Search Workshop for Penn Faculty and Staff Families
13 New and Expectant Parent Briefing
14-15 AMA’s Lean Process Improvement Planning (2 consecutive days)