Find Out Who Battled the Holiday Bulge—and Won

Most people overindulge during the holiday season—then spend the new year trying to shed the extra weight. With so many tempting cakes, decadent pies and mouth-watering cookies, it’s easier to indulge in the moment and deal with it later. But some Penn employees are already ahead of the game thanks to the Maintain, Don’t Gain Program.

Of the 142 participants who challenged themselves to maintain their waistline over the holiday season, almost all of them succeeded. At this year’s post-holiday weigh-in, an impressive 80% of participants who completed the program stayed within two pounds of their starting weight. And 60% even lost weight. With the help of weekly motivational emails that lessened the urge to splurge, some participants lost as much as ten pounds!

“Program really works, as once again I didn’t gain any weight over the holidays. The program stays with me so I’m mindfull of what I’m eating during the food festival we call the holidays,” said Catherine Lawrence, a staff member in the School of Engineering and Applied Science.

For those people battling it out in the team competition, it was another successful year. Seventeen teams went head to head for a total weight loss of about 22 pounds. To see who took first place, and for overall team results, visit the Human Resources website at [www.hr.upenn.edu/quality/wellness](http://www.hr.upenn.edu/quality/wellness) and click on “Maintain, Don’t Gain”.

I encourage you to take advantage of these benefits to help you reach your goals, whatever they may be.

Sincerely,

Jack Hsuer, Ed.D.

Vice President for Human Resources
Technical Tips...at Your Fingertips
Improve your technical skills with new online workshops. Human Resources is offering a series of workshops that’ll teach you helpful tips and tricks 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 SharePoint Services 3.0 Techniques
March 8: 12:30pm–2:30pm, $40
See how Microsoft SharePoint can be used to collaborate with others, reduce the need for email and make meetings more effective. You’ll learn how to use the document libraries, calendars, and tasks; create and share websites; and use discussion forums, blogs and wikis to manage information.

Advanced Microsoft Excel 2007 Pivot Tables
March 15, 12:30pm-2:30pm, $40
Learn how to leverage the power of pivot tables to analyze and present your data in exciting ways. This webinar will teach you how to prepare information for pivot tables, perform advanced analysis and comparison of data, filter and format reports, add formulas to charts and tables, and incorporate pivot table reports into Microsoft Word documents.

Microsoft PowerPoint 2007 Techniques
March 15: 2:30pm–4:30pm, $40
Take your PowerPoint skills to the next level. This webinar will teach you how to format and manipulate presentations so you’re conveying information in a compelling way. You’ll learn about data presentation, multimedia and self-running presentations, using templates and shortcuts, and more!

MY HEALTH & WELLBEING continued

Visit www.hr.upenn.edu/penn_work

MY JOB continued

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.

American Management Association’s (AMA) Communicating with Diplomacy, tact and Credibility
February 23–24, 9am–5pm, $75
Do you ever struggle to communicate during challenging situations? It’s not always easy to speak with poise and finesse when faced with difficult questions. But we can show you how to effectively communicate in even the stickiest situations. This workshop will teach you how to choose the most appropriate words and tone to fit any circumstance. You’ll learn the ABCs of communicating effectively and tactfully in all types of scenarios.

Franklin Covey’s FOCUS
March 3, 9am–5pm, $75
It’s time to get your life on track! Every email and ringing phone becomes the priority when you don’t have a clear plan for the day. Wouldn’t you rather spend more time on the tasks that matter most? If so, we have the workshop for you. Franklin Covey’s FOCUS will teach you how to be more focused, better organized and more productive in your personal and professional life.

Total Organization Webinar
March 8: 2:30pm–4pm, $40
Staying organized in the work place can be challenging, especially when you have an abundance of emails, paper and computer files to manage. So how do you stay on top of your work with so much information overload? Well now you can learn how! This webinar will teach you practical approaches to organizing your work space, all of which is done right at your desk. By the end of this webinar, you’ll have a newly organized desk and computer desktop that is conducive to your specific needs.

Diversity Brown Bag—Creating a Respectful Workplace
March 12; 1pm–2pm, free
It’s no surprise that respect plays a critical role in a successful workplace. Most of us tend to be more productive in a positive work environment—one free of negative behaviors such as harassment, racism and ageism, to name a few. This workshop will give you the opportunity to discuss respectful behaviors in the workplace. It will focus on respect and responsibility and provide you with tools and resources to prevent harassment and other forms of prohibited discrimination before it occurs. You’ll also learn about University policies and procedures that help promote a respectful workplace atmosphere as well as resources to address inappropriate behaviors in the workplace.

Introduction to Myers-Briggs Type Indicator
March 16; 9am–12pm, $75
Taking the Myers-Briggs Type Indicator (MBTI) inventory and receiving feedback will help you identify your unique gifts. The information enhances understanding of yourself, your motivations, your natural strengths, and your potential areas for growth. It will also help you appreciate people who differ from you. Understanding your MBTI type is self-affirming and encourages cooperation with others.

Empowerment and Accountability: An Equation of Success
March 18; 9am–12pm, $50
People tend to be most productive when they own their work and take responsibility for their job. So why not empower them to be the best they can be? Designed for new or experienced managers, this workshop will teach you how sharing responsibility can help you achieve your workplace goals. Learn how to delegate and set reasonable boundaries for your team. You’ll better understand how accountability holds the keys to developing a high-performing department.

Effective Meetings
March 18; 12:30–2:30pm, $40
Do you ever leave a meeting and wonder how useful it was? Well-designed meetings allow for creativity, problem-solving and the opportunity to accomplish specific goals. But they aren’t always easy to plan. If you’re looking for ways to make your meetings more effective, we’ll show you how. This webinar will teach you how to prepare useful agendas and communicate effectively during meetings, whether online or in-person. You’ll also learn a variety of online meeting and collaboration tools to make your meetings more efficient and successful.

MY FUTURE

Deadline to Apply for Spring Term Tuition Benefits
Are you or your dependents taking advantage of Penn’s tuition benefits for the Spring 2011 term? If so, be sure to request payment for the tuition benefits by March 15, 2011.

Even if you’re currently receiving tuition benefits, payments are not automatically made for future terms, so you need to apply online for tuition benefits each term. Use the online tuition management system at www.hr.upenn.edu/benefits/tuition to request tuition benefits, review current and past requests for payment, and view pending payments.

HR CALENDAR
Programs and Events

FEBRUARY

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23-24
Bariatric Surgery and Other Options
American Management Association’s (AMA) Communicating with Diplomacy, Tact and Credibility

MARCH

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Franklin Covey’s FOCUS

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Total Organization Webinar

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Microsoft SharePoint Services 3.0 Techniques

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Gastroesophageal Reflux Disease (GERD): What Can You Do?

Deadline to apply for spring term tuition benefits

Introduction to Myers-Briggs Type Indicator

Empowerment and Accountability: An Equation of Success

Effective Meetings

Brown Bag Matine—Inside Information

Words at Work

Careers Brown Bag—Developing Your Professional Presence

Models of Excellence Awards Ceremony and Reception

Department of Human Resources, University of Pennsylvania
215-898-3400