Word from the Vice President:  

Staying Happy and Healthy This Holiday Season

It's hard to believe that the holidays are almost here. Although the beauty of fall hasn't subsided yet, many of us are already anticipating the excitement of the approaching season—a time for festive celebrations with family and friends. But for some of us, the holidays can also bring more responsibilities and stress which can take an unfortunate toll on our health and wellbeing. That’s why Human Resources is offering a number of initiatives in the coming weeks to help you maintain your health and happiness this holiday season.

No one wants to be sick during the holidays, but the H1N1 influenza virus is making it an already tough flu season that much more difficult. To help you enjoy an illness-free holiday season, we ran our normal seasonal flu shot program in October and are providing a special H1N1 flu shot program later this month.

Proper nutrition is also a must for staying healthy throughout the season. Enjoy the festivities without compromising your fitness by participating in our annual Maintain, Don’t Gain Holiday Weight Maintenance Program or signing up for one of our many health and wellness workshops.

And don’t forget your mental health amid the hustle and bustle. Sharpen your skills by attending a professional development program, get tips for dealing with life’s challenges at one of our quality of worklife workshops, or simply relax and unwind during the Special Winter Vacation.

While the holidays can be hectic, there are plenty of resources available to help meet your needs. Here’s to a happy and healthy holiday season.

Sincerely,

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

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. Pre-registration is required. You are welcome to bring a brown bag lunch to the sessions. For more information or to register, visit the Human Resources online course catalog at www.hr.upenn.edu/courseseanlist or contact Human Resources at 215-573-2471 or kenne@upenn.edu.

Professional Assertiveness
November 19, 11:30am–1pm, free
This seminar will teach you techniques for professional communication and how to use assertiveness to enhance your professional growth. Participants will learn about the characteristics of assertive behavior, responses to situations, choosing your battles, obstacles to being assertive, and the relationship between assertiveness, self-confidence and professionalism.

Stress Management
December 15, 11:30am–1pm, free
Stress can take an unfortunate toll on our health and wellbeing. But simple relaxation techniques can help combat the harmful effects of stress. You’ll learn how to identify when you’re relaxed, and how to use relaxation to improve your quality of life. This workshop will also focus on responses to relaxation, the physical and mental signs of relaxation, and specific relaxation exercises and techniques.

Snow Day Child Care

Winter is fast approaching, bringing colder temperatures and the possibility of bad weather. If you have children between the ages of 12 weeks to 12 years old, consider registering for Penn’s Snow Day Child Care Program.

This service provides child care whenever Philadelphia County public schools are closed due to inclement weather but Penn is open for business. Children who attend school in other districts are also welcome on days that Philadelphia public schools are closed. Snow Day Child Care runs from November 30, 2009–April 2, 2010 and is provided by the Penn Children’s Center. Children must be pre-registered in order to participate. For information on hours of operation, instructions on how to pre-register, and more, visit www.hr.upenn.edu/quality/worklife/snowday.aspx or contact Human Resources at 215-573-2417 or kenne@upenn.edu.
**MY HEALTH & WELLBEING continued**

### Nutrition Workshops

If you’re like most people, you have plenty of questions about nutrition. What should I eat before and after a workout? How can I choose foods that are healthy and delicious? If you have any of these questions, you’ll want to attend the nutrition workshops offered by the University of Pennsylvania Library. By attending these workshops, you can learn about the basics of nutrition and how it affects your health. The workshops are led by expert nutritionists and will cover topics such as the importance of balanced meals, the benefits of whole foods, and how to create a healthy diet plan. 

**November 12, 12pm–1pm; Fee**  
It’s no surprise that nutrition and exercise are vital to a healthy lifestyle. In this dynamic workshop, you’ll learn how nutrition and exercise impact your physical and mental health. You’ll also discuss ways to adopt new practices with your colleagues and discuss ways to maintain a healthier lifestyle. Pre-registration is required for these workshops.

### HR Calendar

#### NOVEMBER

**Deadline to apply for fall term tuition benefit**  
Are you or your dependents taking advantage of Penn’s tuition benefit? If not, you should consider doing so. For more information and to apply, please visit the HR website: www.hr.upenn.edu/tuition.

**Deadline for special winter vacation**  
If you’re planning to take a winter break, make sure to submit your plans to HR by the deadline. This will help to ensure that your time off is properly documented and that you receive the appropriate benefits.

**HR Calendar programs and events**  
Visit the HR website to view the most up-to-date information on the HR calendar and events.

### MY JOB continued

#### Professional and Personal Development

**Unlocking the Secrets of the Penn Library**  
November 19, 12pm–1:30pm; Fee  
Discover the ways the library can work for you. Learn how to access the vast over 10,000 electronic journals and reference sources, get personalized research assistance, and simply take out as many books as you want from the holdings of the library. This session includes a 30-minute walking tour of Van Pelt Library. Participants are welcome to attend just the informational session.

**Introduction to Myers-Briggs Type Indicator**  
November 12, 12pm–1pm; free  
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-encouraging and can lead to more productive relationships with others.

**Penn Certificate Program in Administrative Excellence**  
Begins December 2, multiple dates with varying times; $100  
If you’re an administrative professional looking to enhance your skills, consider enrolling in the Penn Certificate Program in Administrative Excellence. Offered annually, the 2009 Penn Certificate Program in Administrative Excellence will begin in December. This multi-session, cohort-based program is targeted for front-line support and administrative staff. Topics will include organization, communication skills, time and stress management, and more. You’ll also learn about succeeding in the decentralized Penn environment, building your network and clarifying your individual career plan. For more information and to register, visit the online course catalog.

**Career Focus Brown Bag—Interviewing for Success**  
December 10, 12pm–1pm; free  
Wondering how to set yourself apart from other job applicants? A successful interview can often be the deciding factor for many hiring managers when choosing the right candidate for a job. This workshop will teach you the elements of effective interviews and how to succeed market yourself and your skills in your use of your next interview. You’ll learn how to prepare for a variety of different interview types and the importance of non-verbal communication when interviewing.

**Brown Bag Matinee—Project Management**  
December 16, 12pm–1pm; free  
In today’s fast-paced world, many people find themselves tackling more difficult and complex challenges in the workplace. For some, project management comes easily. But not everyone knows how to do it well. This video will teach you how to successfully keep projects on track regardless of their size and scope. You’ll learn how to be an effective leader and project manager who knows how to organize priorities and meet objectives.

**Special Winter Vacation Reminder**  
As you start planning for the upcoming holiday season, don’t forget that Penn grants faculty and staff a Special Winter Vacation between Christmas Day and New Year’s Day each year. This year, the special winter vacation days will be December 28, 29, 30 and 31. In the event that an emergency occurs, you are required to work in the department until the end of the shift. The vacation policy may be rescinded for another time. The Special Winter Vacation policy is online at www.hr.upenn.edu/DPO/Policy-Policies/048.aspx.

#### HR Calendar programs and events

**NOVEMBER**

15 **Deadline to apply for fall term tuition benefit**
17 **Deadline for special winter vacation**
17 **It Keeps You Up At Night?: The Basics on Common Sleep Disorders**
18 **Diversity Brown Bag—Americas with Disabilities Act (ADA)**
29 **Brown Bag Matinee—Stress Management**
30 **Unlocking the Secrets of the Penn Library**
30 **Deadline to apply for Fall Term Tuition Benefit**
30 **Brown Bag Matinee—Four Weeks in May**
30 **Diversity Brown Bag—Americans with Disabilities Act (ADA)**
30 **Brown Bag Matinee—Project Management**
30 **Brown Bag Matinee—Four Weeks in May**
30 **Stress Management**
30 **Brown Bag Matinee—Stress Management**
30 **Brown Bag Matinee—Four Weeks in May**
30 **CHRISTMAS HOLIDAY**
31 **Special Winter Vacation**

#### DECEMBER

2 **Penn Certificate Program in Administrative Excellence**
3 **Stress Management**
10 **Career Focus Brown Bag—Interviewing for Success**
15 **Stress Management**
16 **Brown Bag Matinee—Project Management**
25 **Christmas Holiday**
28 **CHRISTMAS HOLIDAY**
29 **Special Winter Vacation**

#### JANUARY

1 **New Year’s Holiday**
8 **ESSENTIALS OF MANAGEMENT**
13 **Brown Bag Matinee—If It Looks Could Kill**