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/coursescatalog or contact Human Resources at 215-573-2471 or kenne@upenn.edu.

New Baby Benefit Workshop
October 6; 11:30am–1pm; free
Bringing home a new child is a special time in every parent’s life. But it’s also a time for making important decisions. That’s why it’s useful to understand the full array of benefits Penn offers to help get your family off to the right start—from the time off to financial support to worklife resources. This program, facilitated by experts in Human Resources and the Provost’s Office, will show you how to make the most of these benefits.

Effective Communicating Strategies with Your Toddler and School-Age Child
October 15; 11:30am–1pm; free
As a parent, it’s not always easy to communicate effectively with your child. But this workshop can help. You’ll learn about common issues that parents of young children face and how to address them. Whether you live in a blended, single-parent, or so-called traditional household, this program will teach you the basics about child development, socialization, and education, as well as how to set limits and boundaries.

The Sandwich Generation Survival Guide
October 21; 11:30am–1pm; free
Raising a family can be incredibly rewarding. But it can also take a toll on your emotional wellbeing, especially if you’re a member of the “sandwich generation”—providing simultaneous care for both your aging parents and your children. If you’re wondering how best to handle the competing demands of children and parents, this workshop can help. Learn time management techniques and strategies to care for children and the elderly. You’ll get a better understanding of how to support the different generations in your family without neglecting your own needs and priorities.

Effective Communicating Strategies with Teen and Adult Children
October 28; 11:30am–1pm; free
Do you ever have trouble connecting with your teenage child? This program will teach you how to establish and maintain meaningful levels of communication with your child. Topics will focus on confronting feelings, accepting challenges, changing the covenant, communication methodologies, dealing with difficult subjects, spirituality and religion, and sex and sexuality.

Managing Up
November 11; 11:30am–1pm; free
Having a positive and productive work relationship with your supervisor is vital. This seminar will teach you how to manage yourself in a way that promotes camaraderie between you and your supervisor. You’ll learn how to be assertive and how to communicate with your supervisor so he or she understands your work style and how to maximize your productivity.

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Seasonal Flu Shots for Penn Faculty and Staff

Having the flu is never pleasant. To help you prepare for this year’s flu season, the Division of Human Resources is again partnering with the Division of Occupational Medicine to provide free seasonal flu shots on campus at a discounted cost for full- and part-time Penn faculty and staff. You must pre-register online to receive a flu shot.

While the seasonal flu vaccine is an important measure you can take to protect your health, keep in mind that it does not provide specific protection against seasonal H1N1 influenza. The University has spent the summer months making preparations to handle any potential outbreak of novel H1N1 flu on campus. For more information on how Penn is preparing for pandemic flu, visit the flu prevention and preparedness website at www.upenn.edu/flu.

When can I get a seasonal flu shot?

Wednesday, October 7, 10am–2pm
Thursday, October 8, 10am–2pm
Friday, October 9, 9am–2pm
Monday, October 12, 10am–2pm

Your Body: From Head to Toe—Part 2

Taking care of your health means being well informed, well prepared, and capable of making good choices when it comes to your body. This series of workshops, led by physicians and health experts from the University of Pennsylvania and the Health System, will address various health issues from head to toe and steps you can take to maintain a healthier lifestyle. Pre-registration is required for these workshops, which are sponsored by Human Resources. You are welcome to bring a brown bag lunch to the sessions. For more information and to register, visit the online course catalog at www.hr.upenn.edu/coursecatalog (select “Health Promotion” from the “Browse by Category” menu) or contact Human Resources at 215-898-5116 or susmith@upenn.edu.

Peripheral Nerve Disorders and Neuropathy: What You Need to Know
October 7; 12pm–1pm; free
Peripheral nerves, the nerves found outside the brain and spinal cord, are a collection of motor and sensory fibers that originate from many different kinds of neurons. Neuropathy is damage to the sensory and motor fibers found in peripheral nerves and is one of the most common neurologic disorders. This workshop will teach you about the symptoms, causes, and treatment for disorders of peripheral nerves. It will be led by Toby Ferguson, MD, PhD, Neuromolecular Division, University of Pennsylvania School of Medicine.

Embracing Aging: How to Age Gracefully
October 13; 12pm–1pm; free
Getting older is a natural part of life, but it’s easy to forget that our lifestyle as young adults can impact our health as we age. This workshop will help you understand how to keep your body running at its best, from agility to mental acuity. Learn simple steps that can help you stay healthy and happy as you age. This program will be led by Christine Bradshaw, PhD, CRNP, Assistant Professor of Gerontological Nursing, and Sherry Greenberg, MSN, CRNP, Doctoral Student, School of Nursing.

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 pre-register for programs by visiting the online course catalog at www.hr.upenn.edu/coursecatalog or by contacting Learning and Education at 215-898-3400.

Mentors@Penn Information Session
November 4; 12pm–1pm; free
Mentoring provides many benefits and opportunities, whether you’re a mentor or a mentee. Through a mentoring relationship, you will learn and grow, increase your own job satisfaction, and focus on your professional and career goals. Learn more about the Mentor@Penn program and how to apply.

Discovering Your Strengths
November 5; 12pm–1:30pm; free
While many of us are aware of our individual strengths, some of us have learned to focus more on our weaknesses instead. Marcus Buckingham—a well-known author whose work helps people identify their strengths—suggests that you can be more effective, successful, and fulfilled at work when you play to your strengths rather than your weaknesses. This program is based on Buckingham’s theories and includes interactive exercises to help you learn how to identify your strengths and use them more productively at work. You’ll also learn how to overcome obstacles that can prevent you from focusing on your strengths.

Career Focus Brown Bag—Reumes and Cover Letters: What’s New?
November 11; 12pm–1pm; free
Whether you’re looking to move up to your next challenge or change directions in your career, an attractive and effective resume is a must. This workshop will bring you up to date on what’s new in resumes. Learn why adding a professional profile or summary to your resume can increase its impact. We’ll also discuss lengths and styles of cover letters and what information should and should not be included.

Introduction to Myers-Briggs Type Indicator
November 20; 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 the MBTI type is self-affirming and encourages cooperation with others.

Penn Certificate Program in Administrative Excellence
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 frontline, administrative, and support and administrative staff. Topics will include office organization, 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 at www.hr.upenn.edu/coursecatalog.

How do I pre-register for a seasonal flu shot?
Pre-registering is easy—just visit the Human Resources website at www.hr.upenn.edu/quality/wellness/login.aspx and follow the step-by-step instructions. You can register up until the day before the date you select. But time slots fill up quickly, so we encourage you to pre-register as soon as possible. The first and last time slots typically fill up most quickly, so try selecting some time in the middle for easier registration. If you arrive during the middle of your scheduled time slot, your wait time may be shorter.

Where can I get a seasonal flu shot?
On-campus seasonal flu shots will be administered at four convenient locations—the School of Engineering and Applied Science (SEAS), the Wharton School, the School of Nursing, and the School of Design. You’ll see the exact locations when you pre-register online.

What do I need to bring to the seasonal flu shot site?
You’ll need to bring the following items with you in order to receive a seasonal flu shot:
• $20.00 cash (You may be eligible to receive reimbursement from your health care provider. Health insurance and pre-tax expense account reimbursement information will be available at each flu shot site.)
• Your PennCard
• Your confirmation sheet from the online registration process

Remember to wear clothes that provide easy access to your upper arm.

Keeping Your Stomach Happy: The Facts about Common GI Disorders
November 4; 12pm–1pm; free
A lot of us are familiar with the lingering discomfort associated with indigestion, heartburn, acid reflux, and other gastrointestinal issues. The good news is that you can take steps to prevent the side effects brought on by certain behaviors and disorders. It’s all about keeping your gut happy, and this workshop will teach you how. The program will be led by Fates Abera, MD, MSCE, Assistant Professor of Medicine, Gastroenterology, University of Pennsylvania School of Medicine.

Questions?
If you have questions about the flu shot program or the pre-registration process, contact the Division of Human Resources at 215-898-5116 or susmith@upenn.edu.

Visit www.hr.upenn.edu/penn_work