

Vitality

Dickinson

Human Resource Services

November 2015 | Volume X | Issue 4

Presidents' Forums

Did you ever wonder how to go about sharing your thoughts, ideas or concerns with colleagues in the campus community? The President's Administrative and Support Staff Forums offer the opportunity to connect with others and bring topics of concern to a discussion forum for consideration of future actions or initiatives. The mission statement for each Forum group is shared below, along with links for each group member list:

The President's Support Staff Forum facilitates communication between staff, faculty and administrators to promote the exchange of issues, ideas, and solutions while maintaining the focus of the Strategic Plan of Dickinson College.

Fourteen support staff employees serve as representatives to the President's Support Staff Forum (PSSF) during 2015-2016. The PSSF meets during the fall and spring semesters to review and discuss issues of interest to the college community. President's Support Staff Forum members Kim Morgan and Stephen Winn serve as this year's support staff representatives on the All-College Planning and Budget Committee. A listing of this year's members is available on the Human Resource Services website at www.dickinson.edu/download/downloads/id/5071/2015-2016_support_staff_forum_members.pdf.

The President's Administrative Forum is made up of a diverse group of administrators representing all divisions who are engaged, committed, and influential members of our community. We collaborate to address relevant professional issues through thoughtful discussion and recommendations shared with colleagues and senior staff.

Sixteen administrative staff members serve as representatives to the President's Administrative Forum (PAF) during 2015-2016. For a listing of the PAF through August 2016, please visit the Human Resource Services website at http://www.dickinson.edu/download/downloads/id/5273/presidents_administrative_forum_members.pdf.

January 9, 2016— Save the Date to Celebrate with Dickinsonians!

All employees are invited to a new celebration to kick off the New Year. Mark your calendar now and join us on Saturday, January 9, 2016. More information is coming soon as Human Resource Services and the newly created employee-recognition committee meet and discuss the details. This event will replace Winterfest with a fully inclusive and even more fantastic event, and we look forward to seeing you all there!

The Great American Smokeout!

Hosted by Kristen Ruis LCSW, Tobacco Cessation Counselor of the Sadler Health Center

Friday November 13

Noon-1 p.m. | HUB side rooms 201-202

Have you ever thought about quitting smoking or chewing tobacco? Have you tried and failed, or were you successful, but only for a brief period? Did you ever think about quitting but just don't know how to get started? Smoking and tobacco usage are habits and for some an addiction.

Nicotine addiction is a chronic illness that needs to be treated and controlled like asthma or diabetes. Learn about the effects of nicotine on the brain, why it is so addictive, help people see it is more than just a "bad habit" and shed light on why people continue to smoke even though they know it is bad for them.

You don't have to be ready to quit to learn about your options. Come and learn more during this educational session.

Consider joining the **Great American Smokeout** on Thursday, November 19. Visit the American Cancer Society's website for [tips and more information](#). For even greater inspiration and support, **come and learn** about the principles of nicotine addiction and treatment. Registration is open and available in [CLIQ](#) via the Gateway.

Source: www.cancer.org/healthy/stayawayfromtobacco/greatamericansmokeout

Check Your Medical Care Bills Carefully!

New Coding Change Became Effective October 1, 2015.

Did you know, as of October 1, 2015, all U.S. medical care providers and payers are required to start using a new set of codes to classify medical diagnoses and inpatient procedures? The name of the new system is the International Classification of Diseases, 10th Revision—often referred to as ICD-10 codes. This impacts providers and payers, including insurance companies and government payers such as Medicare. The new medical coding system is a requirement set forth by the U.S. Department of Health & Human Services for billing and quality tracking purposes.

What This Means for You. *Most likely, this change will have no impact on you.* Insurance companies and providers have been preparing for this change for some time. **However, check your bills carefully because this change could impact you in one or more of these ways:**

- **Payment Delays.** It may take longer than usual for your insurance company to pay its part of the bill. In turn, your provider may send you a bill for more than your share of the cost because it does not reflect what your insurance company will pay.
- **Approval Delays.** Certain services require pre-approval from your insurance company. This pre-approval may be delayed if the provider uses the wrong code.
- **Coding Errors.** If your provider selects the wrong code, you could receive a bill for services that don't reflect the actual services you received.

Actions to Take. If you experience a delay or see what you think might be an error, please be sure to call your insurance member services or personal health advocate in order to resolve your claim issue.

For more details go to www.cms.gov/medicare/coding/icd10/downloads/icd-10mythsandfacts.pdf.

New! HealthAmerica Individual Consultations

Wednesday, November 11 | 8 a.m.–5 p.m. | Mary Dickinson Room, HUB

Have health insurance questions? Our HealthAmerica representative will be available on campus Wednesday, November 11 from 8 a.m.–5 p.m., in the Holland Union Building (HUB) Mary Dickinson Room to help answer your claims questions or inquiries regarding their medical, prescription, & mental health services. To schedule a personal appointment with HealthAmerica, please sign up through CLIQ for the time period you need. Please bring any documents pertaining to your questions such as explanation of benefits, bills etc.

Compliance Announcements and Reminders

Employee Compensation Statement

The annual employee compensation statements for 2015 will be available via the Gateway in early November. Employees without access will receive a paper copy, mailed to their home address. The statement summarizes both the salary and benefits you receive as an employee of Dickinson College. This summary serves as an information tool to assist you in making important decisions for you and your family. Please read the information carefully. If you have any concerns about the statement or questions related to a specific benefit, please contact us at hrrservices@dickinson.edu.

Emeriti 2014 Summary Annual Report

The 2014 Summary Annual Report for the Emeriti Retiree Health Plan has been completed. This report reflects the financial condition and the transactions of the plan for January 1, 2014 through December 31, 2014. You may print and or view a PDF version of this report at www.dickinson.edu/info/20083/human_resource_services/497/summary_plan_descriptions or you may request a copy by contacting HR Services. Printed copies will also be posted on the Facilities Management and Dining Services bulletin boards.

Tax Deferred Annuity & Defined Contribution Retirement Plans 2014 Summary Annual Reports

The 2014 Summary Annual Report for the Dickinson College Tax Deferred Annuity and Defined Contribution plans has been completed. These reports reflect the financial condition and the transactions of the plan for January 1, 2014 through December 31, 2014. You may print and or view a PDF version of this report at www.dickinson.edu/info/20083/human_resource_services/497/summary_plan_descriptions or you may request a copy by contacting HR Services. Printed copies will also be posted on the Facilities Management and Dining Services bulletin boards.

Retirement Planning Sessions

TIAA-CREF INDIVIDUAL COUNSELING SESSIONS

A TIAA-CREF representative will be on-campus during the fall semester on:

- **Tuesday, November 10 | HUB side room 202**
- **Wednesday, December 16 | HUB side room 202**

To schedule a personal meeting with TIAA-CREF, please visit www.tiaa-cref.org/moc or call 1-800-842-2010. Appointments may be scheduled with TIAA-CREF between 9 a.m.–5 p.m. on the dates listed above.

FIDELITY INDIVIDUAL COUNSELING SESSIONS

A Fidelity representative will be available during the fall semester on:

- **Tuesday, November 10 | Mary Dickinson Room, HUB**

To schedule a personal meeting with Fidelity, please visit www.fidelity.com/atwork/reservations or call 1-800-642-7131 with your preferred time. Appointments may be scheduled on the date listed above between 9 a.m.–5 p.m.

New Hires

Jacob Curwick, Facilities Management

Melissa Diggs, Dining Services

Michael Dopson, Dining Services

Donna Greco, Dean of Students Office

Phillip Moreno, Office of Admissions

Daniel Villaman, Enterprise Systems

Investing 101

Presented by Met Life

Monday, November 9

HUB Social Hall West | noon–1 p.m.

This workshop provides a basic overview of investing that explains the difference between saving and investing, including asset class and investment styles, bonds, stocks and types of mutual funds.

Please register for this program via CLIQ in the [Gateway](#).

Community Events



Seniors of Old Bellaire: 2015

The annual Seniors of Old Bellaire dinner was held on Thursday, October 1 in the Social Hall of the HUB. This year, 10 employees who completed 25 years of full-time service to the college were inducted into the Seniors of Old Bellaire. The employees honored at this year's dinner included Katie Adams, Angie Barone, Cathy Davenport, Mara Donaldson, John Failor, Carol Ann Johnston, Alberto Rodriguez, William Sadvary, Melinda Schlitt and Rae Yang. **CONGRATULATIONS!**

Not pictured: Angie Barone and Alberto Rodriguez

Dickinson Community Blood Drive

Facilitated by American Red Cross Biomedical Services

Friday, November 20 | HUB Social Hall | 10 a.m.–5 p.m.

The American Red Cross Biomedical Services is the largest single supplier of blood and blood products in the United States, collecting and processing more than 40 percent of the blood supply and distributing it to some 3,000 hospitals and transfusion centers nationwide. Please consider donating blood to support your local community by participating in this blood drive! For more questions of more information about blood donation to the American Red Cross, please visit www.redcrossblood.org or call 1-800-RED Cross (1-800-733-2767).

The 14th Annual CenturyLink Turkey Trot

Thursday, November 26

The race begins at 9 a.m.—A great way to kick off the Thanksgiving Holiday!

Are you looking for a great way to enjoy family, friends and fitness this Thanksgiving? Then look no further than the premier Thanksgiving Day race in South Central Pennsylvania. In the past, as many as 2,996 participants have run, walked and enjoyed this celebratory event. A 5K run/walk route are offered, for this year's event. Registration is now open. Please visit the Carlisle Family YMCA website for more information at: www.carlislefamilyymca.org/ad-promos/register-for-the-centurylink-turkey-trot-today

Commuter Services of Pennsylvania: RideMatch

The **RideMatch** program offered through Commuter Services of Pennsylvania is now available to all employees of Dickinson College. The program allows employees to register to be matched with others living and working in similar locations to facilitate carpooling, walking or biking together to help reduce pollution, minimize the use of natural resources, encourage safe practices and save on commuting costs. The partnership agreement supports Dickinson's commitment to educating for a sustainable world, reducing our ecological footprint, cutting our net emissions greenhouse gases to zero, and advancing sustainability goals globally, nationally and in the communities in which we reside, work and study.

For more information or to register with **RideMatch**, please visit <http://pacommuterservices.org/> and explore the many sustainable and healthy options for your commute to Dickinson each day through carpooling, biking, walking and mass transit!

2015 United Way Day of Caring!

Thank you to all who volunteered during this year's United Way Day of Caring, held on Friday, October 16! Four groups of employees assisted with special projects at the YWCA, Cumberland Crossings, New Life Community Church and also the LEAF project. **Special Kudos** go to all participants for making a positive impact on the Carlisle community!

2015 United Way Pacesetter Campaign Prize Winners

Thank you all for your generous donations during the 2015 United Way Pacesetter Campaign this fall. The following is a list of the prizes awarded during the random drawing to donors during the Pacesetter period of this year's campaign:

- **Kindle Fire HD**
Tammy L. Evelhoch
- **Red Adirondack Chair**
Pat Pehlman
- **\$25 declining balance for Dining Services**
Dottie Warner
- **\$25 Bookstore gift card**
Nicole Cline
- **CSA share (4 pick-ups for fall semester)**
Jennifer Acuna
- **\$25 Print Center Gift Certificate**
John Henson
- **\$25 The Greatest Gift Store Gift Certificate**
George Allan

If you have not yet made a gift to the 2015 United Way campaign, there is still time through the end of December. All fundraising costs for the campaign are underwritten by local organizations and proceeds from Dickinson's U-Turn. Accordingly, 100 percent of every contribution funds the United Way's 43 local partner agencies, including Project SHARE, the Salvation Army and the YWCA. Employees wishing to participate in the campaign may still make their gift by sending the completed campaign form (sent through campus mail in August) to Miriam McMechen in Financial Operations. Thank you, again, to the campus community for your donations to the United Way!

Girls on the Run 5K

Girls on the Run is a physical activity-based positive youth development program for girls in 3rd through 8th grade. Meetings are held twice a week with small teams of 8-15 girls. The program teaches life skills through dynamic, conversation-based lessons and running games. The first third of the twelve week program helps girls get a better understanding of who they are and what's important to them. Then the program looks at the role of teams and healthy relationships. And, finally, the girls explore how they can positively connect with and shape the world.

They celebrate the end of each season by completing a 5K with an adult running buddy, experiencing the confidence that comes through accomplishment. While training for the 5K run which is held at the end of the twelve week program, girls learn how to stand up for themselves, choose friends that honor them, treat others with respect, have gratitude, engage in community service and stop a gossip chain or bully.

Crossing the finish line is a defining moment when the girls realize that even the seemingly impossible IS possible.

A 5K like no other, please join us and be inspired! Tons of fun, family friendly activities lead up to the race. Chip timed; all runners receive one free ticket to Hersheypark's Candy Lane in addition to a race shirt. Register by October 26 to guarantee a shirt in your size. Please visit the official website (indicated below) to register and pay the fee for this community event!

Website: <http://capareagirlsontherun.org/5k-events/>

1. Click on "Fall 5K Registration"
2. Next click "I'd like to register on an existing team."
3. The team code is D8RDY6WR & team name is Team Dickinson

Hershey Bears: 2015-2016 Power Player Rewards Card

Looking for some fun, family entertainment over the winter months? Consider attending a Hershey Bears hockey game at the Giant Center in Hershey, PA.

The Hershey Bears Power Player Rewards Card offers discounts on regular season home games, excluding Hersheypark Pass Nights (November 1, December 20, January 10, and February 7). For discounted tickets, click on the link below to obtain the 2015-2016 Hershey Bears Power Player Rewards Card:

www.dickinson.edu/download/downloads/id/5258/hershey_bears_power_player_rewards_card.pdf

For more information about game schedules and ticket purchases, please visit www.HERSHEYBEARS.com—click on **TICKETS**, then **GROUP TICKETS**. On the group tickets page, click on the **Power Player Rewards Card** button and enter the password **GoBears** to print the coupon at home. The coupon can be redeemed at the Giant Center Box Office or by calling 717-534-3911 and mentioning the Corporate Power Player Rewards Card.

Professional Development & Wellness Events

Seasonal Flu Vaccine

Co-sponsored by Human Resources and the Wellness Center

Friday, November 6

Appointments available from 11 a.m.–1 p.m.

The Wellness Center will be providing flu vaccines to employees during the final day of the flu vaccine clinic on Friday, November 6. All participants will be required to wait 15 minutes following their injection. Flu vaccines are free to employees of the college. **PLEASE NOTE:** You must print and present the completed [Flu Vaccine Clinic Participation Form](#) to the nurse in order to receive a flu vaccine.

Receiving a seasonal flu vaccination is an effective way to reduce your chances of getting the flu—particularly if you are in a high-risk category. Seasonal flu vaccinations through the Wellness Center will be available to Dickinson employees and their spouse/dependents aged 18 years and over. Individuals interested in receiving a vaccination will have to show their Dickinson College ID at the time of the appointment. Participants must be 18 years of age or older.

Restrictions include:

- Pregnancy / Nursing Mothers
- Allergic to eggs or egg derived products
- Allergic to Thimerosal (sometimes found in prescription eye drops)
- Guillian-Barre Syndrome
- A compromised immune system due to illness or if you are currently ill

If you are on medicinal therapy (other than blood pressure or diabetic medications), have any of the above restrictions, or have any questions regarding the restrictions, please talk to your primary care physician and obtain clearance for receiving the vaccine before registering.

Please register in CLIQ to reserve your appointment date and time!

Sleep Disorders

Presented by Carlisle Regional Medical Center

Thursday, November 12

Stern Center, room 102 | noon–1 p.m.

Sleep eludes you and you just don't know why. A good night's sleep is crucial to cognitive function and overall quality of life. There are a variety of reasons why we don't sleep well ranging from stress to sleep apnea. Do you feel wide awake when it is time for bed? Are you restless and stressed out when you wish you were sleeping? Are you falling asleep at your desk or in meetings? Sometimes factors exist in your life that decrease your ability to sleep or the quality of your sleep. Attend this session to learn more about sleep disorders and options for fixing this vexing issue. Please plan to attend this session to learn more.

Free Blood Pressure Screenings

Provided by Susan Dworsak, Wellness Works

Carlisle Regional Medical Center

FALL SESSION DATES: MONDAYS November 16 & December 14

Mary Dickinson Room, HUB | noon–1 p.m.

No registration required—Walk-ins welcome and expected!

Free Biometric Screening

Administered by Carlisle Regional Medical Center

Thursday, November 19

Mary Dickinson Room & HUB side rooms 201-202 | 7:30–9:30 a.m.

The Biometric Screening provides a snapshot of your health looking at your total cholesterol, glucose, blood pressure, height, weight, waist circumference and body mass index (BMI). It is a collective review of your risk factors for developing heart disease, stroke and diabetes known as Metabolic Syndrome. The number of people with metabolic syndrome increases with age, affecting more than 40 percent of people in their 60s and 70s. Several factors increase your risk for developing the syndrome – high blood pressure, high cholesterol, diabetes or high blood sugar, a lack of physical activity, smoking, and family history. Monitoring your blood pressure, blood glucose, cholesterol levels and BMI gives you the ability to stay on top of your overall health. Knowing your numbers provides the information to you for conversations with your personal physician. Do you know your numbers? If not, please register for this free health screening. Other optional screenings with an associated fee are also available. See CLIQ via the [Gateway](#) for full details!

WANT DETAILED INFORMATION FOR THESE PROGRAMS?

GO TO EMPLOYEE GATEWAY>CLIQ APPLICATION>EVENTS REGISTRATION SYSTEM AT [HTTP://GATEWAY.DICKINSON.EDU](http://gateway.dickinson.edu), E-MAIL [DEVWELL@DICKINSON.EDU](mailto:devwell@dickinson.edu), OR CALL EXT. 1503.



Indoor Cycling

Instructor: Barry Tesman

Open Sessions on MONDAYS AND THURSDAYS

FALL SEMESTER:

November 2/5 through December 7/10*

SPRING SEMESTER:

February 1/4 through March 7/10

Kline Center Dance Studio | 5–6 p.m.

Certified Dickinson Student-Instructor sessions:

FALL 2015: TUESDAYS AND THURSDAYS

September 1–October 13;

October 27–December 8*

6:30-7:30 p.m.

SPRING 2016 To be announced

Indoor Cycling is a form of high intensity exercise that involves using a stationary exercise bicycle. The routines are designed to simulate terrain and situations encountered in actual bicycle rides, including hill climbs, sprints and interval training. Go at your own pace. This class will increase your cardiovascular fitness, burn fat as well as tone and shape your lower body. Perfect for all fitness levels. **FREE.** No registration required—first-come, first-served basis. ***No sessions on Tuesday, November 24 or Thursday, November 26**

NEW! Vinyasa Flow Yoga on Thursdays at Noon

Instructor: Michele Landis, Simply Well Yoga

THURSDAYS* through December 10

HUB Dance Studio | noon–1 p.m.

Vinyasa Flow yoga fuses breath and movement to cultivate grace, flexibility and balance of body and mind. From breath work and meditation, the practice moves through smart, inventive sequences designed to focus the mind and energize the body. This class will challenge you where you are, with modifications and options for all levels. The only prerequisites for this mindfulness practice are an open mind and a sense of humor. **FREE.** ***Note: No Class on Thanksgiving Day, November 26.**

Walking Meditation: Individual Walking Program

FALL SEMESTER:

WEDNESDAYS November 4, December 2 | HUB Social Hall

People, formal cultures and traditions have used the labyrinth as a symbol of their search for meaning and guidance. Some of the earliest forms of labyrinths are found in Greece, dating back to 2500-2000 B.C.E. The labyrinth used for this program is called the Cretan labyrinth or classical seven circuit labyrinth. People of all faiths, people longing to reconnect to faith, people looking to find meaning or to center themselves come to walk the labyrinth.

We hope you will come and walk the labyrinth as a tool for your own spiritual practice and experience. For questions or more information about the labyrinth or walking meditation, please contact **Donna Hughes** in the Office of Community Service and Religious Life at ext. 1577.

Cooking Demo: Organic Farm Produce

Presented by Jessica Jones, RD LDN & Dining Services

Tuesday, November 17 | HUB Social Hall East | noon–1 p.m.

Join us for a live cooking demo featuring items from the College Farm! Attend this session to sample some delicious organic farm produce prepared by our dining services staff. Enjoy!

PHYSICAL WELLNESS PROGRAM GIFT CARD WINNER FOR SEPTEMBER

Congratulations to **Amelia Dietrich, Forum on Education Abroad** for being the \$25 Visa Gift Card winner for the month of September 2015! Eligibility for the monthly gift card drawings includes all active/registered employee participants in all physical exercise programs offered through the Wellness program, in addition to the Marathon-in-a-Month. The random gift card drawing will be held after the close of business on the fifteenth of each month for the previous month. All physical exercise programs that have registration via CLIQ will automatically be included in the monthly drawings. For more details or to request a form to record your marathon miles, please send an email to devwell@dickinson.edu or call ext. 8084.

Professional Development & Wellness Events

QPR: Suicide Prevention for Everyone

Tuesday, November 10 | Althouse 206 | noon–1 p.m.

QPR is a nationally recognized program to help everyone recognize the signs of suicide and how to question, persuade, and refer someone to get help. To attend this training on one of the dates below, please RSVP to caps@dickinson.edu.

The Spiritual Dimensions of Health

Presented by Dan Cozort, Associate Professor of Religion

Tuesday, November 10 | Stern Center, room 102 | noon–1 p.m.

The holistic paradigm is that body, mind and spirit form an interdependent whole. It is the guiding principle of traditional systems of medicine such as those of indigenous peoples, of great civilizations such as India and China, and even of the West until the 20th century. It is now being tested in an approach called “integrative medicine,” which is secular and scientific but open to the possibility that “alternative” or “complementary” medicine may have something valuable to offer to those who suffer. Holistic healing is concerned less about the relief of symptoms than about the restoration of wholeness through addressing the root causes of illness, which may not be physical. It is not only healing from disease but from existential suffering; it seeks to give meaning to life and death. In traditional cultures, “religion” and “holistic healing” are virtually synonymous and the primary role of religious specialists is healing. In a broader sense, however, holistic healing can also be understood as any healing that involves the spirit of the patient and which may also be affected by the spirit of the healer and of others who are close to the patient. In this larger sense, all healing is holistic healing and has a spiritual dimension, although this is often discounted and even suppressed in conventional bio-medicine.

INCLUSION ON OUR CAMPUS

Faith Club Book Series

Wednesdays | 5:30 p.m. | Landis House

Each month we will read a different book around the topics of faith. Join us for one or all.

- **November 11:** *Sacred Ground* by Eboo Patel
- **December 9:** *The Good Heart: A Buddhist Talks About Jesus* by the Dalai Lama

Transgender 101/Gender Non-Conforming Workshop

Presented by the Office of LGBTQ Services

Thursday, November 19 | Social Hall West | noon–1 p.m.

In this workshop, learn about the wide variety of gender identities that fit within the umbrella term “transgender.” Participants will consider the difference between sex and gender, examine gender diversity, and discuss practical steps they can do to make transgender people feel safer. This workshop is open to all members of the Dickinson College community. **Pizza will be provided!** For more information, please contact LGBTQ@dickinson.edu.

Transgender Day of Remembrance

Presented by the Office of LGBTQ Services

Friday, November 20 | Britton Plaza | 5 p.m.

Please join the Office of LGBTQ Services in observance of National Transgender Day of Remembrance. Throughout the world, people gather this day every year to pay respect to those needlessly killed by hate crimes against trans and gender non-conforming individuals. Surrounded by candles, we will read the names of transgender and gender non-conforming individuals who lost their lives over the past year. For more information, please contact LGBTQ@dickinson.edu.

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Preparing for a Role in Supervision – 4 session series

Presented by Dennette Moul, Organizational Development & Training Specialist

THURSDAYS: November 18, December 16

Stern Center, room 102 | 9–11 a.m.

This interactive series is for employees looking to prepare for a future in management. The series will cover fundamental skills that all individuals need to know before making that leap into management.

The program will be comprised of four (4) modules, each a hands-on, instructional workshop focused on relevant topics in the supervising of employees. Topics that will be offered within the program will include:

- Supervisory Techniques
- Coaching for Performance

Look for session descriptions, dates and locations in CLIQ.

Navigating Dickinson: Welcome Program For Newly Hired Employees Of The College

Friday, November 20

Stern Center, room 102 | 8:45 a.m.–1 p.m.

Navigating Dickinson introduces newly hired staff to the college community through a 2-part series. The initial session takes place in a 1:1 or small group orientation format within the first week of employment at Dickinson. The second session takes place in a quarterly period throughout the year, with a focus on the broader college community. After the initial 1:1 introduction to the college, newly hired employees are invited to attend the quarterly information session to gain a cross-divisional perspective of how the departments and divisions function as 1College. A walking tour and lunch are included as part of the quarterly session.

Roundtable Conversations:

Your HR Questions Answered

Tuesday, December 8

HUB side room 201 | 8–9:15 a.m.

In addition to classroom-based and online training, supervisors can learn as much, if not more, from their peers from other departments and divisions. This learning format invites all supervisors to breakfast discussions on important topics and issues based on the needs and interests of those serving in management roles. This design also provides opportunities for supervisors to build valuable relationships with colleagues across campus.

7 Habits of Highly Effective People

*Facilitated by Steve Riccio, Lecturer
International Business and Management*

December 4 and December 11

HUB side room 205-206 | 8 a.m.–noon

The 7 Habits of Highly Effective People is designed for individuals to apply timeless principles that yield positive results, witness improved communication, build and strengthen relationships, increase influence, and gain better focus on critical priorities.

At the end of the program, participants will be able to:

- Prioritizing tasks
- Improving working relationships
- Becoming more efficient
- Managing multiple tasks
- Enhancing communication skills
- Voicing Opinions with Confidence
- Being patient and listening to others
- Increasing self confidence
- Being more assertive
- Improving organizational skills

Professional Development & Wellness Events

Prioritizing for the Busy Employee

Presented by Mike Greene of Integrity Works Coaching

Wednesday, December 2 | HUB, side room 201-202 | noon–1:30 p.m.

This session goes beyond time management and focuses on how to prioritize in these times of busyness! Email, telephone, co-workers and other urgent distractions can often wage war on our ability to get the things done that are most important to our health and success in life and at work. Gain valuable skills, tips and ideas to prioritize the many things that you need to accomplish during the course of the month, week and day.

Digital Detox

Presented by Dennette Moul

Friday, January 15 | HUB Side Rooms 201-202 | noon–1 p.m.

In a world that never seems to stop you're finally reaching the end of your rope. You've tried techniques for getting rid of stress in the past, but nothing has worked like it promised. You've tried to nurture a deeper connection with yourself, but you still feel as lost as ever. You hate the feeling of always having to be on and plugged in, but you don't know what to do about it. You wish your mind would stop talking so much, even if it's just for a moment. The freedom and peace you deeply desire is much closer than you think. In fact it's so close, all it takes is the push of a button.

**Books will be ordered for those registered prior to Friday, November 20, 2015.*

NOW AVAILABLE! 2015-2016 Holistic Health Incentive Program: Moodle Self-Registration Course

For all who have started to complete the first two steps of the *Holistic Health Incentive Program (HHIP)* for 2015-2016, and are wondering where to record their participation points—we are offering *HHIP tracking online this year via Moodle*. To access and self-register for the **2015-2015 HHIP**, simply follow the steps below using your network username/password information:

1. Click on the HHIP Moodle site access link: <https://lms.dickinson.edu/course/view.php?id=31611>
2. When prompted, enter your **network username and password**
3. Enter the HHIP registration key: **HHIP1516**

Don't delay! The 2015-2016 incentive will be announced in the near future, so get started now by completing your biometric screening and health risk assessment. Explore this new online option that also offers some online opportunities to complete activities and earn point toward your incentive reward!

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**Professional Development and Wellness
HUMAN RESOURCE SERVICES**

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