Happy Fall!  It’s hard to believe another year is coming to a close… where does the time go?  Can you believe the Office of Staff Development celebrated its third birthday in September!  I hope we are continuing to provide you with outstanding services to help you grow and develop in your careers.

A few highlights…in this issue, please check out the upcoming Lunch and Learn on LGBT Issues in Healthcare.  This is open to faculty, staff, and students. Please also note the special event for SOM families. The SOM Simulation Lab will host the 2nd Annual School of Medicine Halloween Haunted Happening.

Consider being a Mentor (or Mentee) in the Mentor Emory program. Applications are available through HR Learning Services. For the first year, you will be able to specify a specific gender and/or what school your mentoring partner is from. While not guaranteed, they will do their best to meet your requests. *There is always a shortage of Mentors. We all have something to offer, consider being a Mentor this year!

A couple of reminders:  Open Enrollment - go into PeopleSoft self-serve and select your benefits.  Even if you aren’t changing plans, you must go in and certify two items.  Also, note the change in flu shot administration. You can go online to print out a voucher and then go to any Kroger Pharmacy to get your shot.

HR Learning Services Program Applications

HR-Learning Services will soon begin accepting applications for the following programs:

• Manager Development Program
• Supervisor Development Program
• Administrative Professionals Program
• Mentor Emory (Mentor or Mentee)

Information about each program and applications are available on the website (Learning Services).

The deadline for completed applications for all programs is November 18, 2011 and applicants will be notified by December 21 via email as to their acceptance in the programs. The programs will begin in February 2012.

The applications contain a Program at a Glance for each of the programs, which includes the dates for all sessions. Please be sure to review these dates and ensure that you will be able to attend the sessions before applying to the program.

As a reminder, the HR Rep Certification Program has an on-going application process, so there is no deadline for applying to that program.

For more information about the programs or courses offered through Learning Services, contact Anadri Chisolm-Noel at 404-712-8941 or Wanda Hayes at 404-727-0413.
New Staff Orientation - Welcome to the School of Medicine

The next School of Medicine New Staff Orientation is scheduled for December 12, 2011. All new hires between October 6th and December 12th should attend the orientation, as well as any temporary employees with intended assignment length of 3 months or longer. Been here awhile? All staff are welcome to attend to refresh their knowledge of resources.

Register in ELMS—Search > SOM.

(It is not necessary for Post-Docs to attend this Orientation, as there is specific on-boarding/orientation for Post-Docs.)

Have Ideas for Staff Matters?

Send ideas and feedback to rlechner@emory.edu

Emory’s Eco-efforts

Get $1000!

Emory University – Campus-wide Energy Competition
October 1 – 31, 2011

- Open to campus buildings with sustainability representatives
- Open to Residence Life housing (with or without a representative)
- Three winners: residential, research and administrative/classroom categories
- Winners receive $1000 to purchase a sustainability-related prize
- Results determined on the greatest percentage reduction in BTUs/square foot compared to last October

It’s Not Too Late! Here are some tips:

- Give your computer a coffee break: Click monitors off.
- Watch your watts: Unplug phone chargers and turn off the lights.
- One flight up, two flights down. Take the stairs.
- Got a fume hood? Lower your sash.

Please contact the Office of Sustainability Initiatives, 404-727-9916 or eweaver@emory.edu, if you have any questions or need additional information.

Leadership Character Awards

The Turknett Leadership Model centers on Integrity, with a balance of Respect and Responsibility. Since 2003, the Turknetts have recognized individuals and companies who emulate this model. The 2011 awards were presented on September 15 at the Georgia Aquarium. Several individuals from Emory were nominated, including Habib Tannir (Radiology).

Leadership is about character - who you are not what you do. And today when leadership is needed at all organizational levels, it is critical that leadership character be developed and enhanced in all individuals. It is those with leadership character who will contribute to others in powerful ways and help their organizations achieve bottom line results and long-lasting success.

(http://www.leadershipcharacter.com/model.php#empathy)

For more information on the Turknett leadership model, please visit their website (http://www.leadershipcharacter.com/model.php).
Manager’s Quarterly Tip

Your team is depending on you! The biggest obstacles to effective team performance are people who don’t carry their share of the load. You may be tempted to avoid issues until they become serious. Fight that feeling! It doesn’t take long for morale and productivity to erode, and finally disintegrate, because of one poor performer. So, it comes down to this: Your team is counting on you to address employee performance problems…now!

Changing employee performance isn’t your responsibility. Your responsibility is to coach and provide feedback. The employees must make the decision to improve their performance…or change where they work. It is their call.

(Source: The Manager’s Coaching Handbook, David Cottrell and Mark Layton, Introduction)

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Emory Cares Day

Join Atlanta students, alumni, parents, faculty, staff, and friends on **November 12, 2011** for a fun day of service! *Emory Cares International Service Day* is an annual event open to all members of the Emory community. With more than 30 projects in Atlanta alone, there’s a project for every passion.

Morning projects are alumni- and staff-led. Volunteers should plan to meet their group at the organization.

Afternoon projects are student-led. Undergraduate and graduate students will gather on McDonough Field for lunch and an opening ceremony, then carpool to the project sites. Alumni, faculty, staff, family and friends can meet at McDonough Field to carpool or meet their group at the organization.

All volunteers receive a free Emory Cares 2011 t-shirt. Go to: [Emory Cares Day](#) for more information and a list of projects.

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HR Learning Services

**Fall Classes Offered 2011:**
Emory University Human Resources Learning Services offers a variety of learning opportunities open to all staff. All classes require registration in ELMS.

Some general enrollment classes offered are:
- Interaction Skills for Success > Nov. 8th 8:30-12:30 $60
- Hospital Medicine: Retaining Talent > Nov. 16th 8:30-12:30 $60
- HR Rep: Bringing the World to Emory: Basics of Hiring > Nov. 18th or Dec. 16th 9:00-12:00. Free

**Managers, Supervisors, and PIs:**
HR Learning Services has several upcoming opportunities for you to develop or fine tune your leadership skills. HR offers Learning Tracks, Development Programs, as well as open enrollment.

Examples of these offerings are:
- Setting Expectations
- Managing Performance Problems
- Influential Leadership
- Situational Leadership
- Crucial Conversations

Registration details and a list of all classes can be found on their website: [www.hr.emory.edu/learningservices](http://www.hr.emory.edu/learningservices).

**Web-based Classes:**
You can take classes at your pace; stop and start at your convenience. Each class is $60 for year long access. Call 404-727-7607 for details.

**Search the Catalog in ELMS for Online classes.**

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Veteran’s Day Ceremony

Please join members of the Emory Community at the **flagpole on the quadrangle at 7:45am on Veteran’s Day** (Friday, November 11) to recognize those who serve/have served in our nation’s military. The Ceremony will culminate with the raising of the flag at promptly 8:00am.

Sponsored by The Emory Employee Council, Inter Fraternity Council, Inter Sorority Council.
HR Learning Services Graduation

Congratulations graduates!

Rashidat Ayantunji, Mallard Benton, Paula Bokros, Kevin Bumpers, Patrick Caneer, Erica Caplan, Jocelyn Chen, Cathy Crosby, Yvette Harrison, Martha Howard, Rachelle Jones, Christie Kuropatwa, Rachelle Lehner, Season Lewis, Beverly Medley, Andrea Mitchell, Nina Renner-Thomas, Monica Salama, Susan Sunay, James Tambah, Anna Vann, Beverly Wright, Jianli Zhao

Of the 70 graduates of Human Resources Learning Services 2010-2011 programs, 23 were from the School of Medicine.

To learn more about the Leadership Development programs, see article on page 1.

Emory Farmer’s Market

If you haven’t visited Emory’s own farmer’s market yet, give it a try! Open Tuesdays 12:00-5:00 year around (except school breaks and summer).

Upcoming Events:
• October 25th Pumpkin Carving Contest!
  See flyer for details.
• Nov 9th Boiled Peanut Celebration @ Wonderful Wednesday 11:30-2 p.m.

Check out: http://www.emory.edu/dining/
Staff Member Spotlight

This section features different members of the SOM staff as a way of getting people to know one another in spite of our size. In this issue we are spotlighting Karen Gardner.

Karen joined the Emory family in 2006. She is currently a Senior Human Resources Associate for the Department of Medicine (DOM). The DOM Administrative Suite, where her office is located, is in Emory University Hospital (Suite H-153). In her role, she serves the Department of Medicine by providing Human Resources support for approximately 1000 regular faculty and staff. Her duties include faculty appointments, staff development, employee relations, compensations, recruiting, and a myriad of other responsibilities.

Asked her favorite thing about working at Emory, she responded:

One of my favorite things about Emory is being a part of an institution that literally impacts lives in so many ways. Regardless of what your role is here, we all play a part in that. Typically, I am so focused on getting my daily work done and I rarely stop to think about it. For example, time spent on a faculty appointment could yield a cure for a current incurable disease. Emory has an impact on the world in ways that are hard to comprehend. That is a great feeling.

Karen has been married for over 13 years and has a daughter in the 3rd grade at Briar Vista Elementary – who, by the way, looks just like her!

Ergonomics Center

Ergonomics is employed to fulfill the two goals of health and productivity. The subject of ergonomics is extremely broad and in this section we will look at your wellness at work along with ergonomics.

Helpful Hint: Mobile Meetings!

In meetings much of the day? Take advantage of the beautiful weather and get those meetings moving. No, it isn’t appropriate for all meetings, but when there are only one or two people meeting and it is appropriate, why not talk and walk?

There are many places around our work spaces that are perfect to walk. We have sidewalks, tracks, tunnels, hallways, etc. This isn’t a race so take it slow. Use voice recorders for notes or clipboards for agendas. Watch how your mood and mind elevate with the movement.
Upcoming SOM Diversity Programming

The SOM Office of Staff Development Presents

Bring Your Own Lunch and Learn
“LGBT Issues in Healthcare”

Faculty, Staff and Students

Join us for the viewing of a recorded panel discussion led by Kathy Oriel, MD, MS. Dr. Oriel is a past-president of the Gay and Lesbian Medical Association, an organization that advocates sensitive, high-quality care for lesbian, gay, bisexual and transgender persons and also advocates for LGBT physicians. Following the film, we will discuss the issues raised.

*Note: There are some medically graphic descriptions.

November 1, 2011 SOM 153A 11:45 a.m. – 1:15 p.m.
Cookies and drinks will be provided!

Please register in PeopleSoft Self-Service
(Select “Learning and Development”; “Request Training Enrollment”; “Search By Course Name”; enter SOM; Choose “SOM Lunch and Learn” from list and proceed with registration)
If you have questions or trouble registering, contact Christie Kuropatwa (ckuropatwa@emory.edu).

Emory University encourages the full participation of individuals with disabilities in all aspects of campus living and learning. If accommodations are required, please contact Christie Kuropatwa (ckuropatwa@emory.edu) immediately so arrangements can be made.

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The SOM Office of Staff Development Presents

Bring Your Own Lunch and Learn
“Conflict Prevention, Managing and Resolution in a Multicultural Environment”

Faculty, Staff and Students

Join us for the viewing of a recorded discussion on conflicts by Gladis Benavidec. Cultural differences can be a source of conflict. Differing styles of communication, cultural dynamics and even individual life experience can lead to misunderstandings, natural tension and in the worst scenario, behavior that may be perceived as or is actually offensive. The ability to prevent, resolve and manage conflicts in a multi-cultural environment is a critical and necessary skill. Come and explore some communication strategies to resolve conflicts.

Following the film, we will discuss the issues raised.

December 1, 2011
SOM 153A 11:45a–1:15p
Cookies and drinks will be provided!

Please register in PeopleSoft Self-Service
(Select “Learning and Development”; “Request Training Enrollment”; “Search By Course Name”; enter SOM; Choose “SOM Lunch and Learn” from list and proceed with registration)
If you have questions or trouble registering, contact Christie Kuropatwa (ckuropatwa@emory.edu).

Emory University encourages the full participation of individuals with disabilities in all aspects of campus living and learning. If accommodations are required, please contact Christie Kuropatwa (ckuropatwa@emory.edu) immediately so arrangements can be made.
CPR Classes Offered

AHA Basic Life Support for Healthcare Providers

Basic Life Support courses are offered on dates throughout the year, including: November 9th and December 14th, 8:00 AM – 12:00 Noon, School of Medicine, Simulation Lab B27.

To register: sign into the Emory Learning Management System then select Search Catalog > Enter CPR > choose the class date that works best for you.

For complete schedule and information go to www.ocr.emory.edu/Education_&_Outreach/Courses/ or contact the OCR Office: 404-778-4960

Flu Shots

For 2011, rather than offering a series of flu shot clinics across campus, Emory’s Faculty Staff Assistance Program will partner with Kroger Pharmacies to offer Emory faculty and staff annual flu vaccinations from October 17 through December 31, 2011. Flu shots will still be offered free of charge for benefits eligible faculty and staff.

Getting your flu shot is as easy as 1.2.3.

1. Download Your Voucher. Benefits eligible employees will need to download a voucher to receive their flu shot free of charge at a Kroger Pharmacy. Non-benefits eligible employees can download a coupon to receive a flu shot at a discounted price of $21. Vouchers will be available for download between October 17th and December 31, 2011: http://fsap.emory.edu/flu

2. Take Your Voucher (or coupon) and a photo ID to a Kroger Pharmacy between October 17 and December 31, 2011. No appointment necessary! Find your nearest Kroger Pharmacy at www.kroger.com or call 1.800.KROGERS.

3. Get your flu shot.

*Note: The Kroger in Sage Hill Shopping Center (Clifton and Briarcliff) does not have a pharmacy.

English Language

The English Language Support Program in the Laney Graduate School is currently accepting applications from Emory research employees for academic speaking classes for spring 2012.

The deadline for receiving application forms is December 1. Email Heather Boldt (hboldt@emory.edu) to request permission to enroll in an ELSP class (include your full name, department/program, address, phone number, and supervisor’s name). All completed forms must be delivered to Heather (101 N. Decatur Bldg). Space is limited -- apply early.

Special requests after December 1 may be permitted; contact Grace Canseco, Director (grace.canseco@emory.edu).

Placement testing will be on December 6, 2011, and classes will begin the week of January 16, 2012.

For information on the application process and to download and print the application forms, you can check the ELSP webpage under the Laney Graduate School. www.gs.emory.edu/resources/esl.php?entity_id=37

Coming Soon!!

SOM Staff Development will be offering a limited number of “Rising Star” Leadership Development Scholarships to provide “rising stars” the opportunity to participate in a leadership development course they may not otherwise have the opportunity to participate in due to cost.

Watch for details and nomination forms in December!
Emory University Hardship Fund

Emory University Hardship Fund - Created for You. Maintained by You.
Having already received 80 applications since October 2010, the Emory Hardship fund is looking for your contribution. Funded solely by donations from Emory University’s faculty and staff, the Hardship Fund is designed to assist faculty and staff members who are experiencing a temporary financial hardship due to a catastrophic event. Since the application review process started in October 2010, the Fund has been able to help 24 Emory University employees, providing over $26,418 in assistance.

With about 17,100 employees, and only 226 contributors, the Hardship Fund must continuously raise funds. Open enrollment may be the perfect time for you to consider signing up for payroll deduction. One dollar makes a difference. For just $8.34 a month you could contribute $100 a year. The more funds we raise, the more people we can help. No matter the size, every contribution makes a difference. If you haven’t yet contributed to the fund, please consider making a donation. For more information on donating to the fund, visit www.emory.edu/hardshipfund or contact Lisa Parker, Hardship Committee Chair.

Emory employees are able to apply for assistance through a confidential application process. Eligible applicants must be regular full or part-time employees, working at least 20 hours per week and be in good standing with a minimum of one year of service. Approval is subject to extent of need and the availability of fund.

One Dollar Makes a Difference.
Visit www.emory.edu/hardshipfund to make a donation today!!

Cost Savers

In these challenging economic times, it is always nice to know of useful cost savers.

Do you use Eagle Dollars? Eagle Dollars are the same as cash, dollar-for-dollar. You can earn a 5% discount when you use your card! Check it out: http://www.emory.edu/studentfinancials/Your_Accounts.htm

Have you seen Scoopmama? It is an online social discounting site that sends daily emails with local family fun deals for you! www.scoopmama.com/

AAA Member? Don’t forget to ask your local retailers about the AAA discount. Over 160,000 locations world-wide. Examples include: Sirius XM satellite radio, New Balance, Gap Outlet, Golds Gym, Sylvan Learning… www.aaasouth.com/Savings/SYCS/

Safe Space Training

Emory University faculty, staff, students, alumni and friends may sign up for a Safe Space training. There is no cost to participate in a training or request a training for your department, unit or student organization thanks to the support from the Office of LGBT Life and the donated time of our facilitators.

UPCOMING SESSIONS 2011
October 19th - 1:00pm-4:30pm
November 14th - 1:00pm-4:30pm

You can see upcoming schedules and register online at: www.emory.edu/CAMPUS_LIFE/LGBTOFFICE/
Computer Tip of the Quarter

Save on your printer ink by selectively printing in Windows programs such as Microsoft Word, Excel, Internet Explorer (and other browser), WordPad, Outlook, etc. To do this highlight portions of text you wish to print and click the Print icon or option in the File menu. In the printer dialog window (like the one shown below) under Page Range choose the option Selection.
The School of Medicine Gets Scary!!

Join your fellow School of Medicine Faculty and Staff for the 2nd Annual School of Medicine Halloween Haunted Happening, Monday, October 31st from 2:00-5:00PM in the School of Medicine Building’s Simulation Lab (basement level).

Families and children are welcome! A kids’ crafts area will take place in B-35 while “big kids” can tour the spooky Sim Center. Snacks will be available for all.

Want to do more than just attend? Anyone interested in donating snacks, reading stories to the children, and/or assisting with set up or clean up should contact Kim Fugate at kfugate@emory.edu. Your time and goodies would be greatly appreciated!

Have Some Fun~

How many pumpkins (including jack o’ lanterns) are in this issue of Staff Matters?

First to answer correctly wins a prize!

Send your name, department and guess to Christie Kuropatwa at ckuropatwa@emory.edu

Congratulations!

The following staff members have served the School of Medicine for 25, 20, 15 or 10 years respectively!

Thanks for all you do (and have done) for the School of Medicine!

25 Years of Service
Emma Jane Penn, Physiology
Karen Grinzaid, Hum Genetics
Stacy Holloway, Biochemistry
Helen McLaughlin, Industry Relations
Nell Sullivan, Psychology
Darryl Tigner, EMCF

20 Years of Service
Teresa Ball, Clinical Research
Edward Becker, Pathology
Mark Granados, Psychology
Jill Harshman, Ophthalmology
John Hauser, Surgery
Sandra Price, Family and Prevent Med
Lisa Simmons, Biomedical Engineering
Paul Taylor, Pediatrics
Janet Waidner, Pediatrics

15 Years of Service
Fitzgerald Cook, ITS
Cynthia Dobbins, Fiscal Affairs
Sylvia Ennis, Pediatrics
Mozella Galloway, GME
Li Hao, Medicine
DeAngela Faye Igodan, HMO
Joni Lewis, Pediatrics
Sean Moore, Surgery
Linda Roback, Microbiology/Immunology
Rhoda Sanders, Pathology
Linda Townsends, Dean's Office
Diane Watkins, Medicine

10 Years of Service
Cheniqua Aigwekwe, OMESA: Student Affairs
Kafi Imani Bethea, Psychology
Catherine Crosby, Rehab Med
Helen Fogleman, Surgery
Beth Holloway, Medicine
Barry Imhoff, Pediatrics
Margo Kuisis, OMESA
Tamika Malone, Hum Genetics
Mandayam Nandan, Medicine
Olga Rivera, Pharmacology
Eunice Shinn, Anesthesiology
Tekla Smith, Medicine
Mingqing Song, Surgery
Denise Wardlow, Neurosurgery
Victoria Webb, Surgery
Faketa Zejnelovic, Psychology

Note: Individuals listed were 3rd quarter 2011 service award recipients per Human Resources