Breathe...

Summertime, for many, is a time to catch your breath and regroup (for others—being busy doesn’t change with the seasons!). It is also a good time to catch up on things you didn’t have time for during the year. If you didn’t catch President Wagner’s State of The University talk you can do so here. If you missed Dr. Wright Caughman’s State of WHSC, you can catch it here.

This issue of Staff Matters contains a couple of teasers to let you know what is coming in the Fall from the Office of Staff Development, as well as some summertime programs from across the University.

There are two new sections of the newsletter that will hopefully become regular features. First, you will read about two employees who have volunteered to take up the charge of bringing more wellness programming to the SOM. It is my hope that there will be a regular wellness section of the newsletter to keep you informed. And, second, you will see page six is dedicated to the Department of Radiology. I would like to feature a different department in each newsletter so that we all begin to understand what happens in other parts of the School of Medicine. Both of these sections rely on readers like you stepping up to the challenge of contributing to the newsletter. You will see on page seven many ways in which you can contribute and make the newsletter meaningful to you. I thank you in advance for your contributions.

Enjoy the rest of your summer!

Performance Management

As you are well aware, Emory University launched a new Performance Management System this year. By now you should have completed your self-evaluation and your supervisor should be completing their evaluation of you. In late July–early August, you will have the opportunity to meet with your supervisor to discuss your evaluation and set goals for the coming year.

In the mean time you are encouraged to start (or continue) using a performance log to keep track of all your achievements during the coming year. If you would like to use a standard form for keeping up with your accomplishments you can use the template provided here: www.hr.emory.edu/eu/performancemanagement/forms.html

You are not required to use a performance log but it is a great way to keep track of what you want to include on your self-evaluation next year. No one but you will see your performance log as it is a stand alone document. You will, however, be able to cut and paste from it into your self-evaluation if you choose.
New Staff Orientation - Welcome to the School of Medicine

The next School of Medicine New Staff Orientation will be held **July 15, 2014, 8:00am-12:00noon.** **This session is in Cox Hall Ballroom.** **All new hires between March 27th and the date of the orientation should attend, 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.)

Cost Savers

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

Want a break from the kitchen and a deal on kids' meals? Emory WorkLife Resource Center has a link to restaurants offering kids’ nights, where children get free or reduced-price meals. Visit the WorkLife website under "discounts and bargains."

Do not skimp on or forget to do regular oil changes. Remember to check the air in your tires often. And use the grade of fuel that the owner’s manual recommends. These small acts can significantly lengthen the life of your car, giving you years of use.

30 Easy Ways to Save Money (and No, you are not doing them all!)

Almost everything that is dispensed via vending machines has a huge markup (and is rarely healthy). However, if you suffer from snack attacks at work, consider creating a secret stash of snacks. If you like drinking soda and have a fridge at the workplace, save a refrigerator pack in the fridge with a post-it with your name on it. If you have a long commute, consider a stash for the car as well and avoid a quick drive-thru visit.

30 Easy Ways to Save Money (and No, you are not doing them all!)
Staff Member Spotlight

Carol Dowdle is an Academic Support Specialist in the Department of Radiology and Imaging Sciences. She works in the EUH Annex, 1st floor. She has been at Emory for one year. Prior to working at Emory she was with the Dekalb County School System for 16 years.

In her current position, Carol wears many hats:
- Radiology Clerkship Coordinator for 3rd year medical students
- Radiology Elective Coordinator for 4th year medical students
- Radiology Grand Rounds Coordinator
- Radiology Library Coordinator
- Serves on department’s Medical Student and Library Committees
- Maintains radiology resident on call paging schedules
- Promotes and supports the importance of radiology as it is taught across the medical school curriculum.

Carol graduated from Georgia State University and has been involved in an educational setting for most of her career. Her favorite thing about working at Emory is that she enjoys “working in a learning environment, as I have a strong belief that learning is a lifelong process.” And she “Love[s] walking around Emory’s beautiful campus!”

Carol is a native of Baltimore, MD but has lived in the Atlanta area most of her life. She met her husband, Al in high school and he works as a grant’s administrator at Yerkes. Carol has two adult children: a daughter who is serving with AmeriCorps Vista and a son studying to become a mechanical engineer. She enjoys spending time with family, walking, reading, knitting, playing games, training her rescue dog, and traveling.

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.

Excerpt from: http://ergonomics.about.com/od/ergonomicbasics/a/ergoispersonal.htm

Good ergonomic equipment and practices can aid you in your work and make your life more enjoyable. But what is good for someone else may not be good for you. Ergonomics is truly personal. Finding what works for you may take more effort, but it will be well worth it.

You are like a snowflake. Your muscles and bones make up a unique body that does not identically match anyone else. Therefore your body mechanics will be different from everyone else.

Your skills, competency, and capabilities will also be different from others. Furthermore your aptitude, or how much you like doing something, will differ. All of these aspects affect how you do something.

To maximize the efficiency and comfort of the task, tools and procedures need to be custom fit to the user, [however] there is often a trade off in cost and availability.

Examples of ergonomic equipment:
- Wrist pad for computer mouse use
- Ergonomic computer mouse
- Standing desk
- Exercise ball or other ergonomic seating option

For the next issue, please send Rachelle Lehner (rlehner@emory.edu) the name of someone you would like to see highlighted in Staff Matters! This is your newsletter; make it meaningful to you!
Award of Distinction

Congratulations to our very own Jane Lawson on being selected to receive an Award of Distinction from the University.

From the April 1, 2014 Emory Report:

As a senior program associate in the School of Medicine, Lawson has made outstanding contributions to the Emory Vaccine Center (EVC). She coordinates educational programs, including weekly seminars and monthly vaccine dinner clubs, and organizes scientific symposiums and graduate school seminars with faculty and invited researchers. She has been involved with Action Cycling Atlanta and the AIDS Vaccine Bike Ride since its creation, helping plan this major EVC fundraiser. She implemented a community service project that contributes to the Ponce Clinic food pantry, serving HIV/AIDS patients. Lawson is also an expert in Elizabethan Court studies and represents Emory with peer-reviewed scholarly publications and papers at national and international meetings. In 2013, Lawson wrote an amicus brief for Emory to submit in the case of "Authors Guild v. HathiTrust Digital Library (HDL)." When Emory sought a person with expertise in the relevance of older books to current medical and scientific research, Lawson led the University's response.

Leadership Book Club

Leadership Book Club returns in September! Watch your email for an announcement soon!

The Leadership Book Club is designed for mid-level managers to enhance their knowledge through engaging discussions and networking.

Computer Tip of the Quarter

Shortcuts to make your work easier.

Delete an entire word

Instead of deleting a single letter, pressing CTRL + BKSP will delete the entire word behind the cursor. This makes deleting text quicker if you need to delete a whole word.

Move Cursor to beginning of the next or previous word

Moving the cursor around manually while typing is a great way to make your work take longer than it needs to. To speed up the process, move the cursor around with keyboard shortcuts. To move it to the beginning of the previous word, use CTRL + Left Arrow. To move it to the beginning of the next word, use CTRL + Right Arrow. In OS X you can accomplish the same using the Option key.

http://www.techspot.com/guides/676-best-computer-tricks/

Summer Safe Space Training

Do you know what this symbol is?

Wherever you see this, you will know the person has chosen to take specific training to help be supportive of colleagues or students who are struggling with issues related to sexuality. You can feel confident that this person is an ally, someone you can talk to about your concerns.

Want to know more or go through the training yourself? Contact the Office of Lesbian, Gay, Bisexual, and Transgender (LGBT) Life (404-727-0272) or visit their website: http://www.emory.edu/CAMPUS_LIFE/LGBTOFFICE/

July 24th, 1pm-4:30pm
NEW: Register in ELMS
Wellness in the SOM

Over the years the School of Medicine has worked with FSAP to provide various health and wellness programming specific to the SOM — like the W3 Challenge several years ago that had ~200 participants! FSAP’s wellness manager solicited “wellness champions” to help bring wellness activities to Emory’s schools, departments, and divisions. We are very fortunate to have two very passionate volunteers take up the charge to lead wellness programming in the SOM: Shannon Williams and LaDawn Thomas. Read about them here:

Hi! My name is Shannon Williams and I am a Clinical Genetics Technologist in the Human Genetics Department. I have been at Emory for four years. My work location is 2165 North Decatur Road (near the Publix) — the good thing about this is the free parking!! I have an intense passion for fitness and nutrition and I love modifying recipes to create tastier, healthier versions. I have an 8 year old yorkie named Levi that is the best running partner ever!

I have always been drawn to living a healthy life which is why the wellness champion position peaked my interest. I approach wellness from a holistic standpoint, believing that health is a complete mind-body relationship that can greatly improve your quality of life. Along with FSAP, I hope to provide helpful information and activities for the School of Medicine staff that will result in a happier and healthier you. Feel free to contact LaDawn or I if you would like join in on this health initiative.

Hi! My name is LaDawn Thomas and I am a HR Specialist in the Department of Anesthesiology. I have been with Anesthesiology for a year, but worked in EHC for two years. My office is located in the Emory University Hospital. One of my favorite things about working at Emory are my co-workers! I enjoy working out, anything social, and having a good time. Additionally, I have a dog named Princess, who is wild and unruly that I love.

I jumped at the chance to participate in wellness within the SOM as I am currently on my own wellness journey. I am hoping to bring initiatives and activities from the wellness committee and FSAP into the spotlight for those who work at the SOM. I also hope to create new activities that are specific to the SOM and its employees! Please keep an eye out for these new wellness activities! Also, if you have any ideas or interest in helping spread the word about wellness, please send me an email!

Shannon and LaDawn are looking forward to being a part of your wellness journey! They can’t do it alone — if you are interested in helping promote wellness in the SOM, please reach out to them: Shannon (shannon.n.williams@emory.edu) LaDawn (lthom4@emory.edu).

Above and Beyond Award — Call for Nominations

The Emory University School of Medicine (SOM) initiated the Above and Beyond Award in 2012 to recognize and honor staff within the SOM who through their exceptional performance demonstrate outstanding acts of character including integrity, passion, teamwork, productivity, and cultural diversity. The award winner(s) will have consistently distinguished themselves above and beyond position requirements in service that positively impacts the SOM, their Department, and/or the University.

Watch your email for the Call for Nominations!
Twice per year, the Department of Radiology and Imaging Sciences facilitates a leadership retreat for faculty and staff leaders from across the department. The 1.5-day retreat includes a strategic planning component and a skill-building module, both of which are aligned with departmental priorities at the time of the retreat. The retreats also feature at least one institutional leader as a guest facilitator.

The Spring 2014 session of the biannual leadership retreat was Friday and Saturday, May 2-3, 2014. More than 50 departmental leaders attended the retreat, which featured J. William Eley, MD, MPH, Executive Associate Dean of Medical Education & Student Affairs and Rachelle Lehner, PhD, Assistant Dean for Staff Development as guest speakers/facilitators.

On day one, the department leaders first focused on the current strategic goals by recording the many things they have done in support of one or more of the Department’s six strategic goals. The department chair, Dr. Carolyn Meltzer, set the tone for the retreat by presenting some introductory information and data.

For the remainder of the day the leaders focused on strategic planning, in particular on setting priorities for the education and research pillars of the tripartite mission. Dr. Eley presented an overview of the strategic priorities for medical education at Emory. Dr. Mullins, Vice Chair for Education, and his colleagues then presented an overview of the education programs in Radiology. The leadership group did a SWOT analysis of the education program, and discussed priorities for the program going forward. Similarly for the research pillar, Dr. Meltzer provided an overview of the state of research at Emory and beyond. Then, Dr. Votaw, Vice Chair for Research, presented an overview of the research programs in Radiology. The leadership group again used SWOT analysis and group discussion to set priorities for the research program.

On the second day, Dr. Lehner facilitated a skill-building session on the topic of “succession management.” Following an overview of succession management and the four key steps in the process, the group worked through a series of exercises to:

- Assess the criticality of various leadership roles within the Department
- Identify the top 5 most critical positions in need of succession planning
- Determine the most important competencies for each of the 5 positions
- Draft a “critical position profile” for each

Note: Following the retreat, a task force was formed to continue developing a succession plan for the identified positions. The task force kicked off June 10, 2014 with two charges: 1) strengthen and solidify the critical position profiles by conducting interviews with the incumbents and gathering data from key individuals and 2) develop a framework for identifying high potential employees. Additional work will be required by this group or another group to identify the high potential talent pool, create development plans for the high potentials, and ultimately develop onboarding plans for individuals who may eventually transition into these positions.

Want to see your department featured in a future Staff Matters newsletter?

Contact Rachelle Lehner (rlehner@emory.edu) with information about your department.
Manager’s Quarterly Tip

10 Tips for Being a Good Supervisor: What can make you a good supervisor? [In spite of the title, the article lists 11 tips.]


1. **Great communication skills**: As a supervisor one must communicate clearly and correctly to avoid misunderstandings and frustrations. When receiving information from a subordinate, she should be sure to receive it correctly – There is no harm in asking again if necessary.

2. **Adapt to the changes**: The world is changing at a fast pace. The efficient supervisors ought to keep up with it. Do not just blindly follow the age old norms and rules. Think out of the box if required. Adjust to the needs of the organization.

3. **Value the employees**: The people are any supervisor’s real asset. They are ones running the business and the work. A good supervisor understands their worth and treats them accordingly.

4. **A coacher/mentor**: Share your experience. A good supervisor shares her wisdom, knowledge and experience with the employees. She helps them perform better. This also strengthens the bond and the trust between them.

5. **Disciplined**: If a supervisor is disciplined then only can she expect the people to be so. The boss is an example – Come on time, meet the time-lines, set a behavioral code if necessary.

6. **Feedback/incentives**: Promotions, feedback, raises and accolades should be showered on the deserving people.

7. **Be an example**: Be hands on – Do not just always delegate. At times the boss should take on projects too. She may try picking up something less attractive or uninteresting and complete it wonderfully. This sets an example to all the team about taking up challenges and about how any work is important.

8. **Be approachable**: The employees should not hesitate in approaching the supervisor with their concerns and problems. An efficient supervisor will make sure that there is enough trust and openness between her and the employees for the latter to come to her with their grievances.

9. **Be considerate**: People are not just employees. They have families, friends and a life beyond work. Unless there is something urgent, do not make them work beyond the usual hours. Let them have their weekends and vacations. Be practical when setting the time-lines. This all will in turn improve the efficiency and the productivity of the employees.

10. **Positive attitude**: Be polite. Wish employees good mornings and be generous in thanking them. Inquire after about their families off and on.

11. **Criticize constructively**: When mistakes happen a good supervisor tries and understands the reasons behind the mishap. She criticizes or assesses the employee in proportion to the mistake. And it is always better to not to
Staff Matters

courtesy & respect training

We will discuss Emory policies and procedures to prevent sexual harassment and sexual misconduct. Participants will be given an easy-to-remember behavioral model that defines when and how conduct, behavior, and performance are governed by organizational policy and the law. During the session, you will have the opportunity to analyze and discuss how various realistic workplace scenarios and engage in interactive exercises.

training dates:
June 11th, 2014
June 24th, 2014
July 9th, 2014
July 23rd, 2014
August 13th, 2014

*All sessions will be held in White Hall
Room 110 from 12:00-1:00 pm

All trainings facilitated by:
Maurice Middleton, Assistant Director, EOP

To Register go to ELMS or call EOP at (404) 727-9867
Congratulations!

The following staff members have served the School of Medicine for 35, 30, 25, 20, 15 or 10 years respectively!

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

35 Years of Service
C.J. Zahler - Medicine

25 Years of Service
Sharon Ashley - Emergency Medicine
Janet Sylvera Braimah - Neurology
Eve Heemann Byrd - Psych
James Bradford Harten - Surgery
Theresa M Hicks - OMESA
Denise McLaughlin - GYN OB
Martha Pucko - Medicine

20 Years of Service
Glenda Hutchison - EMCF
Sandra Kerry - Medicine
Xia Liu - Pathology
Beverly Medley - Physiology
Sidna Pinto - Radiology
Qi Carrie Sun - Urology
Andrew West - ACTSI
Karen Woods - Anesthesiology
Zhaobin Zhang - Neurosurgery

15 Years of Service
Glenda Bradshaw - Pediatrics
Pamela Coltrane - Pediatrics
Joanna M Duncan - Medicine
Tisa Harper - Hum Gen

15 Years of Service (cont)
Tanisha Haynes - Pharmacology
Paula Heath - Pharmacology
Stacy Heilman - Pediatrics
Margaret Murray - Pediatrics
Alexis Neill - Surgery
Johnnie Parker - Urology
Barbara Powley - HMO
Moses Robinson - IT
Paige Smith - Medicine
Robin Worthy - Radiation Oncology

10 Years of Service
Shannon Baker II - DAR
Katherine Barnette - Emergency Medicine
Jean Bizimana - Pathology
Ericka Brewer - Orthopaedics
Valerie Brown - Surgery
Barbara Buehrer - GME
Elwyn Chomba - Pathology
Barbara Copeland - HMO
Dedra Cotton - HMO
Andrew Fedanov - Pediatrics
Monterris Fowler - DAR
Vickie Howard - Emergency Medicine
Chunzi Huang - Micro/Immuno
Mubiana Inambao - Pathology
Alia Kamel - Medicine

10 Years of Service (cont)
Etienne Karita - Pathology
Rebecca McMurray - Neurology
Sandra Moore-Pope - Pediatrics
Cindy Nguyen - Fiscal Affairs
Chengyu Prince - Pediatrics
Gonzalo Robalino - Medicine
Wendolyn Roberson - Neurosurgery
Dan Russell - Pediatrics
Timothy Smith - DAR
Maiko Teichmann - Medicine
Mesfin Teklemariam - Orthopaedics
Amanda Tichacek
Cheryl Torrey - Surgery
Doris Wilbourn - HMO
Traci Wilcox - EMCF
Ping Yue - HMO

Note: Individuals listed are 1st and 2nd quarters 2014 service award recipients per Human Resources