Summer is flying by!

I can’t believe we are already in July! Where did the summer go? I hope in the middle of the chaos that is work, you found some time for you (and your family) to have some fun — whether a staycation or a vacation, we all need a little time to rejuvenate and ‘fill our bucket’ so we can continue to serve our constituents with pride and excellence.

As we can begin to see the days of fall in the not too distant future, there is still a lot going on! Be sure to put August 2 (2:00-4:00pm) on your calendar. That is our annual SOM staff appreciation event. This year the event features a carnival theme, complete with games, carnival food, a strolling magician, and a fortune teller! The 2013 Above and Beyond nominees and award winner will be announced during this exciting event, so I hope to see you all there.

In this edition of Staff Matters you will see many other programs, too. Check out what classes are coming up from HR Learning Services and read about a diversity lunch and learn below. Looking for even more? Check out the upcoming Safe Space training on the last page of the newsletter. Plenty to keep your mind active during the hot dog days of summer!

Unconscious Bias in Academic Medicine

Did you hear AAMC Chief Diversity Officer Marc A. Nivet Ed.D speak at the 2013 Hamilton E. Holmes, M.D., Memorial Lecture? If you missed it or just want to hear more from him, join me for a lunch and learn on Tuesday, July 23, 2013 from 11:45-12:45.

We will watch and discuss “Exploring Unconscious Bias in Academic Medicine” — a 30 minute video in which Nivet interviews Howard Ross, Founder & Chief Learning Officer of Cook Ross and author of ReInventing Diversity: Transforming Organizational Community to Strengthen People, Purpose, and Performance. Nivet and Ross explore how and why diversity efforts plateau at institutions, what role unconscious bias plays in these situations, and discuss how to mitigate unconscious bias to increase the success of diversity initiatives.

Register in ELMS: Search Catalog: SOM

Tuesday, July 23, 2013
11:45am-12:45 pm
SOM 170A

Bring your own lunch; drinks and cookies will be provided.
New Staff Orientation - Welcome to the School of Medicine

The next School of Medicine New Staff Orientation will be held August 28, 8:00am-12:00noon. All new hires between June 13th 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.)

Congratulations!

Shakiyla Smith receives University Award of Distinction!

Honorees were recognized at a dinner on March 18 with President James Wagner and received a $1,000 award. Each year, the award recognizes members of the Emory community who have demonstrated exceptional dedication to their jobs.

Shakiyla serves as the deputy director for research at the Department of Emergency Medicine and is also the deputy director of the Emory Center for Injury Control. Not only has she been an incredible asset to her department, but also to Emory and the community at large. She plays an integral role in putting safety on the radar of the institution and community, demonstrating her commitment to the public good. She was involved in the creation of the Emory Safety Alliance that resulted in Emory’s Safe Community designation. She also served on the steering committee for the national meeting of the Society for the Advancement of Violence and Injury Research and for the World Injury Conference. She is an "outside-of-the-box" thinker, responsible for many creative initiatives including a weekly drop-in research lab that provides faculty and residents with one-on-one research support and the launching of a research oversight committee which greatly improved the efficiency of IRB approvals and overall research quality in the department.

HR Learning Services

Classroom-based Classes
These classes are offered by Human Resources Learning and Organization Development. Please contact LaSheree Mayfield at 404-727-7607 with questions.

Registration in ELMS required.

Managing Performance Problems
Tues, July 16th, 8:30 am – 12:30 pm, $60

Navigating Beyond Conflict
Wed, July 17th, 8:30 am – 12:30 pm, $60

Influential Leadership
Thurs, July 18th, 8:30 am – 12:30 pm, $60
Tues, September 24th, 8:30 am – 12:30 pm, $60

Achieving Your Leadership Potential
Tues, August 6th, 8:30 am – 12:30 pm, $60

Fantastic Service Behaviors
Tues, August 13th, 8:30 am – 12:30 pm, Free

Civil Treatment for Managers
Wed, August 14th, 8:30 am – 5:00 pm, $125

Feedback Essentials
Thurs, August 15th, 8:30 am – 11:30 am, Free

Communicating with Impact
Tues, August 27th, 8:30 am – 12:30 pm, $60

Setting Performance Expectations
Wed, August 28th, 8:30 am – 12:30 pm, $60

Reviewing Performance Progress
Thurs, August 29th, 8:30 am – 12:30 pm, $60

Situational Leadership
Wed, September 25th, 8:30 am – 5:00 pm, $125

Increasing Personal Effectiveness (IPE)
Day 1 –Thurs, September 26th, 8:30 am – 4:30 pm
Day 2 –Wed, October 2nd, 8:30 am – 4:30 pm
$125 (for both days)

Project Management
Thurs, September 26th, 8:30 – 5:00 pm, Free

MY EMORY

· Remember—you can designate your My Emory contributions to the SOM Office of Staff Development.
Staff Member Spotlight

Kelly Brown is a Training Coordinator in the Division of Animal Resources. She is located in the Whitehead Biomedical Research Building. Although she has only been with Emory since October 2013, she has many years experience as a vet tech and trainer.

In her current role, Kelly creates and implements training programs for animal care staff and those conducting animal research at Emory. The training programs are driven by regulatory, compliance and continuing educational requirements as well as general staff development. Most of her career has been in research, and she always carried a training component: Care taker, Veterinary Technician, Animal Behaviorist and Trainer, Consultant, and Management. Some of the projects she is currently working on include: Staff Development and Job-related Certification training, New Researcher Workshops, On-Boarding of new staff, one-on-one technical training of research personnel, SOPs, and participating in IACUC.

When asked about her favorite part of working at Emory, she replied: “The entity itself. It has a proven track record of excellence and is highly respected in the business world as well as the community. Emory’s commitment to community and its employees is observed every day by simply walking around campus or seeing the way people interact with each other. The positive attitudes and longevity of employees speak volumes and drew me to my position. I love the cultural diversity that working in research provides me. I also love knowing that I am working “behind the scenes” by supporting the brilliant teams that are making discoveries and therapies that will make the world a better place.”

Continued on page 6

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.

Ten Tips for Improving Posture and Ergonomics  By: Kelly Andrews, DC

Over time, poor posture may be caused by habits from everyday activities such as sitting in office chairs, looking at the computer, driving, standing for long periods of time, or even sleeping. Poor posture can easily become second nature, causing or aggravating episodes of back pain and damaging spinal structures. Fortunately, the main factors affecting posture and ergonomics are completely within one’s ability to control and are not difficult to change.

The following guidelines suggest several ways to improve posture and ergonomics, especially for people who work sitting in an office chair for most of the day.

- Know the warning signs of back pain caused by poor ergonomics and posture.
- Get up and move.
- Keep the body in alignment while sitting in an office chair and while standing.
- Use posture-friendly props and ergonomic office chairs when sitting.
- Increase awareness of posture and ergonomics in everyday settings.
- Use exercise to help prevent injury and promote good posture.
- Wear supportive footwear when standing.
- Remember good posture and ergonomics when in motion.
- Create ergonomic physical environments and workspaces, such as for sitting in an office chair at a computer.
- Avoid overprotecting posture.

For more details on these tips, visit the source: www.spine-health.com/wellness/ergonomics/ten-tips-improving-posture-and-ergonomics
Emory University School of Medicine
Staff Awards & Appreciation Carnival

Friday, August 2, 2013
2:00 PM - 4:00 PM
School of Medicine Commons & Courtyard

Sponsored by the SOM Office of Staff Development

Popcorn
Sno Cones
Cotton Candy
SOM Staff Only
Must Be Present for Snacks/Prizes

Music Awards Prizes !!!
Raffles
Corn Hole
Ring Toss
Cake Walk!!

Awards & Recognition Program to Begin at 3:00 PM
English Classes

The English Language Support Program in the Laney Graduate School is currently accepting applications from Emory research employees for academic and professional speaking and writing classes for fall 2013.

Classes will begin on September 4. Special requests after June 24 may be permitted; contact Grace Canseco, Director (grace.canseco@emory.edu).

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. (http://www.gs.emory.edu/resources/esl.php?entity_id=37)

Have Ideas for Staff Matters?

Send ideas and feedback to

This is your newsletter...

Please consider how you can contribute to future Staff Matters issues. Who do you know that deserves recognition? What is happening in your department that other staff should know about? Have you read any good work related books you would like to share with others? Have you attended a training session or conference that you would like to tell other staff about? These are just some of the ways you can contribute.

Writing not your ‘thing’, but still want to get more involved? Talk with your supervisor about representing your department on the SOM Staff Development Council for 2014. Nominations will be sought in November for the coming year. Members of the Council help plan the activities (and communications) you see come from the Office of Staff Development. If you want to know more talk with your department’s representative. You can find a list of the representatives here: www.med.emory.edu/staff/council/membership_list/index.html

And, as always, you can contact me (Rachelle Lehner) if there is anything I can do to serve you.

Please schedule your blood donation appointment.

The Emory Clinic and the American Red Cross are hosting an upcoming blood drive.

Please join our lifesaving mission and schedule an appointment today!

Drive Details:
Site: The Emory Clinic (“C”)
Address: 1365C Clifton Road, Atlanta, GA, 30322
Room Name: Winship 5012
Date: Mon Jul 15, 2013
Time: 10:30 AM - 03:30 PM

Click here to make an appointment

The drive will be held on Monday, July 15th from 10:30am - 3:30pm in Winship, Conference Room 5012. Pizza and snacks will be provided. There will be a raffle for great prizes for those who donate: - $1000 gift card, an IPAD, two $25 gas cards, four $50 American express gift cards, and more. Help us meet our goal and give back to the patients we care for. If you have any questions, please contact Wendy Cunningham at wendy.cunningham@emoryhealthcare.org. Thank you for your continued support.
Computer Tip of the Quarter
Windows D

Ever have so many things running at the same time and it takes forever to close all the windows to find your desktop or specific open window? Problem solved: Windows key and the D key (Windows D) will minimize all windows without closing the files. It is a toggle shortcut, meaning if you enter Windows D again, all your files will maximize. (Windows M also minimizes all your files, but it is not a toggle. To maximize all your files after using Windows M, you will need to use Windows Shift M).

Manager’s Quarterly Tip

Choose Connection Over Conflict

It feels good to win an argument. But in every fight there’s a loser too, and your counterpart may leave the discussion feeling discouraged and disengaged. Instead of combating, try connecting:

- Set rules of engagement. If you’re heading into a meeting that could get testy, outline rules to make it a productive, inclusive conversation. For example, make sure everyone has enough time to explain ideas without being interrupted.

- Listen with empathy. Make a conscious effort to speak less and listen more. The more you learn about other peoples’ perspectives, the more empathy you’ll feel.

- Plan who speaks. In situations when you know one person is likely to dominate (that may be you!), make sure everyone is able to speak. Identify who in the room has important information or perspectives to share. List them on a flip chart and use that as your agenda.

Adapted from “Your Brain Is Hooked on Being Right” by Judith E. Glaser.

Read more: http://business.time.com/2013/05/29/choose-connection-over-conflict/

Source: http://business.time.com/2013/05/29/choose-connection-over-conflict/

Computer Training

Please let us know what computer training you need for your job. Click on the link for a one question Survey Monkey survey that asks you to list the training you need. The more specific you are the better we can tailor the classes to your needs. Donna Martin and Rachelle Lehner will review all responses and incorporate them into future planning.

https://www.surveymonkey.com/s/SD2F5YN

Watch your email towards the end of summer for the Fall computer class schedule.
Congratulations!

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

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

20 Years of Service
- Dorothy Goodson, Physiology
- Margaret Jenkins, Pediatrics
- Robert Karaffa II, Core Labs
- Sharion Smith, Neurology
- Pamela Turner, Medicine
- Jean Walker, Surgery

15 Years of Service
- Daniel Amankwah, Animal Resources
- Corey Anderson, Pathology
- Maxine McClendon, EMCF
- Amy McEver, Medicine
- Jan Stevenson, Psychiatry
- Genet Tadessie, Human Genetics
- Enrique Torre, Neurology
- Jing Wen, Radiation Oncology

10 Years of Service
- Seneshaw Asress, Neurology
- Lynn Cullen, Psychiatry
- Richard Duncan, Human Genetics
- Christina Engle, Animal Resources
- Theda Gibson, Pediatrics
- Kenyatta Gray, Physiology
- Kuan-Hsiang Huang, Human Genetics
- Wei Li, Pediatrics
- Ingrid McCall, Pathology
- Erin-Joi Collins McNeal, Micro/Immu
- Dana Oliver, Medicine
- Sinead Quinn, Psychiatry
- Yumiko Sakurai, Pediatrics
- Martha Sears, Medicine
- Debra Smith, Radiology
- Georgia Taylor, Pharmacology
- Gideon Usifoh, Animal Resources
- Angela L. Wittenauer, Human Genetics

Note: Individuals listed are 2nd quarter 2013 service award recipients per Human Resources

Have you been waiting for a convenient time to complete Safe Space?

Do you have some extra time since the summer slow-down has begun?

If you are already Safe Space trained, maybe others in your office or department are looking for the next training date?

Good news—the Office of LGBT Life is offering a summer session Safe Space training!

Wednesday, July 17th at 1pm

For more information or to register, please visit LGBT Life website:

http://lgbt.emory.edu/programs_events/safe_space/registration.html