Welcome to this Special Edition of Staff Matters. There are many time sensitive programs and opportunities that just couldn’t wait until the next issue. Please take a few minutes to check out the information contained in this Special Edition.

Happy Spring!!!

Fun Facts ~

Administrative Professionals Day

Did you know that the SOM has held an appreciation program for Administrative Professionals for the past 5 years? The 6th Annual Administrative Professionals Day Conference will be held in April. Every year, people ask if the program is available to them — to help you decide, here is a little history on Administrative Professionals Day. While we all know Wikipedia is not all conclusive, this is what it had to offer:

The idea began with Mary Barrett, president of the National Secretaries Association, now called IAAP (International Association of Administrative Professionals), and C. King Woodbridge, president of Dictaphone Corporation. They served on a council addressing a national shortage of skilled office workers. The account executives at Young & Rubicam originated the idea for a National Secretaries Week.

The official period of celebration was first proclaimed by U.S. Secretary of Commerce Charles Sawyer as National Secretaries Week,” which was held in 1952, with Wednesday, June 4, 1952 designated as National Secretaries Day. The first Secretaries Day was sponsored by the National Secretaries Association with the support of corporate groups.

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In 1955, the observance date of National Secretaries Week was moved to the last full week of April. The name was changed to Professional Secretaries Week in 1981, and became Administrative Professionals Week in 2000 to encompass the expanding responsibilities and wide-ranging job titles of administrative support staff. IAAP created National Secretaries Week (now Administrative Professionals Week) with two objectives in mind: to recognize the secretary, upon whose skills, loyalty, and efficiency the functions of business and government offices depend; and to call attention through favorable publicity, to the tremendous potential of the secretarial career."

In the United States there are more than 4.1 million Administrative Assistants, and in Canada, 475,000.

So you decide! If you are an Administrative Professional, talk to your supervisor about attending the 6th Annual Administrative Professionals Day Conference on April 24, 2014.

6th Annual Administrative Professionals Day Conference

Building Blocks for Professional Development

Compassion * Technology * Organization

Thursday, April 24, 2014

½ Day Session

8:30am-12:00pm (250023-7393)
1:00pm-4:30pm (250023-7394)

Keynote: Claim Your-SELF!
(Administrating Self-Care)

Sessions to choose from:
(you will choose at the Conference)

• Compassion: Strategies for Compassionate Living
• Technology: The Power of Outlook
• Organization: 5 Simple Steps to Creating Your Administrative Procedures Manual

Cost
payable by Smart Key only
(includes breakfast in AM session and lunch in PM session)

| School of Medicine, Emory HealthCare | $25 (Before 4/11) | $35 (after 4/11 if space) |
| Other Emory Staff (only if space after 4/12) | $35 (4/12-4/19) | $45 (4/20-4/23) |
| Non-Emory (only if space after 4/19) | $45 (4/20-4/23) | - |

Registration Required: Emory Staff use ELMS; Search Catalog “SOM”

Questions? Contact Rachelle Lehner, Assistant Dean for Staff Development,
School of Medicine (rlehner@emory.edu; 404.727.4529)

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

Staff Matters

Registration is required for all computer classes. All classes are $40 payable by Smart Key only. Register in ELMS. For more details on any of these classes, please see the SOM Staff Development Website/Computer Training.

April 2 — PowerPoint 2010 Fundamentals

PowerPoint 2010 is a powerful tool designed primarily for presentations. This version is more user-friendly than previous versions, but not without its pitfalls. Learn how to set up your environment for easy use, as well as all the basic functions for making impressive and well-organized presentations. Topics will include, but are not limited to:

- Basic Layout / Stage components
- Shortcuts / Navigation
- Formatting backgrounds
- Defining slide layout
- Adding shapes
- Aligning / Distributing
- Inserting images / objects

April 9 — PowerPoint 2010 Advanced

PowerPoint 2010 demystified. This session will expand the previous class topics illustrating the fine nuances of how to make your presentations pop, be easier to create, as well as making the design of your future presentations a snap. Topics will include, but are not limited to:

- Images – The do’s and don’t’s
- Custom designs using slide masters – Why and how
- Media (Audio, Video) – How to keep it together
- Photo Slideshow
- Animation
- Transitions
- Best Practices
- Finalizing a presentation
- Special tips and tricks (including things you had no idea PowerPoint could do)

April 18 — PowerPoint 2010 Creating Large Format Posters

Your abstract has been approved, and now you have to create your large poster for the conference. How do you begin? How do you design your layout? How do you know your images are good enough? How do you get it printed?

April 30 — Photoshop—Working with images for research purposes

Photoshop is the current standard for bitmapped images. Unfortunately, it is not user-friendly, and can be mystifying to the occasional user. Understanding initial camera settings, preparing an image for submission to a journal or insertion into a presentation—and feeling comfortable that it’s adequate—will be the primary goals of this session

NOTE: This is NOT a hands-on class, but lecture only format. If you have a laptop with PhotoShop installed, you may bring it, although individual guidance will not be provided during the class. There will be 30 minutes after the class for any specific questions.

LIMITATIONS: Please understand that PhotoShop is a huge topic, and we will not be able to cover everything. The session is designed to prepare the user to feel comfortable

May 21 — The Power of Outlook 2010

Everyone knows Outlook…Right? We all send and receive emails, and add items to our calendar. But few people know the real power of Outlook: How to organize meetings, tasks, reminders, and more.

Watch for Excel 2010 classes to return in Fall 2014!
Outstanding Women in Medicine  
(Formerly Women Firsts!)

Wednesday, March 26, 2014

2:00pm-3:30pm
School of Medicine Building Room 120
(100 Woodruff Circle, Atlanta 30322)

Free of charge; open to the entire Emory Community
Refreshments Provided

Annual Women’s History Month program honoring the accomplishments of outstanding
School of Medicine-associated women.

This year’s featured women are:

Dr. Patricia Hudgins and Dr. Jeannette Guarner

Dr. Patricia Hudgins is Professor of Radiology and Imaging Sciences, Director of Neuroradiology Fellowship Program, and Director of Head and Neck Radiology. She is a recognized educator in the field, and lectures nationally. Dr. Hudgins has served as President of both the American Society of Neuroradiology and the American Society of Head and Neck Radiology. She is interested in medical outreach efforts for local and international communities with limited healthcare resources.

Dr. Jeannette Guarner is Professor of Pathology and Laboratory Medicine. With a focus on Infectious Disease Pathology, Dr. Guarner was a member of the team which discovered the SARS Coronavirus and autopsied the first case of anthrax. She has been a member of the milipub club since 2011.

Please join us as these remarkable women share their stories and answer your questions.

FACULTY and STAFF – PLEASE REGISTER IN ELMS; STUDENTS CONTACT RACHELLE LEHNER (rlehner@emory.edu)

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Questions? Contact Rachelle Lehner (rlehner@emory.edu)

New Staff Orientation - Welcome to the School of Medicine

The next School of Medicine New Staff Orientation will be held March 27, 2014, 8:00am-12:00noon. (This is rescheduled from February snow days.) All new hires between November 7th 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.)

Performance Management An Update

By now, you should have heard from your supervisor (or read in numerous campus email news forums) about the new competencies for this year. In addition to new competencies, the evaluation will be done on-line this year. When it is time for evaluations, your supervisor will log in to the electronic system and it will generate an email to you, letting you know the process has begun and requesting you to complete a self-evaluation. Your supervisor will use your self-evaluation as one of many sources of information as he or she completes your evaluation. As always, it is expected that you will have a meeting with your supervisor to review your performance and set goals for the coming year. If this is “new news” to you, or you want more information, watch for upcoming communications from HR about optional performance management training sessions. Click here for more info.
Emory Recycles and the Office of Sustainability Initiatives will hold a recycling competition to determine which building has the greatest increase in recyclables by weight for the month of February 2014 compared to February 2013. The building winner will receive $3,000 to spend on dedicated recycling equipment for their building. Buildings that have shared recycling collection areas will split the prize money between buildings.

**TIPS TO INCREASE RECYCLING:**

**Desk Side Recycling Bin** - Making recycling convenient increases participation. Ensure your building is outfitted! Bins can be purchased through Emory Express - Staples.

**Buy Recycled** - The essence of recycling is the cyclical movement of materials through the system. Supporting recycling means feeding this loop by not only recycling, but also buying recycled products. We can now find high recycled content in everything from printer paper to office chairs.

**Office Purge** – Do some spring cleaning and let Emory Recycles help you clean out your old filing cabinets. Cartons can be ordered at esunc@emory.edu to help move some unused paper from your buildings and build your recycling numbers. Just let us know how many you need.

**PARTICIPATING BUILDINGS:**

1462 Clifton Road
1559 Clifton Road
1641 – 1727 N. Decatur Rd.
1525 Clifton Road
1762 Clifton Road
Theme Houses
Fraternity Houses
Alabama Hall
Anthropology
Boisdreillet Jones Center
Bowden Hall
Brarcliff Campus
Burlington Road Building
Callaway Memorial Center
Campus Services
Candler Library
Chemistry-Rtwood/Emerson-Clairmont Campus Residential Claudia Nance Rollins Bldg.
Clifton Towers
Cox Hall
Dobbs Hall
Dobbs University Center (DUC)
Emory Law
Emory Clinic Buildings – A/B
Emory-Children’s Center
Evans and Few Halls
Grace Crum Rollins Bldg.
Goizueta Business School and Foundation Center
Hamilton Holmes Hall
Health Sciences Research
Hillel Center
Longstreet-Means Hall
Luce Center
Math and Science
McIntyre Hall<bramble Hall
Michael C. Carlos Hall
Michael C. Carlos Museum
Miller-Ward Alumni House
Modern Languages
North Decatur Building
Oxford Road Building
Psychology-PaS
Rich Memorial Building
Robert W. Woodruff Library
O. W. Rollins Research Center
School of Medicine
School of Nursing
Candler School of Theology
Schwartz Center
Smith/Thomas/Hopkins/Harris
Sorority Village
Tarbutton Hall
Turman Hall
Visual Arts
White Hall/Administration
Whitehead Biomedical Research
Winship Cancer Institute
Woodruff Memorial Building
Woodruff P. E. Center
Woodruff Residential Center
Yerkes Primate Research Center

*questions/help*

Claire.Wall@emory.edu 404.712.8921
Deena.Keeler@emory.edu 404.727.9275
Career MPH Program

... a distance-based program for working professionals

Information Session – RSVP Today!

March 21, 2014
12:30 pm – 2:00 pm
Online or In-person

With your courtesy scholarship benefit, you have the money to ... take a course, complete a Certificate or earn a MPH degree!

Dear Emory employees with an interest in Public Health:

You are invited to attend the Career MPH (Executive MPH beginning fall 2014) Visit Emory Information Session on March 21, 12:30 pm – 2:00 pm. This information session will also be offered as a live webcast.

The Career MPH Program is a tailored experience for working professionals. Each semester begins and ends with a weekend of face-to-face instruction. Throughout the semester, students participate in classes via the Internet.

Join us on March 21 and hear from current students as they share about their experience in one of three tracks: Applied Epidemiology, Applied Public Health Informatics, or Prevention Science.

Direct questions to current faculty, students, and administrators on the Q & A panel.

Link to the online registration: https://www.surveymonkey.com/s/CMPH_VE_registration

For more information, contact Melissa Krancer at mkrance@emory.edu.

Free Lunchtime Music!

"Beethoven's 5th Symphony"

performed by an orchestra of 20 fingers at one piano.
Canadian virtuoso Philip Thomson joins William Ransom on Friday, March 21st @ Noon @ the Carlos Museum. All Emory Chamber Music Society concerts are free of charge, but contributions towards the Katz Foundation's matching challenge grant to keep a String Quartet in Residence at Emory and in Atlanta forever are encouraged.
Creating an Environment of Courtesy and Respect: Understanding and Preventing Sexual Harassment and Sexual Misconduct

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 realistic workplace scenarios and engage in interactive exercises.

Many sessions to choose from:

- March 25 @ 1:00-2:00
- April 9 @ 12:00-1:00
- April 23 @ 12:00-1:00
- May 14 @ 12:00-1:00
- June 11 @ 12:00-1:00
- June 25 @ 12:00-1:00
- July 9 @ 12:00-1:00
- July 23 @ 12:00-1:00
- August 13 @ 12:00-1:00

Where:
White Hall Room 110

Facilitated by:
Maurice Middleton
Assistant Director, EOP

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