Happy Half Birthday!

Happy Half Birthday! The Office of Staff Development turned 6 months old March 15, 2009. A lot has happened in six (now seven) months and I thought it would be a great opportunity to update you on our progress.

This newsletter will be produced on a bi-annual basis or more frequently depending how much there is to share!

In this edition, read about the results of the Staff Development Assessment—and how they are being used; the Staff Development Council; events that have occurred and events that will soon be occurring!

The Office of Staff Development is here to serve you—the staff in the School of Medicine. If you have ideas or suggestions, feel free to contact me. My contact information can be found in the box to the right.

Staff Development Council

The SOM Staff Development Council formed in January 2009 is comprised of representatives of most departments and units. Members were nominated by Department Administrators based on desire to develop leadership skills and interest in staff development.

Council members formed workgroups to gather information and make recommendations. So far there are four workgroups that have completed or begun to address their charge:

- Awards and Recognition
- Survey Analysis
- Diversity Education
- SOM Orientation

Read more about the work of each group in the following pages.
Computer Training

Starting in May we will be offering computer classes. Some classes will be “demo” classes where you will watch and take notes as the instructor shows the features of the program. For these classes, you are welcome to bring your laptop, if you have one (but it is not required).

We will also be offering some hands-on training on various computer programs within the Microsoft Office Suite.

All of these classes will be free for SOM employees. Registration is required; watch for information regarding how to register.

Additional free training can be found on the web. One place to start is:


See last page for scheduled classes.

Upcoming Events—Staff Fest

Staff Fest is scheduled for May 15th from 1:00-3:00pm on the Quad. Due to the economic crisis we are all experiencing Staff Fest has been scaled back. Administration was adamant that, in spite of economics, the University was still committed to staff and challenged the planners to come up with something on a smaller scale that would still be exclusively for staff.

In addition, Volunteer Emory has planned three projects for that morning. Contact Harold McNaron, Coordinator, Volunteer Emory (404-727-6268) for more information about the service projects.

Cost Savers

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

Did you know that by putting money on your Emory ID card, you can get a 5% discount at most Emory University Dining facilities including Einstein’s Bagels in the DUC and the Faculty/Staff Dining Room (also located in the DUC).

www.emory.edu/dining/youraccounts.php#ADD

Have you checked out Sparkfly lately to see what new discounts are available?

https://emory.sparkfly.com/intranet.html

Do you have cost saving tips for individuals or departments? Email them to rlehner@emory.edu for inclusion in the next newsletter.
The Diversity Education Workgroup (DEW) developed a vision, mission and goals for the coming year.

**Vision:** The Diversity Education Workgroup (DEW) is committed to creating an environment inclusive of people from all backgrounds such that all feel welcome and flourish in an atmosphere of openness and transparency.

**Mission:** We will provide education to create an environment in which everyone feels welcome. We will do this by increasing awareness, appreciation, and sensitivity to all aspects of diversity.

**Goals:** 1) The SOM Diversity Education Workgroup will sponsor or promote at least one diversity awareness program per month. Awareness programs are typically shorter in length and informational in nature (lunch and learns, grand rounds, etc.).

---

The SOM Orientation Workgroup was charged to make recommendations as to content, facilitators and frequency of a potential SOM Staff Orientation. The results of an email survey disseminated through the SOM Staff Development Council showed overwhelming support for an orientation which would be mandatory for new hires, optional but highly recommended for existing staff, and offered at least quarterly.

The purpose of such an orientation would be to provide perspective, helping an individual understand their place in the SOM as well as the SOM’s place within the University, provide information and resources, specific and unique to the SOM, and general enough to apply to most SOM staff, be non-duplicative of University HR orientation or SOM department orientations, inspire pride in the SOM and convey a sense of role and responsibility each staff member shares as a part of the Emory SOM.

The SOM Orientation should include the mission, vision, strategic plan and history of the SOM, the structure of the organization, its locations, personnel issues and policies, resources for research, transportation, communication and information technology and professional development opportunities. Emphasis should also be given to issues of diversity, wellness, stress management and sustainability.

_contributed by Corey Anderson_

* Members of the Orientation Workgroup hope to present their findings and recommendations this Spring and with approval, offer the first SOM Orientation in the Fall.
Staff Member Spotlight

For the first issue of the Staff Development Newsletter, the Staff Spotlight focuses on two women from the Department of Emergency Medicine. **Sharon Ashley** and **Joy English-Thompson** proposed and coordinated the recent Administrative Professionals Symposium attended by 46 staff from the SOM and EHC.

**Joy English-Thompson** has been at Emory for 3 and a half years. Joy's main administrative responsibility is to the Department of Emergency Medicine Post-Graduate Education Program which she administers and coordinates on a daily basis. She is responsible for coordinating student orientation, preparing monthly schedule templates, maintaining student and program files, administering evaluations, electronic preparation of grades, and coordinating Grand Rounds. Joy is also the Program Coordinator for the Department’s Emergency Medical Services (EMS). She also provides administrative support to Dr. Arthur Yancey, Assistant Medical Director – Fulton County, Dr. Daniel Wu, Assistant Medical Director Grady Hospital, and several physicians both at

continued on page 7

SOM Staff Development Assessment

Do you recall completing a survey (using Survey Monkey) asking you all kinds of questions about staff development? Many of you took the time to respond (about 800 people!) so I wanted to share some of the highlights with you:

- The 8 most requested training topics (non-computer) were: communication skills, negotiation skills, personal finance, personal health and wellness, personality/work styles, planning for retirement, stress management, and writing for grants. Over the next year, we will work on bringing you classes on these topics.

- Much less than half of you (299) said you were familiar with the Faculty Staff Assistance Program (FSAP). FSAP is a great resource to know about. They provide many free services to assist you with personal or work-related concerns. Check out their website: www.fsap.emory.edu

More than half of you did have a performance appraisal in the past 12 months and more than half of you agreed or strongly agreed that you get on-going feedback on your performance.

The most popular days for training are Tuesday, Wednesday, and Thursday and the most popular times were between 12 noon and 5:00 pm.

The majority of you indicated you would participate in a “bring your own” lunch and learn session and you were almost equally split as to whether or not you owned an iPod.
Book Discussion

You Don’t Need a Title to Be a Leader by Mark Sanborn

This book is a quick read with a long lasting message. The author shows through stories of everyday people that genuine leadership is not conferred by a title. Real leadership is about how we interact in our every day actions and how we influence the lives of those around us.

As the author explains, there are plenty of books written about leadership with a capital L. The focus of this book is on “little l” leadership. These leaders are people who strive to make a difference wherever they are in an organization and do so with integrity and courage. The author suggests that no matter what your role or title, you aspire to lead if you want to positively influence your customers, colleagues, friends, and communities.

This little book brings together a wide array of current thoughts and understanding about being a successful leader in one’s life and work in a concise and accessible format. Many of the points may seem simple and basic at first, but if you reflect for a few moments you may agree that simple doesn’t mean easy, and most of us would gain from incorporating some of the leadership practices that the author examines.

continued on page 8

Staff Member Recognition

Shira Malka Anderson (Clinical Affairs, Grady Campus) was recognized for “consistently show[ing] dedication to finding innovative ways to confront challenges presented to our office.”

According to her supervisor, Dr. Bill Sexson, she wondered whether security services could be consolidated to save money. “Shira Malka helped define the security needs, negotiated the hourly rate with Norred Security, and presented the plan to me for review and subsequent presentation to the EMCF Finance Committee…” writes Sexson. Approved by the Finance Committee, the change will save the School of Medicine approximately $70,000 per year.

Shira Malka, thank you for your hard work and dedication.
Name the Newsletter Contest

Are you the creative type? Always coming up with catchy ideas? Submit your ideas to name this newsletter. The newsletter is geared to School of Medicine staff and will be published electronically two or four times each year. Submit your ideas to Rachelle Lehner, rlehner@emory.edu. All entries will be voted on through a quick Survey Monkey poll and the winner will receive a prize.

Diversity (cont.)

2) The SOM Diversity Education Workgroup will offer one workshop style diversity program per quarter. Workshop style programs are designed to be more in-depth and interactive.

We see our goals as a minimum standard; expect to see more!
Grady and Emory.

When asked what her favorite thing about working at Emory is she says, “My Directors have the utmost confidence in my abilities and I am able to function with a high degree of autonomy in the Programs I coordinate.”

Joy is married to Raymond Thompson, Pharm.D. and has three daughters, Delecia (final year student Temple Law School); Jo-Ann (first year student Johns Hopkins Graduate School) and Jonella (freshman Oglethorpe University). Joy moved to Georgia in 2005 and enjoys traveling, gardening, and decorating her home.

**Sharon Ashley** is the Office Manager and Residency Program Coordinator II in the Department of Emergency Medicine. She has worked at Emory for 20 years and in her current position for 10 months.

Sharon is responsible for the administrative operations of the Emergency Medicine Residency Program. She works closely with the Residency Leadership to maintain compliance with the Residency Review Committee guidelines. Her many responsibilities include coordinating the residency interview process, resident orientation, maintaining residents’ files, and event planning. She is also responsible for office operations and various human resources duties. Asked about her favorite thing about working at Emory, she says, “I love the diversity of employees at Emory. I love meeting people of varied interests, backgrounds, and culture influences at Emory.”

Sharon enjoys watching movies, reading, listening to music, playing games, and cooking. She has a large collections of DVDs, books, games, and CDs.

**Upcoming Opportunities**

**Outlook 2007 Basics**
- May 12—2:00pm-3:00pm—SOM 130
- May 20—2:00pm-3:00pm—SOM 110

**Staff Fest**
- May 15—1:00pm-3:00pm—Quad

**Word 2007 Basics**
- June 8—2:00pm-3:00pm—SOM 313

**Wellness Fair**
- June 11—8:30am-3:00pm—Grady FOB103

**PowerPoint 2007 Basics**
- June 23—10:00am-11:00am—SOM 313
If you have a desire to make a difference—at work, at home, or within your community—this book can be a great resource for your journey. Here are a few key points from the book:

**Genuine leaders** -
◊ Believe they can positively shape their lives and careers
◊ Lead through their relationships with people, as opposed to control over people
◊ Collaborate rather than control
◊ Persuade others to contribute rather than control
◊ Get others to follow them out of respect and commitment rather than fear and compliance

**The six principles of leadership:**
1. The power of Self Mastery
2. The Power of Focus
3. Power with People
4. The Power of Persuasive Communication
5. The Power of Execution
6. The Power of Giving

*contributed by Mari Hart*

---

**Learning Column**

Did you attend the *African American Doctors in the Jim Crow South* presentation on April 8? If not, you will be able to watch it on Emory iTunes very soon.

Cut out this column and submit correct answers to Rachelle Lehner, PhD (SOM 418) and your “attendance/viewing” will be recorded on your PeopleSoft Training Summary. Be sure to print your name, employee id number, phone number, and department name.

NAME:_____________________________________
ID#:____________________Phone:______________
DEPT:______________________________________

1. Why was the National Medical Association formed in 1895?
2. Where was the National Medical Association formed?
3. Explain what is meant by “the Gradies”…
4. Why is Grady shaped like an “H”?
5. What did it mean to be a “scientific member” of the American Medical Association?
6. When (approximately) was Grady integrated?