Professional Development Opportunities

About:
HR Learning & Education and The Perelman School of Medicine’s (PSOM) Office of Organization Effectiveness have partnered to provide eight additional professional development courses for PSOM faculty and staff.

Cost:
The Perelman School of Medicine will cover the program fees for PSOM faculty and staff attending programs on these dates.

Registration:
First-come first-serve through www.knowledgelink.upenn.edu.

March 2017

Tomorrow in Focus
No matter how old or young you are, or where you are in your career, your retirement begins when you start saving for it.
Join us for an interactive exploration of retirement saving and learn how to create an effective plan to help maximize your retirement potential.
- Date: Monday, March 20
- Time: 12:00 PM – 1:30 PM
- Location: John Morgan Class of 62 Auditorium
- Register here

Professional Development: Understanding your Strengths
Research has shown that employees who know and use their talents and strengths in the workplace tend to be more successful, engaged, and productive. PRIOR to the class you will take the online StrengthsQuest and will receive a customized report that lists your top five strength signature strengths. This class will help you discover ways to use your strengths to better interact with others and will allow you to set goals and actions items that utilize your strengths in order to maximize your personal development.
- Date: Wednesday, March 29
- Time: 9:00 AM – 12:00 PM
- Location: BRB 1412
- Register here
- PSOM covers the cost of the program if you attend on this date and in BRB 1412

Hiring foreign nationals
International Student and Scholar Services is pleased to offer their third workshop this fall at the Perelman School of Medicine, titled Overview of Hiring Foreign Nationals. Participants will learn about H-1B, O-1, OPT, Permanent Residence, and other immigration options available to Penn employees. There will be time for questions.
- Date: Friday, March 31
- Time: 1:30 – 3:00 PM
- Location: BRB 251
- Register here
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April 2017

Brown Bag: Learning with Lynda-Embracing Change
In this short course, author and business coach Todd Dewett explains how you can harness the power of change and benefit those around you by avoiding quick reactions, adopting a positive attitude, and developing a 30-day plan to integrate change.

- Date: Friday, April 7
- Time: 12:00 PM – 1:00 PM
- Location: BRB 1412
- Register here

Professional development: Communicating Upward
A positive working relationship with a manager hinges on effective communication, whether it’s face-to-face or in written form. Communicating upward is essential to the success of an organization for employees to get their ideas up the ladder and into the hands of top decision-makers. In this interactive workshop, participants will learn about communication styles in general and then focus on their specific communication style versus their managers. Using communication to boost productivity and efficiency, using listening and questioning effectively, and even disagreeing with your manager are all ways that lead to agreeable solutions.

- Date: Tuesday, April 11
- Time: 1:00 PM – 4:00 PM
- Location: BRB 1412
- Register here
- PSOM covers the cost of the program if you attend on this date and in BRB 1412

Professional Development: Accountability and Empowerment
Accountability is one of the biggest challenges leaders face, but it can also be one of the most important factors leading to success. This interactive workshop will transform the way you manage, maintain, and motivate yourself, your team, and, ultimately, your workforce. Lack of accountability is the single greatest obstacle facing even the most experienced leaders. It saps morale, drains profits, and disenfranchises employees—and it can shift your team into crisis mode on a daily basis.

- Date: Friday, April 21
- Time: 1:00 PM – 4:00 PM
- Location: Smilow 11-146 AB
- Register here
- PSOM covers the cost of the program if you attend on this date and in Smilow 11-146 AB
**April 2017**

**Professional Development: Emotional intelligence**

Emotional Intelligence is an essential element in the business world, especially in high-stress environments. This program is designed to provide you with the knowledge and tools to develop your emotional intelligence. You’ll learn how to avoid self-sabotaging outcomes by altering how you perceive and respond to emotionally-charged situations. In addition, you’ll improve your ability to resolve conflict constructively, create a productive work environment, build and mend relationships, and bounce back from setbacks and disappointment.

- **Date**: Tuesday, April 25
- **Time**: 1:00 PM – 4:00 PM
- **Location**: BRB 1412
- **Register [here](#)**
- **PSOM covers the cost of the program if you attend on this date and in BRB 1412**

**May 2017**

**Purchasing Through Penn Home Ownership Services (PHOS)**

The Office of Penn Home Ownership Services offers eligible employees the opportunity to apply for financing for home purchase or for home improvement. The department also offers resources for home buyers and educational workshops. If you are interested in living in the greater West Philadelphia neighborhood, join us at this session to learn more about the program and our services.

- **Date**: Wednesday, May 3
- **Time**: 12:00 PM – 1:30 PM
- **Location**: BRB 251
- **Register [here](#)**
**May 2017**

**Organization 101 for the CRC**
PSOM Office of Organization Effectiveness has partnered with Penn Human Resources Learning and Education group to create a training designed especially for the clinical research coordinators group. This program will help new and seasoned CRCs alike develop and improve their time management and organizing skills.

**This session will cover the following topics:**

- Identify your biggest “time sponges”
- Activity: Brainstorm ways to alleviate them
- Special focus to managing email
- Handout: “Toolbox” that includes a compilation of some of the biggest time sponges and ways to alleviate them
- Discuss the five stages of managing your workflow system (collecting, processing, organizing, reviewing and doing)
- Tips and examples of workflow systems
- Create your personal workflow system

**Date:** Tuesday, May 9  
**Time:** 12:00 PM – 2:00 PM  
**Location:** BRB 252  
**Register** [here](#)

**Ted Talk: 5 Ways to Listen Better**
Humans are losing the ability to listen. Modern recording devices have invalidated the need to listen; modern technology has reduced the frequency of spoken conversations; and people retreat into their own individual soundscapes via their headphones. Sound consultant Julian Treasure proposes five exercises to improve your listening skills.

**Date:** Wednesday, May 10  
**Time:** 12:00 PM – 1:00 PM  
**Location:** BRB 1412  
**Register** [here](#)
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Ted Talk: Leading and Working with Teams
Organizations thrive, or fail to thrive, based on how well the teams within those organizations work. What does it take to create a high-performing team? Based on her years of research working with teams across different industries, Harvard Business School professor Amy Edmondson reveals how high performance arises when teams are encouraged to take risks, fail, and learn from those small failures, a process she calls "teaming." In this course, she outlines what leaders can do to create the right environment for teaming and explains the responsibilities of individual team members to speak up, collaborate, experiment, and reflect.

- **Date:** Friday, June 9
- **Time:** 12:00 PM – 1:00 PM
- **Location:** BRB 1412
- **Register** [here](#)

Academic opportunities for working professional at Penn LPS
Penn is proud to offer its employees opportunities to advance personal and professional goals with programs and courses to match their interests. The College of Liberal and Professional Studies offers undergraduate, post-baccalaureate, graduate and summer programs that span across disciplines. In this session you will learn how to take full advantage of all that the College of Liberal and Professional studies has to offer. Penn Human Resources will also be on hand to answer your tuition benefits questions.

- **Date:** Tuesday, June 13
- **Time:** 12:00 PM – 1:30 PM
- **Location:** TBD
- **Register** [here](#)