Feel free to share. November 2009

Quote of the Month

Gratitude is the most exquisite form of courtesy.

Jacques Maritain, French philosopher and author

HRA Work/Life Events/Programs/Activities

Oh, My Aching Back: Preventing Back Pain and Other Motion-Related Disorders Back pain is one of the most common medical problems, affecting 8 out of 10 people at some point in their lives. People often think they just have to live with back pain, but I can attest that appropriate exercises, how you do everyday activities and how your workspace is arranged can make the difference between pain and no pain and help you prevent back injury or strain.

Attend the FREE November 12, 12:05-12:55 Work/Life-sponsored workshop in UN 024 (ergonomics demonstration room) and learn about proper layout of your desk area (ergonomics), proper posture, methods of lifting/dressing that protect your back, stretches to do during your work day and exercises to help prevent back pain. Staff, faculty and students welcome. Register at https://www.cln.iupui.edu/apps/catalog/index.asp?site=HR

Low-Cost Healthy Eating

Attend the FREE December 3rd, 12:05-12:55 Work/Life-sponsored workshop in University Library 1116 and learn how to cut food costs, make healthier food choices, avoid grocery store enticements and make delicious low-cost dishes. Staff, faculty and students are invited. You are welcome to bring your lunch and eat during the session. Register at https://www.cln.iupui.edu/apps/catalog/index.asp?site=HR

21st Century Management/Leadership Cues

Servant Leadership

Launched many years ago by AT&T's Robert Greenleaf, but with roots in the Tao, Christianity and various ancient writings, this leadership approach encourages leaders to be humble stewards of their organization's resources (human, financial, etc.). It has been supported by many leadership/management authors including Ken Blanchard, Peter Block, Stephen Covey and Peter Senge. Greenleaf's "best test" of an institution [organization, company] is:

Do those served grow as persons? Do they, while being served, become healthier, wiser, freer, more autonomous, more likely themselves to become servants? And, what is the effect on the least privileged in society?

Will they benefit or at least not be further deprived?

I was introduced to servant leadership many years ago and, for me, it really rings true. A good overview can be found at Wikipedia, (a partial source for the above information) at http://en.wikipedia.org/wiki/Servant_leadership. The book that inspired Greenleaf was Journey to the East by Hermann Hesse, a short, thought-provoking read.

To learn more, attend "Servant Leadership: A Long Term Transformational Approach to Life and Work" on Friday, October 30, from 8:30 a.m. to 12:00 p.m. at Purdue Extension Service at Intech Park, 6640 Intech Boulevard, suite 120 (near 71st and 465 on the northwest side). Cost is \$25 (a real steal compared to others I've seen advertised). There will be a 'take-away' for each participant. To register.

Work/Life Partner Activities & Information of Interest

Work/Life programming is about wellness, career/personal enrichment, dependent care, education on things that affect your personal life (finances, home maintenance, legal issues, etc.), information for families/singles, ideas for better balancing your work and life and more. In a nutshell, it's about providing information that you, as a whole person need/want. Since HRA's Work/Life office cannot meet all these needs, we are happy to let you know of work/life-related opportunities that other organizations on and off campus are offering, along with other general information.

Health, Wellness & Safety

IUPUI Health & Benefits Fair Friday, October 30th, 9-3:00 4th floor of the Campus Center

Hand Sanitizer Gel: Are You Getting Bang for Your Buck?

According to an article on the Centers for Disease Control Web site (http://www.cdc.gov/ncidod/EID/vol12no03/05-0955.htm), the percentage of alcohol concentration in your hand sanitizing gel must be 60-95% ethanol or isopropanol for it to be effective. Check the label when purchasing, because there ARE commercial products and online recipes that don't contain that percentage, so you could be spending your money on something that you think is giving you protection when it really isn't. _

How do I Choose a Family Doctor?

If you are looking for a family doctor, try talking to your friends and family. Ask if they're happy with their doctor and whether the doctor listens and is able to explain so he/she understands. Once you have the names of a few doctors, call their offices to get more information. Some things that you should ask include:

- Do they accept your insurance?
- What are the office hours?
- What hospital does the doctor use?
- How many doctors (or others like nurse practitioners) are in the practice to see patients?

Once you find a doctor who meets your needs, schedule an appointment so that you can meet and talk to the doctor. Some will do this without charge, but ask ahead of time. During the appointment, make sure: (1) You're comfortable talking to the doctor (2) The doctor listens carefully (3) The doctor answers all your questions and can explain in a way that you understand (4) The doctor seems willing to take the time to answer all your questions.

Source: American Academy of Family Physicians

True Confession: I Cut Over 200 Calories from My Breakfast

A while back I was eating two biscuits with butter many mornings for breakfast. These were the frozen individual ones that come in a plastic bag. Then I looked at the calories and realized that those two biscuits had 360 calories (and a lot of fat) and the butter had 100 calories for a total of 460 calories. On busy days, I sometimes picked up a bacon, egg and cheese biscuit at a local fast food place (560 calories) or a bagel with cream cheese (370 calories).

I decided that I needed to change. I now eat one piece of lightly toasted whole grain bread, and an egg fried with a little spray shortening with a little bit of ketchup (some childhood habits die hard), which is only 190 calories. In addition, I'm getting protein and whole grain, which provide better nutrition. Even if I add a low-fat cheese slice for calcium, it's still only 240 calories. So take a look at what you're eating for breakfast and see if you need to rethink, for the sake of calories and nutrition. Company Web sites are a great place to find nutrition information for items you buy from the grocery and fast food vendors.

Green Events

<u>Doug Tallamy</u>, author of <u>"Bringing Nature Home: How Native Plants Sustain Wildlife in Our Gardens"</u> will explain how what we plant in our backyard can have a huge impact on the world around us. The event is Tuesday, November 3, 7:30 p.m. at Clowes Memorial Hall (Butler campus), 4602 Sunset Ave.

<u>Bill McKibben</u>, author of "Deep Economy" and other environmental books, will give a keynote address on <u>"Pursuing Prosperity and Local Sustainability"</u> as part of this year's <u>Spirit & Place Festival</u>. The event will be Tuesday, November 10, 4:30 p.m. at IUPUI Campus Center, 420 University Blvd., Room 450.

Ethan Kent, in <u>Neighborhoods: Inspiring Place, Improving Health</u>, will talk about how to create/sustain public spaces that build stronger communities and contribute to economic development. The event will be Thursday, November 12, 7-9:00 p.m. (reception 6:30-7:00) at Indiana State Museum, 650 W. Washington. To register for this FREE event, please e-mail your name and contact information to events@healthbydesignonline.org.

Mindfulness/Meditation/Stress Management Series on Campus

Every Monday, from now until December 14th, 12:05-12:45, the Student Wellness Coalition is sponsoring a series of speakers related to mindfulness/meditation/stress management, from many practices, including but not limited to –guided meditation,

centering prayer, breath work, Buddhism, Kaballah, Hindu, etc. Most sessions will be in the Campus Center Board Room, CE 406. All are welcome. FMI, contact Michelle at 274-8831 or verduzco@iupui.edu or Nancy at 274-9312 or nbarton@iupui.edu . All are welcome.

Suicide Prevention Program

The Survivor Support Committee of the American Foundation for Suicide Prevention, Central Indiana Chapter is sponsoring the 11th Annual National Survivors of Suicide Day on Saturday, November 21, 1:00 - 2:30 p.m. in Campus Center 307. FMI, visit www.afsp.org

Personal/Home/Family/Financial Life

At Thanksgiving, Open Your Heart/Home to an International Student

The Office of International Affairs is looking for families in the Indianapolis area (due to transportation) who would host an international student in their home for Thanksgiving dinner. This is an opportunity to share your traditions and learn about others' traditions in a comfortable family setting. Many international students do not have the chance to set foot in an American home during their stay in the U.S., yet understanding American culture and life is an important part of their learning. FMI, contact Mutsa Majero at oiaprgms@iupui.edu. If interested, provide your name, address, phone number, number of students you can host and whether you can provide transportation.

Help Your Child Build Healthy Self Esteem

According to the Nemours Foundation, "healthy self-esteem is a child's armor against the challenges of the world." They go on to say that "self-esteem is the collection of beliefs or feelings we have about ourselves." These beliefs are formed throughout life and are based on the experiences one has. As parents, here's what you can do to foster healthy self-esteem in a child: (1) Honestly praise effort and completion, rather than outcome (2) Be a positive role model by being optimistic and realistic about what you expect of *yourself* (3) Redirect inaccurate statements by the child to a more truthful perception of the situation (4) Be spontaneous and affectionate (5) Give positive, accurate feedback (6) Create a safe, respectful, loving home environment (7) Help kids get involved in constructive experiences in the community, school, etc. For the complete article, with examples, visit

http://kidshealth.org/parent/emotions/feelings/self_esteem.html#a_What_Is_Self_Esteem_

Planning for Retirement: Take Some Days Off and Work on It

Most people WANT to be better at managing finances and planning for retirement, but the time to do it just never presents itself. I suggest that if you have a few days of vacation left to use before the end of the year, mark off two or three days to work at home and get it done. At the recent Comfortable Retirement workshop that HRA Work/Life sponsored, we were introduced to a great Web site and workbook that can give you a good start. The workbook is at

http://www.ces.purdue.edu/extmedia/CFS/CFS-685-W.pdf . The Web site, with 10 learning modules, is at http://www.extension.purdue.edu/retirement.

Online Financial Literacy Tool

IUPUI Office of Student Financial Aid Services has partnered with CashCourse. While it was designed for students, it has good information for everyone, not just students. Topics include creating budgets, benefits of checking/savings accounts, protecting your credit, planning for retirement, setting financial goals and more. Visit www.cashcourse.org/iupui.

Brain Treats

If you like to expose yourself to thought-provoking, creative events, the annual Spirit & Place Festival is for you. I consider the sessions I've attended in the past to be a gift to my brain. Many are also appropriate for other family members. So, block some time, grab your calendar, visit www.spiritandplace.org and fill your calendar with brain treats.

Got Kids in Grades K-8? Consider Summer Advantage

Over the summer, kids often lose some of the learning they just gained during the school year. Participating in Summer Advantage is a remedy for that. To learn more and get the inquiry form, visit http://www.summeradvantage.org/for_parents.html (scroll down).

Working From Home in an Emergency – Are you Ready?

A few months ago, I talked about business continuity planning (BCP) for an emergency situation in the workplace. Have you considered how you, personally, can be prepared to assist the effort? Here are some ideas: (1) If your office has a list of employees' phone numbers, provide your cell and home/land-line phone number (because satellite service may be down, depending on the emergency) and take a copy of the list home because if you can't go to campus, having it in your office will do you no good (2) Take your old campus phone book home (though some numbers might be out of date, it's better than nothing) (3) Take home a copy of contact information for important vendors and customers you deal with, if department permits (4) Take home a copy of procedures/policies, etc. that guide your work (5) Think about whether you'd be able to maintain required confidentiality working from home (computer, phone, etc.) and discuss concerns with your office's BCP coordinator and read items at http://uits.iu.edu/page/amdh.

IU Benefits Open Enrollment

The deadline for eligible employees to make changes in medical, dental and personal accident insurance coverage and to enroll in the TSB and HRA pre-tax reimbursement accounts for 2010 is November 13, 2009. From November 2-13 you can enroll online; instructions are available at http://www.indiana.edu/~uhrs/benefits/2010/OE-online.html. Other information related to open enrollment can be found at www.indiana.edu/~uhrs/benefits/2010/openenroll_2010.html.

IndyGo Makes Minor Changes to Seven Routes

IndyGo routes 3, 10, 18, 24, 31, 37 and 87 have changed. Route 3, which passes through IUPUI on Michigan Street, now has a 3:16 p.m. trip from Michigan and Belmont to downtown; there will no longer be a 4:10 pm from Michigan and Belmont. On routes 18, 24, 37 minor time adjustments have been made. FMI, a map or trip planning assistance, visit www.lndyGo.net or call the IndyGo Customer Service Center at 317-635-3344.

Healthy Relationship Program Seeking Unwed Couples

Indianapolis-based Fathers and Families Center is enrolling unwed couples who are expecting or have a child three months of age or younger in their free healthy relationship program, "It Takes Two!". Classes begin November 10th and 11th and run every Tuesday night and Wednesday afternoon for five weeks. Each couple will receive private sessions with a Relationship Specialist. FMI, contact Rachel at 921-5953 or visit www.fatherresource.org

Free and Fun/Interesting

Free Night at Children's Museum, November 5, 4-8:00 p.m. FMI, call 332-3322. Pond Plant Installation and Care, sponsored by Indianapolis Hosta Society, Monday, November 9, 7-9:30 p.m. Holliday Park, 6363 Spring Mill Road. FMI, call 327-7180. Permanent Collection Tours, Tuesdays-Sundays, 1:00, Thursdays and Fridays, 7:00 p.m., Indianapolis Museum of Art, 4000 Michigan Road. FMI, call 923-1331. Stanton Friedman Talks UFOs, November 5, 7:00, Central Library. FMI, call 275-4100. Celebrate Origami Day, November 7, 10-4:00, Central Library. FMI, call 275-4100. Get Published: Write Now!, November 7, 10-noon, Central Library. FMI, call 275-4100. Mobilizing the Home Front: Hoosiers and World War I, November 10, Noon-1:00, Indiana State Library, FMI, 232-3675.

The Price of Progress (with Mari Evans and David Baker), November 11, 6:30-9:00, Madame Walker Theatre. FMI, call 236-2099.

<u>Indiana Microbrews</u>, November 12, 11-12, Indiana State Library. FMI, call 232-3675. <u>Brain Fair</u>, November 14, 1-4:00 Ruth Lilly Health Education Center. FMI, call 962-6101.

<u>Carrie Newcomer & Jill Bolte Taylor: Transformative Stories</u>, November 14, 7-8:30 p.m., Madame Walker Theatre. FMI, call 630-7949.

<u>Music for Little Folks</u>, November 14, 10-3:00, Central Library. FMI, call 275-4100. <u>Hoosiers in Hollywood: Singin' in the Rain</u>, November 15, 2:00, Central Library. FMI, call 275-4100.

Art Fair at Garfield Park, November 21-22, 10-5:00. FMI, call 327-7135. Circle of Lights, November 27, 6-8:00, Monument Circle. FMI, call 237-2222. Family Fun Day, Sunday, November 22, 1-5:00 p.m. Holliday Park, 6363 Spring Mill Road.

FMI, call 327-7180.

<u>Merry Tubachristmas</u>, November 29, 1:00, Indianapolis Artsgarden in Circle Center Mall. FMI, call 631-3301.

Miscellaneous

School of Engineering Staff Advisory Council Fundraiser

The Staff Advisory Council for the School of Engineering & Technology is selling tickets to the Annual Simon Mall charity event called "Simon Trends & Friends Night." It will be held at the Fashion Mall at Keystone Crossing on Friday, November 6, from 6:00-9:00 p.m. The tickets are \$10 each, with proceeds going to local charities. This is a special, private evening of shopping for customers who have donated by purchasing a ticket; the event is not open to the public. Traditionally, the stores have offered special discounts, entertainment and free samples of food and drinks. Tickets may be purchased through Jane Parr, SL 174P; Margaret Phillips, SL 174J or Sheila Walter in ET 301A.

2010 Talbots Scholarship Foundation

The Talbots Scholarship Foundation will award \$180,000 in college scholarships for the 2010 academic year, including up to 10 \$15,000 scholarships and one \$30,000 scholarship to an extraordinary finalist demonstrating courage, conviction and an insatiable entrepreneurial spirit. Applications are available online at https://www.scholarshipamerica.org/talbotswomen and application deadline is Saturday, January 2, 2010. Only the first 5,000 eligible applications received will be processed.

Applicants must be women who: (1) Currently reside in the United States or Canada (2) Have earned a high school diploma or their GED on or before September 2000 (3) Are enrolled or planning to enroll in a full- or part-time undergraduate course of study at an accredited 2- or 4- year college, university or vocational-technical school (4) Are attending the full 2010-11 academic year and receiving a degree no earlier than May 2011 (5) Have at least two semesters (24 credit hours or more) remaining to complete an undergraduate degree as of the beginning of the 2010 fall academic term.

Discounts/Perks

Tickets for Pacer Games

The home opener for the Indiana Pacers is this Friday against the Miami Heat! November 6th, the Pacers play the Washington Wizards. For discount tickets (\$25 tickets for \$10, \$80 tickets for \$50) visit https://oss.ticketmaster.com/html/go.html?l=EN&t=pacers&o=8518514&g=3465 and

enter the promotional code: TEACH.

Becoming More World/Culture Wise

November is National American Indian Heritage Month

Selected Holidays of Note (Source: University of Kansas Medical Center Web site)

All Saints' Day – November 1 - Christian

Day of the Dead - November 1- Mexico, Latin America

Veteran's Day – November 11 - U.S.

Birth of Baha'u'llah - November 12 - Baha'i

Thanksgiving – November 26 - U.S.

Eid al-adha – November 27 - Muslim, Islamic

Ethnic/Cultural Festivals/Events/Classes

Local

<u>Hot, Flat and Crowded (presentation by Thomas Friedman)</u>, November 6, noon, Conrad Hotel. Register at

http://www.uealumnionline.com/s/1096/index.aspx?sid=1096&gid=1&pgid=383&cid=989 &crid=989&crid=0&calpgid=13&calcid=664 .

Day of the Dead: Frida Shrines, November 7, 2:00 Central Library. FMI, call 275-4100. Celebration of Diwali: Festival of Lights, November 14, 6 p.m. \$45. Murat Centre. Sponsored by India Association of Indianapolis. FMI, call Sumit at 374-7472. 26th Annual Founder's Day Dinner (Scottish), November 14, 5-9 p.m. \$32. Sponsored by Scottish Society of Indianapolis. Deadline for reservations is November 6. Serving savory Scottish faire; headliner, Hogeye Navvy plus 'A Look Back: Slide Show of our History' by Rebekah Lawson with photos by Jack Davidson and other. Latvian Community Center, 1008 West 64th Street.

<u>German Immigrants and their Contributions to Cultural Life in Indianapolis</u>, by Dr. Claudia Grossman; November 19, 7 p.m. Free. Damenverein Room, Athenaeum, 401 East Michigan Street.

<u>Indianapolis International Festival</u>, November 20-22, Indiana State Fairgrounds west pavilion. Music, dance, food, global bazaar, etc. FMI and tickets, visit http://www.familyevents.com/event/38. Use your IUPUI JagTag for a discount.

Regional

<u>Belonging: Immigrants' Perspectives on Home</u> (A Spirit & Place event). November 12, 7 p.m. Johnson Center for Fine Arts at Franklin College, 101 Branigin Boulevard. Speakers: Carmen Merecia Alejo Alvarado, Mexico; Tamayo Fukumoto, Japan; Ralph P. Guentzel, Germany; and Milind Thakar, India talk about transitioning to a new home.

For the Highly Curious

Choice Architecture

Benevolent choice architecture (i.e., how choices are <u>presented</u>) makes it easier to make a "better" choice, while still maintaining the individual's right to choose. It can apply to how cafeteria choices are arranged, the default option of a 401k, how lines painted on a road can encourage slowing down and more. A good general article is at http://articles.latimes.com/2008/apr/02/opinion/oe-thalerandsunstein2?pg=3. The December 2008 issue of *Harvard Business Review* included a related article called "Nudge Your Customers Toward Better Choices;" an excerpt of which can be found at http://harvardbusiness.org/products/R0812H/R0812Hp4.pdf. Another article, from Forbes India, is at

 $\frac{http://business.in.com/article/chicago-booth/nudge-the-gentle-power-of-choice-architecture/5342/1\#\ .$

Volunteer Opportunities/Civic Engagement

Comment: You might wonder why I include a section on volunteerism in this newsletter. I believe that partnering with the community we work and live in is a win/win. The organization you work with gets the value of your services. It potentially allows you, the volunteer, to network and build relationships with other people, explore one of your passions, learn a new skill, experience a leadership role, get the great feeling that you get for making a contribution and have fun. Is that reason enough to include this section?

Want to Build Your Leadership Skills? Serve on a Board/Committee

<u>Youth Connections Recruiting 2010 Board Members and Committee Members:</u> Youth Connections serves Johnson and Morgan County at-risk youth through crisis intervention, community education and mentoring to foster positive relationships and self-worth. They are looking to add both volunteer board and committee members. E-mail Katie Schlafer, at <u>director@youthconnections.org</u>. Check them out at <u>www.youthconnections.org</u>.

Other Volunteer Opportunities

The 500 Festival will hold its first annual <u>500 Festival Volunteer Fair</u> on Thursday, November 5, 4-7:00 p.m. at Conseco Fieldhouse. Hear about all of the great volunteer opportunities, get a chance to win prizes, enjoy free drinks and food and possibly win tickets to 500 events. FMI, visit <u>www.500festival.com</u>.

<u>United Way's Christmas Room</u> needs volunteers, November 2 to December 18, to review applications, provide assistance to social service agencies, answer phones, prepare mailings and help with other tasks. FMI, contact Tiffany Dow at tiffany.dow@uwci.org or 921-1385.

<u>Autism Advocates of Indiana</u> needs volunteers to help with newsletters, especially those skilled in graphic design or who could write press releases and contact the media to inform them of upcoming events. Interested? Contact <u>Patty Reed</u> or <u>Donna Simerly</u>.

Career/Professional/Personal Enrichment/Recognition

Setting the Holiday Table

If you are hosting family and/or friends for the holidays and need to know how to set a proper table, visit - http://www.emilypost.com/everyday/table_settings.htm .

Developing a Deeper Awareness of People with Disabilities

The Peace Learning Center at Eagle Creek Park is offering this session on November 10, 8:30-10:00 a.m. in the Earth Discovery Center. \$5. FMI, to register and get a park pass, contact Nancy at 327-7144 or nruschman@peacelearningcenter.org.

Communications Styles at Work

This workshop, part of the Total Career Makeover series sponsored by the Office for Women, will be presented by Dr. Kristina Sheeler, Department of Communication Studies on Wednesday, December 2, 12-1:30, University Library 1126. Register at: http://ofw.iupui.edu. Questions? Contact Kathy Grove at 278-3600 or ksgrove@iupui.edu

Of Special Interest to Women

"Changes in the Lives/Status of American Women over the Past 50 Years, a live webinar with Gail Collins of the New York Times will be offered November 12, 6:30 p.m. IUPUI persons can attend for free. For location and to register, contact Dawn Whitehead at dmwhiteh@iupui.edu or 274-3812. General information at http://www.nytimesknownow.com/index.php/when-everhting-changed, but don't register at that site. The seminar is followed by a week-long series of e-chats and exercises with Collins.

<u>Working Women in Transition</u> (sponsored by the Indiana Commission for Women, IUPUI Office for Women and the IUPUI Community Learning Network), gives older women the forum to discover resources and options that can transform their lives as they prepare for their next career. \$20. Friday, November 6, 8:30-Noon, School of Law, Inlow Hall, Wynne Courtroom (east side of IUPUI campus). To register, visit http://www.in.gov/icw/2372.htm. FMI, contact Kristin Garvey, Executive Director of ICW at 233-6303.

<u>\$\start\\$mart,\</u> Monday, November 16, 5-8:00 p.m. Campus Center 148 or Tuesday, November 17, 5:30-8:30 in Campus Center 309. Aimed at junior/senior women and graduate students, in this workshop you will learn about salary ranges in your field and how to negotiate salaries and benefits so that you receive equitable, fair and realistic compensation so that the gender wage gap doesn't keep growing. Interested men are welcome to participate. Register at http://ofw.iupui.edu. FMI, contact Kathy Grove at 278-3600 or ksgrove@iupui.edu.

HRA Training:

For course descriptions and online registration information for the programs sponsored by HRA, access the HRA website at http://www.hra.iupui.edu, click on the "Training and Org. Development" link, click on "Workshops and Registration" and then, at upper right, on "SignUp HR click here to login." You may also contact the HRA Training and Development section at <a href="https://hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hratring.org/hr

<u>Crucial Conversations: Tools for Talking When Stakes are High</u>, November 6 and 20, 8:30-5:00, Union Building 542. \$250. Register at www.cln.iupui.edu/apps/catalog/index.asp?site=HR

<u>Work/Life Balance: Key to Effective Workplace Engagement</u> (primarily for managers/supervisors, but open to all) November 17, 2:30-5:00, University Library, room 2115. Register at www.cln.iupui.edu/apps/catalog/index.asp?site=HR

<u>How to Conduct Mediation</u>, December 15, 16, 17 and January 5, 6; 8:30-5:00; Campus Center rooms 306, 307, 309, 310. \$125. Register at www.cln.iupui.edu/apps/catalog/index.asp?site=HR

<u>Student Employment 201</u> (for those with some experience supervising students), November 18, 9-noon; University Library 1126. Register at www.cln.iupu.edu/apps/catalog/index.asp?site=HR

Notes

If someone forwarded this Work/Life e-newsletter to you, you picked it up via the Web or link or received a paper copy and want to subscribe to receive online, just send a note to mstimmin@iupui.edu.

Note: In order to provide as many good resources as possible to participants, we will often acquire speakers and informational pieces from a variety of sources and will list Web sites of various companies/organizations. We do not necessarily endorse the persons/companies/organizations whose information we use or whose Web sites we list (though we have done some basic research to try to ferret out reputable organizations, of course). The information we provide is not intended to be advice, simply information. Be a wise consumer and do the appropriate research before using the goods/services/information of any of these companies/organizations/sites.

Maggie Stimming, M.A., CWPM Work/Life Effectiveness IUPUI Human Resources Administration 620 Union Dr., Room UN 340 Indianapolis, IN 46202-5168

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"Helping you have the best of all your worlds - work, family, school & personal."