

**FREE  
PROGRAMS**

*What  
interests  
me?*

**@ WORK  
OR HOME**



# LEARN **MORE!** Educate. Enrich. Empower.

**April 2014 Professional Development Opportunities**

**HR Office of Training and Organizational Development**

**90% of programs offered can be accessed and shared 24/7.**

**CLICK** to register online or call (610)738-0476 or e-mail [orgdev@wcupa.edu](mailto:orgdev@wcupa.edu).

## **Communication Enrichment**



### **Coach Yourself to a Brighter Future**

(Teleseminar)

April 1<sup>st</sup>

[CLICK](#) to register

Understand what coaching is, what skills you need to coach yourself, and how you can use coaching with the employees you supervise. Learn how to eliminate or reduce the fears preventing you from achieving your goals and how you can keep negative people from zapping your energy.



### **Strengthening Your Emotional Intelligence**

(Webinar) April 2<sup>nd</sup>

[CLICK](#) to register

Begin to understand the brain science behind Emotional Intelligence (EQ). Understand the importance of EQ in the workplace, review and assess the five Emotional Intelligence skills, and become aware of your own EQ triggers. There is one thing that we are in control of--our attitude! Strengthen your EQ and help others do the same so that we can create an environment of candor and successful outcomes.

## **Four Key Questions for Better Time Management**

(Webinar) April 8<sup>th</sup> [CLICK](#) to register



In this brand-new video, international bestselling author, Brian Tracy, reveals four questions you can ask yourself – and answer – to get clear, focused and on track in achievement of your goals. In addition, you will be able to remain motivated and energized in your pursuit of your goals and precisely how to get started being more effective at time management



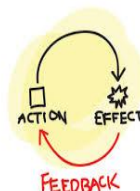
### **The Bully at Work**

(Teleseminar)

April 15<sup>th</sup> until May 6<sup>th</sup>

[CLICK](#) to register

This four part teleseminar series focuses on what everyone must know about bullying and identify if you are potentially being bullied or may be bullying. Explore the four step process to workplace bullying and how to empower yourself to handle the bully.



### **Delivering Effective Feedback with Cathy**

**Toner (Webinar)**

April 17<sup>th</sup> [CLICK](#) to register

Regardless of your position in the organization, learn how to handle challenging feedback sessions and how to personalize the feedback to the individual and situation both at home and at work. Cathy Toner will also share her best practices for handling difficult feedback sessions.

**NOTE: You will have access to the recordings the entire week. It will be sent via e-mail no later than 11am that morning.**

# SPEAK TO BE HEARD PERFORMANCE MANAGEMENT

SPRING 2014



SPONSORED BY THE WCU HR OFFICE OF TRAINING & ORGANIZATIONAL DEVELOPMENT

**YOUR 24/7 ACCESS TO SIX PROGRAMS THAT WILL HELP YOU  
GET THE MOST OUT OF THE PERFORMANCE MANAGEMENT PROCESS**

BEGINNING APRIL 7 THROUGH MAY 30, 2014

**CLICK TO  
REGISTER**



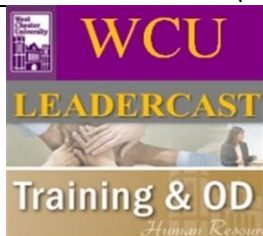
**Just Desserts:  
Ingredients that  
Produce a  
Climate of  
Respect**  
(Video) April 18<sup>th</sup>  
[CLICK](#) to register

Improving respectful interactions takes awareness and willingness to shift one's preferred communication style. Thais DaSilva of Dia Doce cupcakes made her debut last year and shared what it was like to be on Food Network's Cupcake Wars and the drama they try to create. Learn strategies from this recorded seminar on how to keep it calm in the kitchen (AKA the office).



**Strategies to  
Effectively Lead and  
Participate in  
Meetings (Webinar)**  
April 24<sup>th</sup>  
[CLICK](#) to register

Learn how to make the most out of every meeting minute. Issues covered include: optimizing the meeting purpose (including pros and cons of canceling a meeting); facilitator and participant success factors; preparation and time boosters; and ways to ensure your message is heard.



**WCU LeaderCast Radio  
Show (Teleseminar)**  
April 25<sup>th</sup> until May 16<sup>th</sup>  
[CLICK](#) to register

Learn from those in our community who are faced with tough decisions every day. Leading is something that we're not often taught, but are thrown into. Gain wisdom from those who have been there and continue to thrive both in good and hard times!



**Leading Effectively**  
(Teleseminar)  
April 29<sup>th</sup> until May 27<sup>th</sup>  
[CLICK](#) to register

Sponsored by the acclaimed Center for Creative Leadership, use the weekly link to listen to pre-recorded short audio clips (less than 5 minutes) on selective and highly relevant leadership topics. Listen at your PC or download these audios over 5 weeks to your MP3 player



**INTERESTED IN SUMMER RETREATS, COACHING, CONSULTING,  
TRAINING, OR STAFF MEETING IDEAS?**

Contact Molly Nece (610.738.0476)  
or Scott Sherman (610.436.3380)  
or [OrgDev@wcupa.edu](mailto:OrgDev@wcupa.edu) for  
All Your Organizational Development Needs.

## Health and Wellness Enrichment



**Color Your Plate**  
April 7<sup>th</sup> until May 12<sup>th</sup>  
[CLICK](#) to register

Enjoy this fun and informative 6 week e-newsletter campaign is packed with recipes and tips for adding and enjoying more fruits and vegetables.



**Three Steps to Fitness Success with Tonya Stroh**  
(Webinar) April 23<sup>rd</sup>  
[CLICK](#) to register

Motivate yourself to master the three steps to fitness success: have a goal, fit it in and stay motivated!

### Did You Know?

- 1.) You have access to a **FREE** [personal trainer](#), the [fitness center](#) on south campus, and daily exercise [classes](#)? Contact: 610-430-4568 [HSFC@wcupa.edu](mailto:HSFC@wcupa.edu)
- 2.) The **Tai Chi Arts Club** run by kinesiology professor, Mitch Goldfarb, is open to employees? [CLICK](#) for more info.
- 3.) You can purchase an annual or semester membership to the new, state of the art **Campus Recreation Center**? [CLICK](#) for more info.



## Attention Highmark Beneficiaries



**May 31, 2014 is the deadline** for completing your Healthy U requirements. You and (if applicable) your covered spouse/same-sex domestic partner need to earn a minimum of 70 Healthy U points each to successfully complete your participation. There are a wide variety of activities and programs you can complete to earn Healthy U points.

The first step is to complete the Wellness Profile. To get started, or to pick up where you left off, access the Highmark member website at [www.highmarkblueshield.com](http://www.highmarkblueshield.com) and sign in using your Login ID and Password. If you have forgotten your login information, you can call Highmark Technical Support at 1-877-298-3918.

### Why Should People Come to Work for WCU?

[CLICK](#) to share your answer in ten words or less. Feel free to share your answer with others. Pride in the workplace can be contagious!

[CLICK](#) to watch what sparked this poll.



**West Chester University HR Office of Training and Organizational Development**