

NEWS YOU CAN USE

Learning Services Offers All New Courses



Learning Services is pleased to offer Emory employees a host of brand new courses that were developed based on faculty and staff feedback received from the needs assessment conducted in the fall 2007.

There are several new learning tracks filled with dynamic content to meet your professional development needs and interests. Learning tracks offer you flexibility to choose the courses you want to take and customize your professional development. It is not required to take all the courses listed within a track. You can choose courses from the following tracks:

1. *Aspiring Leaders*

The Aspiring Leaders Track provides professional development courses for those individuals interested in pursuing leadership opportunities in the future. Within this track, you can choose from the following offerings:

- Achieving Your Leadership Potential
- The Business of Higher Education
- Influential Leadership
- Taking Charge of Your Development - *A Web-Based Course*
- Improving Personal Productivity - *Coming in 2009*
- Leadership Networking - *Coming in 2009*

2. *Coaching & Feedback*

The Coaching & Feedback Track is designed for supervisors and managers. This track focuses on proactively providing ongoing feedback and managing performance challenges. Within this track, you can choose from the following offerings:

- Crucial Conversations
- Feedback Essentials
- Managing Performance Problems
- Reviewing Performance Progress
- Setting Expectations

3. *Customer Service*

The Customer Service Track focuses on improving service delivery and responding actively to solving problems. Within this track, you can choose from the following offerings:

- Help Me to Help You
- Creating a Service Culture: The Leader's Role
- Service Plus - *Coming in 2009*
- Taking Action to Solve Problems - *Coming in 2009*

4. *Interpersonal Skills*

The Interpersonal Skills Track is designed to strengthen interpersonal communication skills. Within this track, you can choose from the following offerings:

- Better Business Writing
- Crucial Conversations
- Increasing Personal Effectiveness
- Interaction Skills for Success
- Professional Grammar
- Working Through Conflict
- Building Trust - *Coming in 2009*
- Oral Presentation Skills - *Coming in 2009*

5. *Project Management*

The Project Management Track assists the participant in managing both people and processes, especially for those individuals who are not in official leadership roles. Within this track, you can choose from the following offerings:

- The Business of Higher Education
- Crucial Conversations
- Influential Leadership
- Project Management
- Making Meetings Work - *A Web-Based Course*
- Improving Personal Productivity - *Coming in 2009*
- Oral Presentation Skills - *Coming in 2009*
- Partnerships for Improvement - *Coming in 2009*

6. *Certificate Programs*

In addition to the new learning tracks, Learning Services now offers three certificate programs which last from eight months to one year. To participate in a Certificate program you must apply and be accepted into the program. Certificate Programs offered:

- Manager Development Program
- Supervisor Development Program
- Administrative Professionals Program

For additional information about the new course offerings, or to enroll in a course, go to the Learning Services homepage at www.hr.emory.edu/learningservices or contact Learning Services at 404-727-7607.

Stamps Increasing by One Cent

The price for a 1 oz. First-Class Mail stamp will increase from 41 to 42 cents May 12. The Forever Stamp will still get your letter delivered after the 12th if you have an inventory or plan to buy stamps prior to the increase.

Prices for other mailing services, such as Standard Mail, Periodicals, Package Services — including single-piece Parcel Post — and Special Services also will change.

Selected Prices & Services	Current	New (Effective May 12)
First-Class Mail Letter (1 oz.)	\$0.41	\$0.42
First-Class Mail Letter (2 oz.)	\$0.58	\$0.59
Postcard	\$0.26	\$0.27
Large Envelope (2 oz.)	\$0.97	\$1.00
Money Orders (up to \$500)	\$1.05	\$1.05
Certified Mail	\$2.65	\$2.70

First-Class Mail International Letter		
1 oz. to Canada and Mexico	\$0.69	\$0.72
1 oz. to other countries	\$0.90	\$0.94

Prices for all postal products and services are available at <http://www.usps.com/prices/> or call Emory University Mail Services with questions 404-727-6172. We're here to help!

NEWS YOU CAN USE

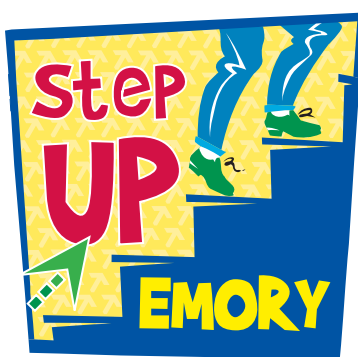
2008 Award of Distinction

Each year, the Award of Distinction program recognizes employees who have made outstanding contributions to the Emory community. Recipients of the 2008 Award of Distinction were recognized at a dinner with President Wagner and other honored guests during a dinner on April 8 and received a \$1,000 award.

To learn more about the Award of Distinction, go to www.hr.emory.edu and search on Awards of Distinction.

Congratulations to all of the 2008 Award of Distinction winners:

Tim Ariail	Student Financial Services
Toni M. Avery	Department of Religion
Barbara Brandt	Classroom Technologies
Jen Fabrick	University Architect
Lewis Fuller	Concerts Division
Carol L. Gee	Organization and Management/Goizueta
Dr. Paula G. Gomes	Faculty Staff Assistance Program
Iruka Ndubizu	Office of Sponsored Programs
Stephanie R. Roberts	Office of International Affairs
James Roland	Barkley Forum
Linda A. Sheldon	Accessibility Design & Construction
Wes Thompson	Animal Resources



Heart Healy Recipe Winners

During February and March Step UP Emory encouraged employees to submit a heart healthy recipe for the "Take Heart ... There's Hope" Online Recipe Cookbook. All recipes were then evaluated and judged by Emory University Hospital Food and

Nutrition Services to determine the best recipe for each specific category. Winners received a "Take Heart ... There's Hope" T-shirt. To see these heart healthy recipes, go to www.stepup.emory.edu.

Thank you to everyone who submitted a recipe and congratulations to this year's Healthy Recipe contest winners:

BREAKFAST/BRUNCH

Maria M. Lameiras	Zucchini Bread
Development & University Relations	

APPETIZERS

Leigh G. Jacobsen	Corn and Avocado Salsa
Alumnus	

MAIN DISHES

Sallie Sedgwick	Waldorf Chicken Wraps
Emory Healthcare	

SIDE DISHES

Tisha Owes	Potato and Cheese Casserole
Emory Healthcare	

SOUPS/STEWES

Katie Lloyd	Creamy Vegetable Chicken Soup
Goizueta School of Business	

DESSERTS

Hillary K. Harding	Blueberry-Pecan Cake
Finance & Administration	

Thank you for your time...

On Wednesday, April 16, forty-six employees from across campus will be recognized and thanked for their years of service with Emory University at the annual Service Awards Luncheon.

Service Awards, which consist of a certificate and a gift, are provided to employees with 25, 30, 35, 40, 45 and 50 years of service. To learn more about this program, go to www.hr.emory.edu and search on Service Awards.

Congratulations to this year's recipients:

40 Years of Service

Bobby Jones	Campus Services
Mary McDonald	School of Medicine

35 Years of Service

Patsy A. Bryan (Retiree)	School of Medicine
Andy Ewing	Campus Services
Beverly J. Hunter	School of Medicine
Charles Marler	University Technical Services
Peggy M. Plant	Yerkes National Primate Research Center
Cathy Lee Smith	School of Medicine
Betsy K. Tanner	Emory College
Melissa M. Wade	Campus Life

30 Years of Service

Barbara C. Ballisty	University Technical Services
Joe Jean Borowski	School of Medicine
Gwendolyn Gordon	Campus Services
Barbara A. Allen	Rollins School of Public Health
Susan I. Mead	School of Medicine
Jeanne D. Thigpen	Human Resources
Stanley L. Wilson	School of Medicine

25 Years of Service

Linda N. Beard	School of Medicine
Ann Y. Borden	Communications
Eileen E. Breeding	Yerkes National Primate Research Center
Denise D'Agostino Brubaker	Emory College
Ann Buckles	Rollins School of Public Health
Nicole B. Byrd	University Technical Services
Debra Elaine Cohen	School of Medicine
Kimberly O'Brien Comstock	University Technical Services
Gwendolyn Dent	School of Medicine
Katherine F. Egan	School of Medicine
Richard John Gess	University Libraries
Teresa Linn Henderson	Rollins School of Public Health
Marie Hansen	University Libraries
Marianne Hitchcock	School of Medicine
Robert Dale Killian	University Technical Services
Graydon E. Kirk	University Technical Services
Andrea Lewyn Krakovsky	School of Medicine
John Philip Mason	University Technical Services
Matthew S. Merchant	University Technical Services
Paula Mitchell	Emory College
William E. Newnam	Campus Life
Margaret M. Nix	School of Medicine
Curtis Releford	Campus Services
Molly Katherine Verene	Graduate School of Arts and Sciences
William Thomas Watkins	Campus Life
Richard Westrick, Sr.	University Technical Services
Sylvia Wrobel	Office of Exec. VP - Health Affairs
Michael Benjamin Smith	Yerkes National Primate Research Center
Curtis Stauffer	University Technical Services

Energy Reduction Tips

1. Caulk and weatherstrip windows and exterior doors to reduce your heating and cooling costs.
2. Inspect heating and cooling equipment annually or as recommended by the manufacturer.

For more tips on energy reduction or sustainability, visit www.emory.edu/sustainability.

Save the date (and plan for a good time)

Mark Friday, May 16, on your calendar – it is time for Staff Fest 2008!

Staff Fest recognizes the contributions of all staff throughout the year with a festival on the Quad. Join us between 11am and 3pm for lunch, games, music, and prizes.

Staff Fest 2008