



# UHR | Connect February 2019

Vol. 5 No. 2

With the winter season in full swing, we remind staff, faculty, and students how the university's operational status is communicated during inclement weather. Operational status may include delayed openings, closures, or any other schedule changes, due to inclement weather. While [UMD Alerts](#) is the best way to get updates on the university's status during inclement weather, you can also check:

- ❄ UMD homepage ([umd.edu](http://umd.edu))
- ❄ Twitter ([@UofMaryland](#), [@UMDRightNow](#), [@PresidentLoh](#))
- ❄ UMD snowline (301-405-7669 or 5-SNOW)
- ❄ Local news outlets via the internet, TV, and radio

## MSRP Workshops

### Looking to Continue Your Financial Education?

Upcoming workshops in 2019

<b>Feb 15</b>	How much will be enough for my retirement?
<b>Mar 11</b>	Your payout options for retirement.
<b>Apr 12</b>	Smart money moves
<b>May 17</b>	To Roth or not to Roth?
<b>Jun 21</b>	Retiring Well!
<b>Jul 19</b>	Taming the credit monster
<b>Aug 16</b>	The Six Steps to successful investing
<b>Sep 20</b>	Life happens: 10 things you can do NOW to prepare for the unexpected
<b>Oct 4</b>	Did someone say "Taxes in Retirement"?
<b>Nov 15</b>	Under Age 35 and need financial help
<b>Dec 13</b>	Social Security: One piece of the puzzle



**Lynda Course Highlight**  
Project management is a start to finish

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**American Heart Month**  
Two smart options from the Maryland 529 college savings plans.

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**Teen Dating Violence Awareness**

About 1 in 10 teens who have been on a date have also been physically abused by a boy/girl-friend.

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**Development Opportunities**

Check out the latest tracks, and course offerings.

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# February's Lynda Course



## Project Management Foundations

Project management is a start-to-finish approach to getting things done and

making projects more successful. It's a profession, but it's also a set of techniques that anyone can apply to achieve goals and manage project work more effectively. Project management can be used to guide small, simple projects as well as complex enterprise-wide initiatives.



Skill Level  
**Beginner**

3h 20m

Duration

5,809,061

Views

Topics include:

- Defining the components of a project
- What it takes to be a project manager
- Using project management software
- Managing project scope, budget, and schedule
- Managing project resources, including people
- Managing project risk
- Initiating a project
- Identifying and managing stakeholders
- Identifying requirements and deliverables
- Developing a project plan
- Building a project schedule
- Assigning resources to tasks
- Understanding the critical path
- Running the project
- Managing teams
- Monitoring performance
- Closing a project

# American Heart Month



Heart disease is the leading cause of death for men and women in the United States. Heart disease causes 1 in 4 deaths.

The good news? Heart disease can often be prevented when people make healthy choices and manage their health conditions. Communities, health professionals, and families can work together to create opportunities for people to make healthier choices.

Make a difference in your community: Spread the word about strategies for preventing heart disease and encourage people to live heart-healthy lives.

## How can American Heart Month make a difference?

We can use this month to raise awareness about heart disease and how people can prevent it — both at home and in the community.

You can make healthy changes to lower your risk of developing heart disease. Controlling and preventing risk factors is also important for people who already have heart disease. To lower your risk:

- Watch your weight.
- Quit smoking and stay away from secondhand smoke.
- Control your cholesterol and blood pressure.
- If you drink alcohol, drink only in moderation.
- Get active and eat healthily.
- Use spices to season food instead of salt.

## Teen Dating Violence Awareness Month

February is Teen Dating Violence Awareness Month. There's a lot you can do as a parent to prevent teen dating violence and abuse.

About 1 in 10 teens who have been on a date have also been physically abused by a boyfriend or girlfriend in the last year. One of the most important things you can do is keep the lines of communication open with your kids.

Take steps to make a difference:

- Be a role model – treat your kids and others with respect.
- Start talking to your kids about healthy relationships early – before they start dating.
- Get involved with efforts to prevent dating violence at your teen's school.
- If you are worried about your teen, call the loveis respect helpline at 1-866-331-9474 or text "loveis" to 22522.

FRANKLIN COVEY'S

# 7 Habits of Highly Effective People

Created by the Franklin Covey Company and based on one of the best-selling books of all time by Stephen Covey. In this 3 day workshop, you will learn about seven habits that will lead you to be more effective in your work and personal life, truly manage your time by setting top priorities, and get better results from each day?



UNIVERSITY  
HUMAN RESOURCE  
LEARNING & TALENT DEVELOPMENT

**March 1, 8, 15 (Must attend all 3 dates)**


**9:00am-4:30pm**

**1101U Chesapeake Building**

**Learning Fee: \$500**

**Register: [Training.umd.edu](http://Training.umd.edu)**

# February 2019

Mon.	Tue.	Wed.	Thu.	Fri.
				
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4 <a href="#">New Employee Orientation &amp; Welcome</a>	5 <a href="#">LDI (1of7) Leading a High Trust Workplace</a>	6	7	8
11 <a href="#">UHR Benefits: New Employee Benefits Enrollment and Q&amp;A</a>	12 <a href="#">LDI (2of7) Communication Essentials</a>	13 <a href="#">Performance Review Process &amp; Tools</a>	14	15 <a href="#">How Much will be Enough for My Retirement?</a>  <a href="#">HR Power Hour</a>
18 <a href="#">New Employee Orientation &amp; Welcome</a>	19 <a href="#">LDI (3of7) Conflict as Opportunity</a>	20	21 <a href="#">Supervising Students</a>	22
25 <a href="#">UHR Benefits: New Employee Benefits Enrollment and Q&amp;A</a>	26 <a href="#">LDI (4of7) Delegation</a>	27	<div> <p>UHR has all of this and more!</p> <p><b><a href="#">The full catalog</a></b></p>  </div>	

\*\*Dates and Times Subject to Change. Please visit the [training calendar](#) for up-to-date course listings\*\*