



New Employee Orientation: Campus Tour

UHR | Connect May 2018

Vol. 4 No.5

A GREAT PLACE TO WORK

We're looking for New Employee Orientation (NEO) Tour Ambassadors!

Would others describe you as highly enthusiastic about Maryland?

Do you enjoy talking to groups of 20-25 people about UMD traditions and folklore? Are you interested in meeting our newest colleagues? We are looking for a few campus colleagues to lead tours on a rotating basis for New Employee Orientation, which is coordinated by the Learning & Talent Development Unit in UHR! Campus tours depart from the Chesapeake Building every other Monday of each month at 12pm and last approximately until 1:15pm. A DOTS coach bus is used for each campus tour and tour leaders are provided with a tour script and training. Interested?

Contact: Lauren Pazornick, Staff Development Coordinator, lpazorni@umd.edu



Employee Recognition

May 9, 2018 has been declared State Employee Recognition Day.

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DOTS Bike Challenge

Through May 18, DOTS challenges you to leave your car at home and bike to work

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Physical Fitness Month

National Physical Fitness and Sports Month is a great time to spread the word about the benefits of getting active.

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Setting Expectation

4 ½ minute video to help you set clear expectations


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May's Lunch & Learn is nearly full.

[Register Today](#)

The State of Maryland



Proclamation

From the Governor of the State of Maryland

STATE EMPLOYEE RECOGNITION DAY

MAY 9, 2018

- WHEREAS,** *Maryland State employees strive to perform their jobs daily with professionalism to achieve the missions and goals of Maryland State Government; and*
- WHEREAS,** *Maryland State employees make significant contributions to the citizens of Maryland by providing efficient and effective quality service in the areas of public safety, human services, health care, education, transportation, economic development, and recreation; and*
- WHEREAS,** *Maryland State employees continue to be part of "Team Maryland," working to improve our culture of customer service by being friendly and courteous, timely and responsive, accurate and consistent, accessible and available, and truthful and transparent; and*
- WHEREAS,** *Maryland is honored to join other states across the nation during the week of May 7 through May 11, 2018, to extend our appreciation and gratitude to all State employees for their hard work, continued dedication and commitment to excellence.*

NOW, THEREFORE, I, LAWRENCE J. HOGAN, JR., GOVERNOR OF THE STATE OF MARYLAND, do hereby proclaim **MAY 9, 2018** as **STATE EMPLOYEE RECOGNITION DAY** in Maryland, and call this observance to the attention of all citizens to encourage all Marylanders to commend the extraordinary efforts and commitment of our state employees.



Given Under My Hand and the Great Seal of the State of Maryland,
this 9th day of May
Two Thousand and eighteen

Lawrence J. Hogan, Jr.
Governor

Robert K. Lathrop
Lt. Governor

John C. Winkler
Secretary of State

UMD EMPLOYEES

We would like to

**THANK
YOU**

for your dedication, hard work, commitment, and professionalism. Your contributions are invaluable to raising this institution as well as the quality of life throughout the state.

Sleep like a Baby

Many people suffer from sleep deprivation. The human body and brain need sleep for optimal functioning and quality of life. Gain insight on sleep hygiene and proactive strategies to integrate healthy sleep habits as a basic care need. Lunch & Learn will be held on Wednesday, May 2, 2018 in 1101U Chesapeake Building from 12:00 p.m. – 1:00 p.m. Register at training.umd.edu

May is National Physical Fitness and Sports Month

Regular physical activity is good for everyone's health, and people of all ages and body types can be physically active. National Physical Fitness and Sports Month is a great time to spread the word about the benefits of getting active.

Aim for 2 hours and 30 minutes of moderate activity each week. Moderate activity includes things like walking fast, dancing, swimming, and raking leaves.

Did you know that regular physical activity increases your chances of living a longer, healthier life? It also reduces your risk for high blood pressure, heart disease, and some types of cancer.

If you haven't been active before, start at a comfortable level. Once you get the hang of it, add a little more activity each time. Then try getting active more often.

What kinds of activity should I do?

To get all the health benefits of physical activity, do a combination of aerobic and muscle-strengthening activities.

- **Aerobic** ("air-OH-bik") activities make you breathe harder and cause your heart to beat faster. Walking fast is an example of aerobic activity.
- **Muscle-strengthening** activities make your muscles stronger. Muscle-strengthening activities include lifting weights, using resistance bands, and doing push-ups.

Here are just a few benefits of physical activity:

- **Children and adolescents** – Physical activity can improve muscular fitness, bone health, and heart health.
- **Adults** – Physical activity can lower the risk of heart disease, type 2 diabetes, and some types of cancer.
- **Older adults** – Physical activity can lower the risk of falls and improve cognitive functioning (like learning and judgment skills).

How can National Physical Fitness and Sports Month make a difference?

- We can use this month to raise awareness about the benefits of physical activity — and spread the word about fun ways to get moving!
(www.healthfinder.gov)

MAY IS «BIKE» »»MONTH»» National Bike Month



May is National Bike Month, sponsored by the League of American Bicyclists and celebrated in communities from coast to coast. Established in 1956, National Bike Month is a chance to showcase the many benefits of bicycling — and encourage more folks to giving biking a try.

National Bike to Work Week 2018 will be held from May 14–18. Bike to Work Day is May 18!

Whether you bike to work or school; ride to save money or time; pump those pedals to preserve your health or the environment; or simply to explore your community, National Bike Month is an opportunity to celebrate the unique power of the bicycle and the many reasons we ride.

DOTS Spring Commuter Bike Challenge

Through May 18, DOTS challenges you to leave your car at home and bike to work. Participants who log 50 trips through the Smart Commute platform can win one free Chick-Fil-A

sandwich, a free one-year mBike membership, or a raffle ticket for the [Xtreme Bike Commuter Gift Package](#).

To participate in the Spring Bike Challenge:

- Register or login to [Smart Commute](#).
- Join the Bike Commuters Network.
- Start the Bike Challenge under the "Incentives>Active" tab.
- Log those daily bike trips!

Questions? Email SmartCommute@umd.edu

Let Lynda Help

Now that the PRD process is wrapped up for your team, it is the time to set new expectations for the next cycle!

It can be a daunting task and you may want to put it off until the last minute. *Let Lynda help!*

Not only can you watch this 4 ½ minute video titled "Setting clear expectations," which is a module in Improving Employee Performance course, you can also select training videos and courses as part of the Development Plans you are putting together for your team for the next PRD cycle.

Lynda.com LIBRARY Search for the software or skills you want to learn Your name

Business > Communication

Setting clear expectations Name of the video
From: Improving Employee Performance

Contents Notebook Name of the full course

Search This Course

▼ Introduction

Welcome 3m 4s

What do you already know?

▼ 1. Foundations of Good Performance Management

A new approach emerges 5m 47s

Setting clear expectations 4m 31s This video is 4 ½ mins

Performance improvement begins in the hiring process 3m 1s

Establishing a culture of execution 2m 56s

Having a dialogue, not an evaluation 3m 2s

Creating appropriate work spaces

Download and view later

Overview Transcript View Offline Exercise Files

Author Don Phin

Released 3/17/2018 CC

A central goal of any manager is to help their employees produce good work, and enhance their ability to do this work over time. But while the concept of performance management isn't new, the methods used to accomplish it have changed. Today's managers must contend with a variety of different factors, including a shortage of skilled labor and boomers leaving the workforce as millennials enter it.

In this course, join HR expert Don Phin as he shares strategies for creating a culture that encourages high performance as well as best practices for improving employee performance in the modern workplace. Don covers techniques for setting clear expectations, delegating tasks, and managing remote workers. He also explains how to get to the root of poor employee performance and coach both high-performing and low-performing employees.

Topics include:

- Clarifying goals and expectations
- Establishing a culture of execution
- Improving your work environment

Skill Level Beginner

1h 4m Duration

16,040 Views

Print out and complete along with the course

Complete the full course in 1 hour and 4 mins

Course Feedback Help us make your experience better

Login at lyndatraining.umd.edu with your Directory ID & Password

May 2018



Mon.	Tue.	Wed.	Thu.	Fri.
	1 LDI I (2 of 7): Communication Essentials for Supervisors	2 Lunch & Learn Series	3	4
7 UHR Benefits: New Employee Benefits Enrollment and Q&A	8 LDI I (3 of 7): Conflict as Opportunity - For Supervisors	9 Performance review: Process & Tools	10 Keys (1 of 3): Creating a High Trust Workplace	11 Communicate through Conflict – using the TKI® Assessment Report
14 New Employee Orientation & Welcome	15 LDI I (4 of 7): Delegation as Empowerment	16	17 Keys (2 of 3): Communication Essentials	18 UHR Benefits: Your Payout Options for Retirement (2 sessions)
21 UHR Benefits: New Employee Benefits Enrollment and Q&A	22 LDI I (1 of 7): Leading Effective Meetings	23	24 Keys (3 of 3): Conflict as Opportunity	25
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UHR has all of this and more!

The full

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