

TCU HR HELPS  
Professional Development Workshops  
Summer 2009

*Where are you going this summer?*

How about a location where health is on the agenda. Where you're encouraged to grow, communicate, and dream. Where you can learn how to protect your skin and energize your spirit one day, and rev up your job skills and save money the next.

We know just the place.

NEW TO TCU? Start here.

What does it mean to be a Horned Frog? What are your options for careers, activities, projects and associations at TCU? On Tuesday mornings from 8:00 to 11:00 a.m., HR details the vibrant history, diverse culture and resources at TCU. Discover the opportunities main campus has to offer. Hear which benefit plans are available and get help with enrollment. We even point out where to park!

Vital Link Week

June 15-19

Here's your chance to be a young person's vital link to the world. This week, TCU mentors host seventh grade students from Fort Worth schools. The goal? To help kids make the connection between what they learn in school and the real world of work. Students get firsthand experience working side-by-side with TCU professionals, and discover how reading, technology, oral skills, writing and math are crucial to job success. Mentors needed!

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MANAGEMENT INSTITUTE

Are you on the management track? Would you like to be? Join TCU's Management Institute and become a more effective supervisor. Get up to speed on time, career and people management. Our facilitators are professional life coaches, mediators and learning strategists with real-world experience. Attend individual modules, or take all ten. Go Green: save travel dollars, fuel and time, and train at TCU!

Hot Topics from the EEOC  
August 19, 8:30 a.m. – 11:30 a.m.  
Tucker Technology Center Roach Professional Development Center, TTC 139

What's the scoop on EEOC policies under the Obama administration? Are there any new ADA guidelines, wage and hour concerns, ergonomics requirements or unlawful discrimination regs to brush up on? Dallas district office EEOC director Mike Fetzer and deputy director Janet Elizondo tell you all you need to know.

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J U S T   F O R   F U N



Dressing Casually, Choosing Carefully  
June 3, 11:45 a.m. – 1:00 p.m.  
Dee J. Kelly Alumni and Visitors Center, Cox C

Image consultant Keiko Couch, AICI, CIP, knows how to combine comfort with style. Don't miss her practical, fun workshop on how to choose clothing that improves overall look and confidence. A best-selling author in Japan, Ft. Worth's color and fashion expert shows us the four levels of dress and explains how the right clothes can make all the difference.

Coupons 'R' Cash  
July 15, noon – 1:00 p.m.  
Dee J. Kelly Alumni and Visitors Center, Cox C

Coupon queen Ruth Garrett can change your way of shopping! Learn how to save big money on your grocery bill by clipping coupons, stockpiling great buys, and buying items when they're on sale. The GroceriesDirtCheap.com maven shares how she buys food, toiletries and household items for herself, her husband, five children, three cats and a dog, all for just \$70 a week.

Lunch with His Honor, the Mayor  
July 22, noon – 1:00 p.m.

Smith Building, 104A

Find out what's going on in our city and how TCU fits into the picture. Have lunch with TCU's own Bob Bolen, former mayor of Fort Worth. Bob joined the TCU staff in 1991, after his retirement from City Hall. He serves as senior advisor to the Chancellor, where his responsibilities include university public relations and community service.

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F R O G L I F E



Tools to help you be more creative, confident and productive, both at work and at home. The skinny on how to increase your energy through eating well. New research on skin cancer protection, allergy treatments and asthma. And last but not least, things to do just for fun, just for you. Get a new lease on life with [FrogLife](#).

Protecting Your Skin in the Texas Summer Sun  
June 5, 8:30 a.m. – 10:00 a.m.  
Dee J. Kelly Alumni and Visitors Center, Cox C

Dermatologist Dr. John Millns shares life-saving information about preventing skin cancer. In private practice for 25 years and expert in the treatment of skin, hair and nail disorders, John specializes in identifying and treating skin cancers. An associate professor at the University of Florida, John received his medical degree at Ohio State University and trained at The Mayo Clinic. His advice? Don't let the sun keep you indoors: discover how to enjoy the summer in safety.

Farmers Market 101  
July 9, noon – 1:00 pm  
Dee J. Kelly Alumni and Visitors Center, Cox C

Organic food expert and nutrition counselor Allison Reyna returns to demonstrate how to shop a Farmers Market and how to use the produce you buy. Easy and delicious recipes included!

Farmers Market Friday  
June 12, July 24, August 28  
10:00 a.m. – 3:00 p.m.  
Dee J. Kelly Alumni & Visitor Center Parking Lot

North Central Texas Farmers Market Corporation brings the bounty to TCU! Food shopping doesn't get better than this. We'll kick off the summer growing season with the best of local veggies, herbs, honey, cheese, breads, and fruits. Celebrate the summer harvest and support Cowtown farmers right here on campus.

Library Open House  
June 12, noon – 1:00 p.m.  
Library Conference Room

The library just built a new addition: a book collection devoted to your health. Topics range from diabetes care to child rearing, and from exercise to stress management. A couple of titles to tempt you: *Office Yoga* by Darrin Zeer, and *The Oxford Companion to Food* by Alan Davidson. Alysha Sapp, TCU's Reference & Instruction Librarian for Nursing & Health Sciences, will be our guide in today's Open House.

Breakfast with Amy  
June 16, 8:00 a.m. – 9:00 a.m.  
Dee J. Kelly Alumni and Visitor Center, Cox C

Pop-tarts are not on the menu! Registered dietitian Amy Goodson reveals the importance of low-sugar, nutritious ways to start the day. As sports dietitian for TCU Athletics and Ben Hogan Sports Therapy Institute, Amy plans pre/post-game meals for teams, writes training table menus, and works on a variety of sports nutrition resources for athletes. She is a member of the American Dietetic Association, Texas Dietetic Association, and SCAN (Sports, Cardiovascular, and Wellness Nutritionists).

Breakfast with Amy  
August 6, 8:00 a.m. – 9:00 a.m.  
Dee J. Kelly Alumni and Visitors Center, Cox A

Mama was right: breakfast is the most important meal of the day. Registered dietitian Amy Goodson is back again to teach us just how important breakfast really is for energy and general health. As sports dietitian for TCU Athletics and Ben Hogan Sports Therapy Institute, Amy plans pre/post-game meals for teams, writes training table menus, and works on a variety of sports nutrition resources for athletes. She is a member of the American Dietetic Association, Texas Dietetic Association, and SCAN (Sports, Cardiovascular, and Wellness Nutritionists).

T'ai Chi Ch'uan  
Mondays, June 8, July 13 and August 10  
7:45 a.m. – 8:15 a.m.  
Library Lawn

Justin Harris, owner of Shui Long Martial Arts, returns to TCU this summer to teach the basics of T'ai Chi Ch'uan. T'ai Chi Ch'uan emphasizes the development of internal force and energy flow for health, self-defense, and mental acuity. Come and learn this 'soft style' martial art, practiced in China for centuries to improve physical and mental stamina. Meet outside the library at 7:45 a.m. and prepare to meet your day.

Nothing to Sneeze At: Asthma and Allergies  
June 11, noon – 1:00 p.m.  
Dee J. Kelly Alumni and Visitor Center- Cox C

Asthma and allergies strike one in four Americans. Find out about current treatments, common triggers, and prevention techniques for asthma and allergies with Kathleen White, RN, MSN, CPNP. Kathleen lectures in the Harris School of Nursing and is a pediatric nurse practitioner at Cook Children's Medical Center. She has 27 years of pediatric clinical experience, including five years as RN liaison with Fort Worth Asthma and Allergy Associates.

What Can JPS Do For You?  
August 11, 3:30 p.m. – 4:30 p.m.  
Dee J. Kelly Alumni and Visitor Center, Cox C

It's not your grandfather's hospital anymore! Find out what services John Peter Smith Hospital offers to Tarrant County residents with community health advocate Gail Warren. Learn about JPS' efforts to improve the health of those it serves in all 40 Tarrant County locations. And find out about JPS Connection: reduced cost health care to Tarrant County residents who qualify.

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## WHAT'S ON YOUR BOOKSHELF?



### Lunch included

One of the best things about reading is sharing your favorite titles with other book-lovers. If you're a reader who's interested to hear what other folks find worth reading, this is the lunchtime session for you. Come hungry, and not just for words: Lunch is on the house this summer, with menus that match the topics.

### Relaxation Reads

June 10, noon – 1:00 p.m.

Dee J. Kelly Alumni and Visitors Center, Cox C

Books offer us all the chance for armchair travel. Join colleagues for an informal discussion of the best places to go in print. HR staff will be on hand with books from their favorite vacation spots, from New York City to Oklahoma and Hollywood to New Orleans. It's a lunch hour sure to make you want to book a flight under your best reading lamp.

### Linda Moore's Top 5 Favorite Books

July 8, noon – 1:00 p.m.

Dee J. Kelly Alumni and Visitors Center, Cox C

Linda Moore, professor and social work department chair at TCU, reads at least one book of fiction a week for her health. What better way to learn, laugh, and light out for the hills than to lose oneself in a book? In this lively celebration of reading, fellow book lover and director of employee relations Shari Barnes interviews Moore about her favorite therapy.

Critics' Corner  
August 5, noon – 1:00 p.m.  
Dee J. Kelly Alumni and Visitors Center, Cox C

Reading can be expensive these days. It's a good idea to see what the critics are writing about the newest fiction and non-fiction before you buy. We've got an even better idea. Come and hear what library staff and TCU Press say in person. While you're there, enter our drawing for the chance to win copies of recent award-winners and best sellers!

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F O C U S   O N   B E N E F I T S



Our monthly Press "O" series is your opportunity to speak with a representative -- in person -- about TCU benefits and how to maximize them.

PFCC Returns to Campus  
July 16, 8:00 a.m. – 5:00 p.m.  
Location: Dee J. Kelly Alumni and Visitors Center

PFCC representative Eugene Fisher makes another visit to TCU to talk to faculty and staff interested in the Pension Fund of the Christian Church. Watch for details about making individual appointments with Eugene.

Social Security Rules of the Road  
July 7, noon – 1:00 p.m.  
Dee J. Kelly Alumni and Visitors Center, Cox C

When should you begin to collect social security? How do you file for disability or

spouse benefits? Learn how to drive safely over the winding roads of disability, retirement, spouse benefits and Medicare. Tom Clark, public affairs specialist for the SSA's Fort Worth office, puts you behind the wheel in this important class.

#### C I G N A   O N   C A M P U S



#### CIGNA on Campus

June 10, 1:00 p.m. – 5:00 p.m.

HR Conference Room

Here's your chance to have all your health insurance questions answered. Vilma Perez will be on campus this afternoon to help those who have questions about health insurance claims. Get crucial information about your health benefit. No appointment necessary.

#### CIGNA Telephonic Seminars

Just pick up the phone to take advantage of these free monthly wellness seminars. Valuable health care tips from your EAP. Available to all TCU employees and their families, regardless of participation or eligibility for any other TCU benefit.

June 10: Sleep Well: How to Get a Good Night's Sleep

Confirmation Code 3490220

July 8: Choosing Child Care for All Seasons

Confirmation Code 4295370

July 29: Manager's Guide to EAP

Confirmation Code 4929130

August 12: Know Your Numbers: A Guide to Understanding Your Health Status  
Confirmation Code 7064694

August 26: Today's Economy: Adjusting to Changes  
Confirmation Code 8742565

All calls begin at 1:00 p.m. Central Time and last one hour. Please pre-register at

<http://www.premconf.com/webrsvp>

at least 48 hours before the conference. You will need the confirmation codes above. The dial-in number will be provided to you in your registration confirmation e-mail. Handouts will be available to download from the registration site. A recorded playback of each seminar will be available starting an hour after the seminar until midnight on the 10th day from the teleconference date. The dial-in number and pass code for that service will be available on the registration website.

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#### HOW - T O   K N O W - H O W



How to Achieve Your Dream Career  
June 17, noon –1:00 p.m.  
Smith Building, 104A

Former Ford model and Fort Worth resident, Deborah Rogers, shares her passion for creating delicious farmstead cheese. Hear Deborah chart her extraordinary life journey from fashion model to financier to goat farmer. Learn how to take that leap of faith and create the career of your dreams! Lunch will include samples of some of Deborah's own delicious goat cheese.

How to Get "Linked-in"  
June 19, noon – 1:00 p.m.  
Smith Building, 104B

Improve your networking skills and ramp up your career with LinkedIn.com. Valerie Riefenstahl introduces this useful website and demonstrates how to maximize its potential. Valerie is an adjunct professor at Evergreen College and lead instructor of LinkedIn classes for Business Online Networking. Attend this informative class and discover the various ways that you can use the Internet to market and connect.

How to Weather a Financial Storm  
Friday, June 12, 8:30 a.m. – 10:00 a.m.  
Dee J. Kelly Alumni and Visitors Center, Cox C

Kelley Kimmel returns to TCU to talk about holding on to assets in a bear market. Find out whether hibernation is the best policy in these grisly financial times. Kelley is an independent financial services representative with Principal Financial Group. She is on the board of directors of The National Association of Women Business Owners Dallas/Fort Worth.

How to Use Photoshop  
July 24, 1:00 p.m. – 4:00 p.m.  
Extended Education Computer Lab, Secrest/ Wible Building

Master photographer and TCU photo instructor Dick Lane returns to teach this popular class on Adobe Photoshop. Hands-on course will teach you how to enhance and manipulate images for print and web. Discover the crop tool and palettes, and how to dodge, burn, sharpen and smudge. Class size is limited to 14 – enroll early!

How to be Credit Smart  
June 8, 11, 15, 18, 22, 25, 29  
July 6, 9, 13, 16, 20  
HR Conference Room 4:00 p.m. – 5:00 p.m. (all days)

Increase your financial literacy with Tip Top Employee Program's Credit Smart. Learn how to manage your money and credit to maximize your future potential. Each session builds upon basic financial concepts, so you'll never feel out of your depth. Come and learn how to assure financial success now and in the future.

How to Achieve Personal Change – Fred Pryor Seminar  
August 12, 8:00 a.m. – 3:30 p.m.  
Tucker Technology Center Roach Professional Development Center, TTC 139

Carl Flowers, experienced speaker and presenter for over 35 years, demonstrates skills and examples necessary to face the future with confidence! Gain insight into the barriers that cause resistance to change. Learn to flip negative thinking into positive action and cultivate faith in your abilities. Forget your fears and embrace transition in this lively Pryor seminar. How can a one-day course change your life? Come and see for yourself.

How to De-Clutter Your Office  
August 26, noon – 1:00 p.m.  
Dee J. Kelly Alumni and Visitors Center, Cox C

Is your office a monument to chaos? Don't let it get the best of you! Regain control with GO System trainer Debbie Hoover, and make your workspace run like clockwork. Debbie reveals new ways to keep your desk from breeding paper, a sure-fire way to improve your life. Debbie is owner and co-founder of Back on Track! Solutions, a member of the National Association of Professional Organizers, and a certified GO (Get Organized) System Trainer.

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BOOK STUDY



*Five Dysfunctions of a Team*  
Wednesdays, June 24 and July 1  
noon – 1:00 p.m.  
Human Resources Conference Room

Come join in as we discuss the book, *Five Dysfunctions of a Team*, by Patrick Lencioni. Improve morale, connect with colleagues, and do more in less time. Learn to work as a team. Susan Oakley presents Patrick Lencioni's book, fleshing out the five things that can cause a team to flounder. Susan is a trained mediator and HR's

manager of training. She is a frequent speaker and facilitator, and dedicated team worker.

*Healthier at Home, the Proven Guide to Self-Care and Being a Wise Health-Consumer*  
August 19, noon – 1:00 p.m.  
Smith Building, 104 A

Not many doctors will tell you to stay home and read a book. TCU Health Center physician, Jane Torgerson, MD, FACEP, says that many visits can be avoided by using common sense. To augment that, she recommends Don Powell's reference book *Healthier at Home, the Proven Guide to Self-Care and Being a Wise Health-Consumer*, with its up-to-date advice on over 200 health topics. Dr. Torgerson earned her Doctor of Medicine degree from the University of Utah School of Medicine.

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#### CRUCIAL CONFRONTATIONS



June 1, 8, and 15  
noon – 5:00 p.m.  
Tandy Board Room, Tandy Hall 120

Lunch provided prior to each class.

How do you say what needs to be said while avoiding an argument with a boss, child, or relationship partner? Discover how to navigate through high stakes conversations by getting people to lower their defenses, creating mutual respect and understanding, increasing emotional safety, and encouraging freedom of expression. Skills learned in this course will prepare you to work through any high impact situation with confidence.

Join Susan Oakley, TCU's manager of training, and Dr. Rhonda Keen, for this excellent class. Susan has 20 years of HR experience and is certified to conduct court ordered mediations in Texas. Rhonda has taught at TCU since 1982, in both the Nursing and Women's Studies programs. Both are certified instructors of Crucial Confrontations dialogue training.



The mission of the TCU Wellness Program is to educate, support, and empower faculty, staff, dependents, and retirees to improve and maintain their overall health and well being through healthy lifestyle choices. You'll find wellness health courses, challenges and events throughout the year. Check the Wellness website for a calendar of upcoming events, as well as articles on diet and exercise, breaking medical news and links to vetted health sites. You can keep up with all the FrogLife and Campus Rec Center offerings there, too. At [www.wellness.tcu.edu](http://www.wellness.tcu.edu).

#### June-Home Safety Month

How to pack a healthy lunch

House hazards

Events: Wellness library, fresh fruit day

Challenge: 10,000 steps

#### July-UV Safety Month

Event- Light the Night for Sight-canned food collection

Challenge: Wellness bingo

#### August-Cataract Awareness Month

Healthier at Home book review: get your free copy

Event: TCU's walking map

Challenge: fruit and vegetable

#### HOW TO REGISTER

Enrollment limited to TCU employees. All courses are offered at no cost, unless noted otherwise. Please enroll through employee self-service\* at

<https://my.tcu.edu>

or call 817.257.5103.

\*Need Help? Please follow these directions:

- 1) After signing on to my.tcu.edu, click on "Employee Self-Service"
- 2) Choose "Employee Self-Service Home"
- 3) Scroll down to "Request Training Enrollment"
- 4) Choose preferred method of finding a course from the following choices:  
"Course Name," "Course Number," "Location," "Date"
- 5) At the next screen, click on the yellow "search" button
- 6) Choose your desired course by viewing available sessions
- 7) Click the "continue" button to submit your training request
- 8) At the next screen, click "submit"
- 9) Click "ok" to save and, if desired, print confirmation page
- 10) To exit, click on "Request Training Enrollment," then "Return to HR Self Service Home"

TCU

Learning to change the world

Office of Human Resources

Texas Christian University