A GREAT PLACE TO WORK

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)
- Twitter (@UofMaryland, @UMDRightNow, @PresidentLoh)
- UMD snowline (301-405-7669 or 5-SNOW)
- Local news outlets via the internet, TV, and radio

Below is a list of travel tips from FEMA

- Follow Directions from local officials
- Only travel if necessary
- Keep gas tank full and get care serviced before winter months

Build an emergency car kit

- Charged cellphone and portable charger
- Snack food and water (for each passenger and pet)
- Flashlight and extra batteries
- First aid kit
- Basic tool kit
- Jumper cables, emergency flares and flags
- Warm clothes and blankets
- Road salt and/or sand
- Shovel and ice scraper

Lunch & Learn Series
Learn about the good and bad fat in your diet.

Pre-Retirement Webinars
Pre-retirement webinars back this spring.

American Heart Month
Strategies for preventing heart disease and living heart healthy.

Performance Reviews
Tips on preparing final PRD evaluations and meetings.

Taking Action
Reach your training goals with these custom course listings.
February’s Lunch & Learn

February’s Lunch & Learn topic is Know your Fats. Fats are an important part of a healthy diet. It’s easy to get confused about good vs. bad fats. Learn how to identify the different fats, how to make sensible fat choices, and know what your cholesterol numbers mean. The Lunch & Learn will be held on Wednesday, February 7, 2018 in 1101U Chesapeake Building from 12:00 p.m. – 1:00 p.m. Please register at training.umd.edu.

You can find all the course details in our new catalog and register at training.umd.edu.

State Retirement Pre-Retirement Webinars

The State Retirement Agency is offering Pre-Retirement Webinars this spring. You can participate in the webinar if you are in the State Pension, State Retirement, or LEOPS retirement plan.

Pre-retirement webinars provide a general overview of MSPRS benefits - including a general description of retirement eligibility and benefits provided by the Maryland State Retirement and Pension System.

Here’s the schedule:

**LEOPS**
- Thursday, February 8, 2018, 10:00 a.m. – 11:00 p.m.

**Employees and Teachers Retirement Systems**
- Thursday, February 15, 2018, Noon –1 p.m.
- Thursday, March 15, 2018 10:00 a.m.–11:00 p.m.
- Thursday, April 5, 2018, 10:00 a.m.–11:00 p.m.

February is American Heart Month

Heart disease is the leading cause of death for men and women in the United States. Every year, 1 in 4 deaths are caused by heart disease.

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.

REGISTRATION Links:
- [Maryland State Retirement and Pension Seminars](#)
- [Employees and Teachers Retirement Systems](#)
- [LEOPS](#)

CONFIRMATION:
An email confirmation will be sent to participants.

SEMINAR CANCELLATIONS:
Participants will be notified by email of any schedule changes or cancellations.

Questions? Please do not hesitate to contact Member Services at 410.625.5555 or 1.800.492.5909 or sra@sra.state.md.us
Here are just a few ideas:

- Encourage families to make small changes, like using spices to season their food instead of salt.
- Motivate teachers and administrators to make physical activity a part of the school day. This can help students start good habits early.
- Ask doctors and nurses to be leaders in their communities by speaking out about ways to prevent heart disease.

**2018 PRD Final Performance Reviews**

The end of the 2017-2018 Performance Review & Development Cycle (April 2017 through March 2018) is quickly approaching. This opportunity is used to discuss staff performance during the entire 12-month cycle and to discuss professional development opportunities for the next PRD review cycle. Supervisors are encouraged to begin preparing to conduct final PRD evaluations. Instructions and applicable timelines for completing PRD evaluations will be communicated in the coming weeks.

In preparation for final PRD evaluations and meetings, consideration of the following tips and best practices are recommended.

Final Reviews:

- No surprises.
- Performance ratings should be based upon position descriptions, PRD goals, actual performance, and ongoing communication between the employee and supervisor.
- Focus on all of the most critical job functions listed in the employee’s position description and PRD.
- Consider performance throughout the entire rating period – both good and opportunities for improvement.
- Note and discuss specific performance examples.

- Utilize the Employee Self-Assessment.
- Make the final PRD meeting interactive; a two-way conversation.
- Expectation Setting for Next Cycle:
  - Establish an action plan with specific dates for all training and development.
  - Ensure that performance goals are consistent with employee position descriptions and realistic.
  - Supervisors should ask the employee for help in identifying development opportunities, when practicable.
  - Schedule regular meetings between supervisor and employee to ensure ongoing communication.

For more information about the PRD process, register for [PRD training](#). PRD training is offered the 2nd Wednesday of every month. Also, keep in mind that UHR offers additional training for supervisors and non-supervisors which can be found at [training.umd.edu](http://training.umd.edu) and through the Lynda.com e-learning library at [lyndatraining.umd.edu](http://lyndatraining.umd.edu).

For questions about the PRD process, please contact Staff Relations at 301-405-0001.

**Host a Food Donation Box for Good Neighbor Day**

The 7th Annual Good Neighbor Day service event is on April 7, 2018 and the Office of Community Engagement is excited, as always, to include a food drive.

The UMD Campus Pantry provided emergency food to over 250 Terps during the Fall 2017 semester and the College Park Community Food Bank serves over 125 families a month. In order to do this great work, they need your help!

If you are interested in hosting a donation box for your building or office, please send the following information to Sarah D’Alexander ([sedalex@umd.edu](mailto:sedalex@umd.edu), x51941):
The name, email, and phone number of the individual who can monitor the box and spread the word to get donations.

The room number or specific description of where you would like the box placed.

The drive will begin on Monday, March 12th and the boxes will be picked up on Wednesday, April 4th. This is just one of the many projects that Good Neighbor Day features. If you would like to learn more, please go to: https://oce.umd.edu/good-neighbor-day

The Office of Community Engagement looks forward to your participation!

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**GOOD NEIGHBOR DAY**
MARYLAND IN SERVICE TO THE COMMUNITY
Office of Community Engagement

**FOOD DRIVE ‘18**

We are collecting...

Clear, canned, and boxed food and drink items

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<thead>
<tr>
<th>Low Sodium Canned or Dried Soups</th>
<th>Pasta Sauce</th>
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<tr>
<td>Canned Fish or Poultry</td>
<td>Baby Food or Formula</td>
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<td>Peanut Butter</td>
<td>Canned Fruit</td>
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<td>Dried Pasta, Rice, Grains or Beans</td>
<td>100% Fruit Juice</td>
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<td>Cereal (low sugar)</td>
<td>Low Sodium/No Salt Added</td>
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<td>Canned Vegetables or Beans</td>
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<td>*Reusable Grocery Bags</td>
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No expired, opened, dented, broken or glass containers

...to benefit

[UMD Campus Pantry]
[College Park Community Food Bank]

Host a box and donate from March 12th to April 4th

For more information visit: oce.umd.edu/good-neighbor-day
We asked, you answered

We sent out a survey asking about your training goals. Lynda.com can IMMEDIATELY meet your Technology training needs!

Lynda.com has all of this and more!

Excel 2016 Essential Training

Ethical Hacking: Perimeter Defenses

Google Sheets: Advanced Tips

Access 2016

Cisco Certification Prep

Adobe Illustrator for Non-Illustrators

CompTIA A+ Certification Prep

PowerPoint Weekly Tips

Motion Graphic Design

At your fingertips!

What are you waiting for?

Click a Title on the left, enter your Directory ID and Password, and GO!

Or go to lyndatraining.umd.edu and SEARCH for ANYTHING you need - ANYTIME!
We asked, you answered

Your responses to the survey also showed that we have many classroom sessions to meet your training goals in 2018.

- Leading a High Trust Workplace (LDI I-7)
- So You Want to be a Supervisor?
- Communication Essentials (Keys 2 of 3)
- Wellness Wednesdays: Herbs & Natural Foods
- Let’s Focus on Your Strengths (CliftonStrengths)
- FMLA: Using and Administering Family Medical Leave
- LDI II Champion Leadership
- Communicate through Conflict (TKI)
- Master Facilitator
- Creating a High Trust Workplace (Keys 1 of 3)
- Delegation as Empowerment (LDI 1-4)
- Supervisor’s Engagement Toolbox

UHR has all of this and more!
# February 2018

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<td>Tips for Achieving Financial Independence (age 35 &amp; Younger)</td>
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**Dates and Times Subject to Change. Please visit the training calendar for up-to-date course listings**