Good afternoon -- March has begun and roared in like a lion and hopefully, will go out like a lamb if this week is any indication.

**In this monthly newsletter, please find:**

1. New process for Criminal Background Checks
2. Attached flyers from LifeMatters on these topics: Caregiver Stress, Cutting Debt, Estate Planning and Stressbusters
3. Upcoming training sessions
4. Upcoming WorkLife Balance Webinars available from [www.mylifematters.com](http://www.mylifematters.com) - Use SOWI as the password.

1. **UW System has contracted with GIS to conduct Criminal Background Checks.** We are working with GIS to automate the process and individuals with checks more than 4 years old will be receiving an email to complete entry of necessary personal information. The 4 year recheck is mandated by Board of Regent policy 20-19.

2. **Upcoming Training Sessions -- Please register for the following sessions on our Events Calendar.**

**MARCH:**

**STRESS MANAGEMENT TRAINING:** Thursday, March 10, 2016 - University Room South, Markee Pioneer Student Center at 1-2 p.m. Develop a general understanding of stress and learn ways to manage stress that you encounter every day.

Content includes:
- The stages and causes of stress
- Physical, behavioral and emotional symptoms which indicate that someone is experiencing stress
- Self-care, quick relaxation techniques and stress management resources

**CONFLICT RESOLUTION TRAINING FOR SUPERVISORS OF UNIVERSITY STAFF, ACADEMIC STAFF AND FACULTY:** Thursday, March 10, 2016 - University Room South, Markee Pioneer Student Center at 2-4 p.m. When you register, you are signing up for both sections. If you are unable to stay for the whole two hours, you are free to leave after the first hour.

This training is a two-part program. Part one of the presentation is to provide supervisors with the knowledge to recognize causes of workplace conflict, how to facilitate conflict resolution,
and how to manage the work relationships once the conflict has been resolved. Legal counsel will provide practical steps and techniques that can help promote a more cohesive work environment.

The second part of the program is to provide supervisors with additional communication tools that will assist a supervisor in having effective and productive discussion with employees who may be confrontational, disruptive and/or frustrated due to work-related concerns or disputes.

**BOOSTING STAFF MORALE – Supervisory Empowerment Series (Supervisors of University Staff, Academic Staff and Faculty):** Wednesday, March 16, 2016 – Nohr Gallery, Ullsvik Hall from 11:30 a.m.-1 p.m. This is a luncheon meeting. From time to time, you might find your staff suffering from low morale. Budget cuts, declining profits and layoffs are often the culprits, but reorganizations, canceled projects and extended work schedules can contribute to poor attitude as well. This session will help managers recognize low morale and offer suggestions to keep employees motivated and engaged.

Content includes:
- Signs of low morale
- Cost of low morale
- Causes of low morale
- Tips for improving morale

**APRIL:**

**DEVELOPING CHAMPIONS AT WORK – Supervisory Empowerment Series (Supervisors of University Staff, Academic Staff and Faculty):** Friday, April 1 – Nohr Gallery, Ullsvik Hall from 11:30 a.m.-1 p.m. This is a luncheon meeting. Developing champions in the workplace could be compared to successful athletes or scholars. Not everyone is ready to move into a new position at any given time. This session will assist managers with identifying qualities that may indicate potential leaders.

Content includes:
- Valuing employees
- Sharing vision
- Building trust
- Delegating authority

**GETTING THE MOST OUT OF YOUR LIFE:** Wednesday, April 6, 2016 - University Room South, Markee Pioneer Student Center at 10-11 a.m. Often people get caught up in the hectic pace of life. What they really desire is a simpler, more meaningful life. Content includes: Assessing your values, commitments and time, simplifying your life, and seven strategies for happiness.

**HUMAN RESOURCES AND WORKPLACE UPDATES:** Tuesday, April 12, 2016 - Platteville West - Markee Pioneer Student Center from 11-Noon. Learn about updates in the Human Resources
department, University Personnel System (UPS), Employee Assistance Program (EAP), and changes in the recruitment process.

**EFFECTIVE MEETING PLANNING: Supervisory Empowerment Series (Supervisors of University Staff, Academic Staff and Faculty):** - Wednesday, April 13 from 11:30 a.m.-12:30 p.m. in Nohr Gallery, Ullsvik Hall. This is a luncheon meeting, so please feel free to bring your lunch. Meetings continue to be an important part of conducting business. Research indicates that over 50% of meeting time is unproductive. Therefore, it is crucial to examine ways to improve their effectiveness.

Content includes:
- Effect of unproductive meetings
- Why do we continue to have them
- Effective meeting tips
- Effective meeting leaders
- Evaluate meetings
- Keeping on track

**PROGRAMS AND BENEFITS FOR DISLOCATED WORKERS:** Thursday, April 14 from 1-3 p.m. in the Platteville Room in the Pioneer Student Center. The Wisconsin Rapid Response Team will explain the programs and benefits available for dislocated and other workers who are or may be affected by the budget cuts.

**FUNDAMENTAL MANAGEMENT SKILLS- Supervisory Empowerment Series (Supervisors of University Staff, Academic Staff and Faculty):** - Thursday, April 21—11:30 a.m.-1 p.m. in Nohr Gallery, Ullsvik Hall. This is a luncheon meeting, so please feel free to bring your lunch. A work environment based on trust is key to improved performance and relationships. This workshop is ideal for new managers or as a refresher for seasoned managers.

Content includes:
- How to gather information to better understand employees through personal observation and feedback
- Understanding the needs of employees and creating a climate of trust
- Steps to developing, measuring and evaluating performance
- Conducting a performance evaluation meeting

**BIOMETRIC SCREENING FOR WELLNESS INCENTIVE:** Tuesday, April 26 from 7 a.m.-Noon in Velzy Commons. You are eligible to receive a $150 reward from your insurance provider for completing your biometric screening and online Health Survey. Register for your on-site screening today to start the process! Visit https://register.wellness-inc.com/stateofwi or call (877) 818-5826 to register. This Health Risk Assessment event is open to ALL State of Wisconsin employees and their spouse/domestic partner. Your Well Wisconsin benefits are taxable.

**MOTIVATE, MANAGE AND LEAD- Supervisory Empowerment Series (Supervisors of University Staff, Academic Staff and Faculty):** - Thursday, April 28 from 11 a.m.-12:30 p.m. in Nohr
Gallery, Ullsvik Hall. This is a luncheon meeting, so please feel free to bring your lunch. On a daily basis, managers are challenged to motivate and lead their workgroups. The key to managing successfully is building trusting and respectful relationships with employees. Content includes:
- Recognizing the challenges of leading people
- Using planning/motivation to maintain control
- Identifying how to approach performance issues
- Trust building techniques
- The importance of relationships

**MAY:**

**FAMILY AND MEDICAL LEAVE ACT (FMLA):** Thursday, May 19, 2016 from 1-2 p.m. in the University South Room, Markee Pioneer Student Center. In this informational session, you will learn about what Family Medical Leave Act is and how it entitles employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

*Please register for any of the sessions above on our [Events Calendar](#).*

3. Upcoming WorkLife Balance Webinars can be found on [www.mylifematters.com](http://www.mylifematters.com) under Workplace Consultation – click on launch button. Use code *SOWL* for Password. Find Browse Topics area and the webinars tab > upcoming webinars. Register for live webinars the time indicated on [www.mylifematters.com](http://www.mylifematters.com)

**MARCH:** Summer Planning for Your Children: March 15 at 11 a.m. central time. The summer may seem far off, but now is the time to staring thinking about creating a rich and rewarding summer experience for your child. This webinar is designed to help you assess your child's needs, interests, and developmental stage, while you define and explore different summer options.

**APRIL:** Five Buckets Principle: April 19 at 11 a.m. central time. Is it possible to meet the competing demands of job, family, friends, school and work? The resounding answer is yes! In this webinar, you will learn the Five Buckets Principle of work-life balance, which focuses on identifying priorities, making choices and managing expectations.

**MAY:** Caring for Aging Parents – available as a pre-recorded webinar
Communicating in Relationships: 5 Steps to the Best Fight Ever: Tuesday, May 17 at 11 a.m. Central. Wouldn’t it be great if you could express yourself well in a fight and ask for what you really want and need? In this practical, research-inspired workshop you will learn how to transform your next conflict into a conversation that leaves both parties feeling heard and respected.

If you have any questions, please don’t hesitate to ask. Have a great day!

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