

<b>Topic</b>	<b>Offerings</b>	<b>Description</b>	<b>Contact Information</b>	<b>Frequency/Specific Dates</b>	<b>Curriculum Development</b>
<i>Office of Faculty</i>					
Wellness	Information and Conversation Sessions	The OWISM hosts Information and Conversation sessions four times each year. These sessions are informal and open to all SOM women faculty. Topics for these informal sessions have been solicited from faculty members, and have included: work life balance, advancement, feeling valued, childcare, and navigating the SOM system.	Office of Women in Science and Medicine (OWISM) Joanne Drake (jdrake5@jhmi.edu)	2-3x annually, on hold	
Wellness	Work Life Intersection Series	The OWISM has teamed up with the Office of Work, Life and Engagement to develop a series of interactive sessions for women faculty to discuss issues and learn about available resources related to work/life intersection. These informal workshops will be facilitated by Meg Stoltzfus, LCPC, Lifespan Services Manager. This program will provide an interactive forum for women faculty to discuss these complex issues with other faculty and receive important information about services which are available to them.	Office of Women in Science and Medicine (OWISM) Joanne Drake (jdrake5@jhmi.edu)	2-2x annually, Spring and Fall	
<i>Office of Faculty Development</i>					
Wellness	Hidden Treasures of Hopkins Benefits	HR Reps offer comparison of benefits to peer-institutions	David Yousem (dyousem1@jhmi.edu) Associate Dean for Professional Development	Per Request	
Wellness	Workshop: "Time Management: How to create 5 extra hours a week for your use"	How often do you say to yourself, "If only I had more time!" or "Where did the time go?" Are you behind on your big ticket projects? Do you look at others and ask "How do they get it done?" This course provides you with the skill set to create time in your day, remove extraneous baggage from your schedule and be much more productive per unit time. Based on lessons from Stephen Covey's "Seven Habits", Kerry Patterson's "Change Anything", and Brian Tracy's "Eat that Frog", the seminar will help you to create 5 extra hours of productive time in a week.	David Yousem (dyousem1@jhmi.edu) Associate Dean for Professional Development	Per Request	
Wellness	Finding and cultivating joy at work	Academic Medicine has never been more stressful! There are increasing demands and decreasing resources to meet patient volumes, acquire funding, produce scholarship, teach and mentor trainees, build programs, perform administrative tasks, and adhere to numerous compliance-related requirements. So where's the happiness and joy in our daily lives? Come to this session to remind yourself why you do what you do You'll leave with at least one tool you can use to infuse joy in your work.	David Yousem (dyousem1@jhmi.edu) Associate Dean for Professional Development	Per Request	

*Talent Management*

Wellness	Pre-Retirement Planning - (Faculty and Senior Staff Only)	The Johns Hopkins University Pre-Retirement Planning Seminar for faculty and senior staff is a free, one-day seminar offered in order to provide the University faculty and senior staff with solid information that can assist them in developing individual retirement plans. Speakers will present information and facilitate discussions on a variety of topics including legal considerations (including trusts and estates), and personal financial and retirement planning. You are welcome and encouraged to bring your spouse, a family member or close friend to attend as our guest.	Office of Work, Life and Engagement 1101 East 33rd Street, Suite C-100 Baltimore, MD 21218  Telephone: 443-997-7000 Email: <a href="mailto:worklife@jhu.edu">worklife@jhu.edu</a>	Ongoing	
Wellness	Getting and Staying Organized	Feeling inundated by your inbox? Don't have time for an intensive course in Outlook? Join us for a session with an expert in Outlook 2013 to learn tips and tricks for managing your Outlook emails, calendar and tasks more efficiently.	Carolyn Cook ( <a href="mailto:carolyncook@jhu.edu">carolyncook@jhu.edu</a> )	Annually, Nov	

*University at Large*

Wellness	HR Essentials	Newly hired, newly promoted leadership	<a href="mailto:odrequest@jhmi.edu">odrequest@jhmi.edu</a>		Establishing Relationships; Navigating Organizations; Promoting Diversity and Inclusion; Holding Self and Others Accountable
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