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LEARNING & TALENT DEVELOPMENT NEWSLETTER
DECEMBER 2018

UPCOMING COURSES
December 19th
Travel Rules and Requirements

January 3rd
PCard Holder Training
Intro to ESE

January 9th
Hazardous Materials Incidents
Financial Systems Introduction
Intro to ESE

January 10th
Hazardous Materials Incidents
GEMS Appointment Training
Intro to ESE

January 11th
Safe Zone: Education Part One
Foundation Financial Tools
OASIS Holds, Permitting, and Registration

January 14th
Essential Personnel Supervisor
Safe Zone: Education Part Two

January 15th
Hazardous Materials Incidents
EHS Lab and Research Safety
GEMS Recruiting Solutions

Enjoy Your Winter Break!

Holidays can sometimes overwhelm us, with shopping, decorating, or traveling piling up on our to-do lists. But we also have an opportunity during our upcoming winter break to recharge and refocus for the new year. If you’re not convinced you can or should unplug and unwind over the holidays, read this article which spells out all the reasons taking a breather is absolutely essential.

We look forward to assisting you with your or your team’s training and professional development needs in 2019!

Managers’ Corner

According to the Pew Research Center, millennials became the largest generation in the US labor force in 2016. While the millennial generation may be stereotyped by other generations as flighty and entitled, managing them in the work place can be a lot easier and cost effective than you think. Check out this article to learn how to use positive reinforcement to engage millennials and employees of every generation.

Visit our website for creative ideas on how to acknowledge your employees for their contributions, millennial or otherwise.
This month we recommend *Gretchen Rubin on Creating Great Workplace Habits*, a practical and focused approach on how to apply noted happiness and habits expert Gretchen Rubin's eye-opening research to the workplace. Gretchen explains the Four Tendencies individuals have and how they drive our habits, as illustrated in her book *Better Than Before: What I Learned about Making and Breaking Habits—to Sleep More, Quit Sugar, Procrastinate Less, and Generally Build a Happier Life*. She introduces practical strategies to create better work habits and tips for ongoing success. With these techniques, you can build the foundation for a happier, healthier, and more productive life.

**Tips and Tricks**

*Tips & Tricks aims to save you time by helping you simplify processes and prevent do-overs.*

Some of us are naturally up with the chickens, but many of us are wearing down our snooze buttons daily. Early risers tend to get more exercise, have more time to plan and anticipate problems, and experience better sleep quality, among other benefits. If you’re looking to adjust your routine to wake earlier and feel refreshed at the start of your days, you may want to consider some of these tips.

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