Welcome New Employees to the Herd!

You likely already knew that Division of Human Resources conducts the Welcome 2 USF New Employee Orientation program for new staff and administration employees. But did you know that DHR also offers a comprehensive onboarding checklist and other resources to facilitate a smooth transition for your new team member? Visit this site to access the checklist and a handy guide to ensure your new employees feel right at home.

Managers’ Corner

Curious about how you can use Emotional Intelligence to break the cycle of stress and distraction? This Harvard Business Review article discusses using self-awareness to better understand your stress and level of focus, and how to use self-management to make better choices and keep you more focused.

Tips and Tricks

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

Between pop-ups, desktop alerts, IMs, phone calls, and the people lined up at your desk, it can be so difficult to stay on task. Technology was supposed to make life easier, right?

One thing you can do to reduce the interruptions and stay on task is disable new message alert pop-ups on your Outlook. Instructions to do so can be found here. After you’ve disabled your pop-ups, you can then set aside certain times of your day to check your email, and only check emails within those allotted times.
This month we recommend **Building Resilience**. Have trouble getting by when the going gets tough? Everyone wants to perform well when the pressure's on, but a lot of us withdraw in times of stress or adversity. If you can build your resilience, you'll have an easier time facing new challenges and earn a valuable skill to offer employers. In this course, Kelley School of Business professor and professional communications coach Tatiana Kolovou explains how to bounce back from difficult situations, by building your "resiliency threshold." She outlines five training techniques to prepare for difficult situations, and five strategies for reflecting on them afterward. Find out where you are on the resilience scale, identify where you want to be, and learn strategies to close the gap.

If you're concerned about missing an important email from your manager, you can always bypass the disabled pop-ups with a rule to alert you when a message from that certain manager comes through so that you can handle it promptly. By grouping tasks together or "batching," you spend less time switching back and forth between unrelated items.

**Take Our Daughters and Sons to Work Day**

We would like to thank everyone who participated in this year’s event. With over 100 kids, ages 8-18 in attendance, it was an exciting day and an effort that required collaboration across campus. If you’d like to view pictures from the event, please click [here](#).

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