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9-28-2006

## 2006-07 UNOPA Keys to Professionalism

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# Keys to Professionalism

University of Nebraska Office  
Professionals Association

*Competent*

*Trustworthy, Honest*

*Strong*

+++++

**PRESENTER WILL BE**

**DAWN BRAITHWAITE  
PROFESSOR  
COMMUNICATION  
STUDIES**

**Thursday**

**September 28th '06**

**12:00-1:00 pm**

**NE City Union**

**If Attending Email**

**Dora Dill**

**ddill1@unl.edu**

**Kathy Bennetch**

**kbennetch1@unl.edu**

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**Mark Your Calendars for  
UNOPA's First Professional  
Development Series**



When we find ourselves moving in a new direction, we often look for someone whom we can turn to for advice and encouragement and through their assistance, our fears are overcome and we are able to stay on course. Through UNOPA's series of "Keys to Professionalism", everyone will have the opportunity to increase their own passions and potential. Presentations will be made throughout 2006-07.

Dawn will present a session on our strengths and how we accomplish them and maintain them!

# UNDERSTANDING WHERE WE ARE -- **ACTING**



University of Nebraska Office Professionals Association  
Professional Development Fall Workshop

**OCTOBER 31, 2006**

1:30-4:00 P.M., NEBRASKA UNION

## **TO GET AHEAD**

**THIS IS WHY IT MATTERS.** An open-book quiz that provides an overview of the issues that impact women in our community and provokes open dialogue and discussion on the root causes and possible solutions.

**NETWORKING WORKS!** Increasingly, evidence points to the necessity for women to network effectively to not only find new jobs, but to get ahead in their careers. This hands-on workshop will provide key elements of the art of networking to set you on your way to making networking work for you.

**BY: BONNIE COFFEY**

Director, Lincoln-Lancaster Women's Commission

### **Registration Deadline: Tuesday, October 17, 2006**

Make check(s) payable to UNOPA; include your departmental cost object, if applicable \_\_\_\_\_

Name \_\_\_\_\_

Day Phone \_\_\_\_\_ Contact: Betty Jacobs 472-8784 or Lorraine Moon 472-6082

Street or Campus Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

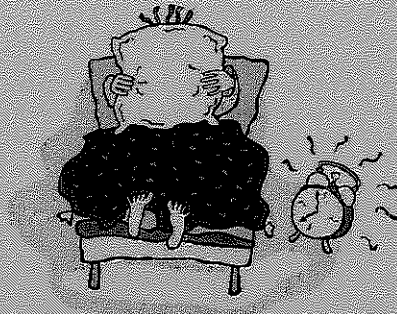
Please indicate category:  UNOPA Member (\$12)  Nonmember (\$18)

Return Registration and Payment to: Betty Jacobs, University of Nebraska, 401 Canfield Adm. Bldg., Lincoln, NE 68588-0439



Employee Assistance Program Lunch and Learn

**SLEEP: AS IMPORTANT AS DIET AND EXERCISE, ONLY EASIER!**



**Wednesday, January 24, 2007**

**12:00 Noon**

**City Campus Union**

Guest Presenter – Leigh Heithoff, Clinician Specialist  
at BryanLGH Center for Sleep Medicine



How important is sleep to our overall physical and mental health



What are the stages of sleep



What does a normal night of sleep look like



How does fatigue and sleep deprivation play a role in the safety of our society



Learn about sleep and its effects on the brain



See cutting edge imaging technology of sleep patterns

Bring your lunch and join us in learning about sleep patterns so you too can enjoy the benefits of a good night's sleep. No reservations necessary but for questions contact the EAP at 472-3107.



## EMPLOYEE ASSISTANCE PROGRAM LUNCH AND LEARN

### USING NEURO AND BIO FEEDBACK

Presented by:

Andrea Sime, LCSW, BCD  
Judy Gonnerman, LPN, LMHP

March 1, 2007

12:00 Noon - 1:00 P.M.

City Union

Learn how biofeedback and neurofeedback can help you with -

- ▶ Performance Improvement
- ▶ Focus Enhancement
- ▶ Migraines and tension headaches
- ▶ Sleep problems
- ▶ Stomach pain and/or chronic pain
- ▶ Anxiety, panic attacks
- ▶ Depression
- ▶ Arthritic conditions

Bio and Neuro feedback equipment will be used to demonstrate how you can become more aware of how stress impacts your physiology and how you can reduce or eliminate symptoms.

Bring your lunch and join us for a fun and educational session. No reservations are required. If you have questions, please call the Employee Assistance Program at 472-3107.





MARK YOUR CALENDARS....

Employee Assistance Program  
Lunch and Learn

April 11, 2007  
12:00 Noon to 1:00 PM  
City Campus Union

## Attention Both Men and Women

Bring your lunch and learn about



## THE IRRITABLE MALE

Grumpy? Highly Sensitive? Easily Annoyed?

Significant numbers of men surprise themselves with how unhappy they are about themselves, their families and who they have become.

Join us and share your questions and maybe some answers as we explore the concept of *The Irritable Male*.

No reservations necessary.



University of Nebraska-Lincoln



# May Day at Fairview

Saturday,

April 21, 2007

10 a.m. - 4 p.m.

50th & Sumner Streets

- Decorative baked goods
- Bath & body product baskets
- May Day baskets
- Bedding plants & floral baskets
- Refreshments served on the Fairview porch
- Guided tours of Fairview throughout the event

**Tickets:** \$4 presale, \$5 at the door. A ticket allows admission to the home and refreshments. Children 5 and under attend free of charge. You may browse and purchase plants outdoors without a ticket.

Purchase tickets at BryanLGH Volunteer Resources.  
BryanLGH East, 1600 S. 48th St. or  
BryanLGH West, 2300 S. 16th St.

Proceeds from this fund-raising event will be used to purchase courtesy items for pediatric patients at BryanLGH Medical Center.



**BryanLGH**  
MEDICAL CENTER

Volunteer Resources

2006 - 2007 Theme: Professionals with a Purpose  
University of Nebraska Office Professionals Association Spring Workshop

## CREATING A QUALITY WORKPLACE THROUGH TEAM BUILDING

March 22, 2007 1:00 - 4:00 P.M.  
East Campus Union

Presented by  
Professor Ali Moeller  
College of Education and Human Sciences



**Learn how to be an effective member of a team.**

**You** will learn to weld effective teams inclusive of diverse backgrounds, personalities, training and experiences.

**You** will also learn how to be a Team Leader, empower self-directed workers, and deal with conflicts and pitfalls.

**2/6 PSP Point**

**Registration Deadline: March 15, 2007**

Make check(s) payable to UNOPA: include your departmental cost object, if applicable \_\_\_\_\_

Name \_\_\_\_\_ Day Phone \_\_\_\_\_ Contact Betty Jacobs 472-8784 or Lorraine Moon 472-6082

Street or Campus Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

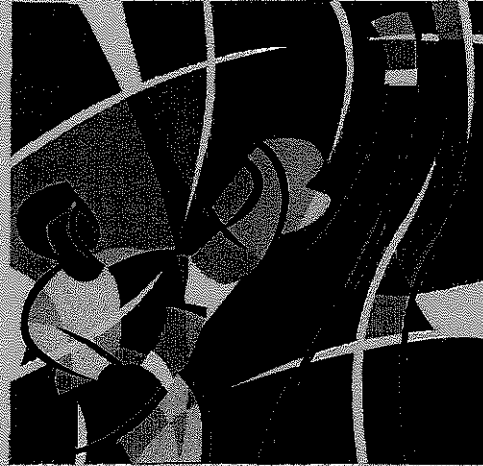
Please specify:  UNOPA Member ( FREE )  Nonmember ( \$10.00 )

Return Registration and Payment to: Betty Jacobs, University of Nebraska - 401 Canfield Adm. Bldg; Lincoln, NE 68588-0439



**UNL EMPLOYEE ASSISTANCE PROGRAM**  
**Lunch and Learn Program**

**Calling  
All  
Parents**



Whether a new parent, single parent, experienced parent with many children, co-parent with an ex-spouse, step-parent or raising your grandchildren; challenges abound.

**Help Us,  
Help You**

Bring your lunch and join us as we....

- explore the many facets of parenting
- discuss the evolving challenges faced by parents
- develop ways the EAP can best assist UNL parents

**Thursday, November 16**  
**City Campus Union**  
**12:00 – 1:00 PM**

**Monday, November 20**  
**East Campus Union**  
**12:00 – 1:00 PM**

For more information call the Employee Assistance Program at 472-3107 or 800-755-2655

