HEALTHY YOU Wellness Program:

Due to Employee Interest Weight Watchers is returning to campus again for another program. Weight Watchers is offering its new weight loss and weight management program on campus to all staff, faculty and postdocs. Weight Watchers can be a key part of being healthy in 2014. Weight Watchers has a 4 way approach to losing weight and keeping it off: Eating Smarter – Moving More – Changing Habits – Group Support. Weight Watchers is a holistic approach to surround members with tools, support, motivation, and guidance in an effort to maximize engagement in the weight-loss process. For more information, please attend the kick-off meeting.

Thursday, January 23rd
Hassenfeld Conference Center- Geller Room at 11:30-12:15pm

Weight Watchers does require a minimum number of employees to attend regular meetings. The program will be a 12-Week Series* with 14 weeks of free e-Tools** is $156.00 per person (this breaks down to $13.00 per week). Minimum requirement is 15 participants. To qualify for the 14wks of free e-Tools, members must join at the beginning of the meeting series. Weight Watchers does allow 3 upfront payments by check of $52 each that would be deposited one month apart (on weeks 1, 5 & 10) or a lump sum payment by cash, check or credit card.

**E-Tools is our internet weight loss companion that provides online tips and resources to help keep members on track between meetings.

Effective January 1, 2014

Weight Management Reimbursement: Employees enrolled in one of the three Brandeis group Tufts Health Plans may be reimbursed up to $150 per calendar year for weight management program fees. Qualifying weight management programs include traditional Weight Watchers meetings; Weight Watchers at Work programs, and hospital-based weight loss programs. Online and at-home programs do not qualify for the reimbursement benefit. You can find more information and download the reimbursement application form via the Human Resources website at www.brandeis.edu/humanresources/benefits/wellness.

Any questions should be directed to Tim Carey, Benefits Analyst, at tcarey@brandeis.edu or 6-4461.
Improving Business Writing... *How to write more effective e-mails, memos and reports*

Learn how to create well-written e-mail messages, memos, reports and other materials. Review ways to enhance the “readability” of your messages and tips to help make e-mail writing faster and easier. Special focus is on seven principles of effective business writing and how to approach a writing task. The workshop will also review aspects of punctuation, grammar and word usage, and you will learn about Web resources that can help you further develop your writing skills.

**Date:** Thursday, February 13, 2014  
**Time:** 9:00 – 12:00 p.m.  
**Location:** Hassenfeld Luria Conference Room

*Refreshments will be served.*

To register, please click on the following link:


How to Conduct an Effective Performance Review:

It is once again time to conduct annual performance reviews for your staff. All full-time and part-time regular staff should be receiving an annual performance review. This workshop will provide managers with the tools and information necessary to conduct an effective performance review. Participants will learn the following:

- How to accurately document performance  
- How to provide effective feedback to employees  
- How to assess professional development and training needs  
- How to continue to motivate your employees  
- How to conduct difficult conversations with employees who need to show improvement

The workshop will be offered as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Wednesday, February 5</td>
<td>10:00 am-12:00 pm</td>
<td>HR Conference Room</td>
</tr>
<tr>
<td>Monday, February 10</td>
<td>1:00 pm-3:00 pm</td>
<td>HR Conference Room</td>
</tr>
<tr>
<td>Wednesday, March 5</td>
<td>10:00 am-12:00 pm</td>
<td>HR Conference Room</td>
</tr>
<tr>
<td>Thursday, March 20</td>
<td>12:30 pm-1:30 pm</td>
<td>HR Conference Room</td>
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</tbody>
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*Light refreshments will be served*
To register for a workshop, please choose from one of the following options:

1) Workshop I – Wednesday, February 5, 2014 click on this link:


2) Workshop II – Monday, February 10, 2014 click on this link:


3) Workshop III – Wednesday, March 5, 2014 click on this link:


4) Workshop IV – Thursday, March 20, 2014 click on this link:


Writing Skills Workshop: Improving Grammar, Punctuation, and Word Usage... *How to write more polished and effective emails, memos and reports*

Do you want your email messages, letters, and other written materials to be more polished and professional? If so, then come for a review of ways to enhance the “readability” and effectiveness of your messages. Special focus will be on grammar and punctuation, sentence structure, commonly misused words, commonly misspelled words, and tips on how to proofread. Bring your questions about grammar rules, writing style, or other aspects of business writing. Presented by Bernadine Cassell, M.S.

**Date:** Thursday, March 13, 2014  
**Time:** 9:00 – 12:00 p.m.  
**Location:** Hassenfeld Luria Conference Room

*Refreshments will be served.*

To register, please click on the following link:

https://brandeis.wufoo.com/forms/writing-skills-workshop-improving-grammar-31314/