

# CyberBreak

June 15, 2007

**ONLY 2 SPOTS LEFT!!**

Sign-up today to enjoy the next Staff Professional Development workshop!

## YOGA – Wellness Program

This yoga class offers simple, safe, and practical techniques that quickly reduce tension and stress at any time and place, especially in the office.

June 28, 2007 ~ 2 PM – 3 PM

Southwestern Fitness Center Classroom



To RSVP please email Marcie Canal at [mcanal@swlaw.edu](mailto:mcanal@swlaw.edu) by Wednesday, June 20<sup>th</sup>.

## Increase Team Productivity

Working as a team effectively can be a productive and positive experience, if the process includes **EVERYONE**. Below are a few tips to help you increase team productivity:



- ★ **Set a specific team goal:** The first step to improving the way a team works is to identify what goal everyone is working towards. Once the goal is identified and set, a mutual agreement must be reached on where to start and how the goal will be accomplished. Communication is key to success.
- ★ **Remove the roadblocks:** Make a list of the obstacles that may restrict progress toward achieving the goal. All members of the team should participate in determining ways to overcome or work around obstacles.
- ★ **Everyone should know:** Everyone on the team should know what is going to be done, how it is going to be done and why it is important. Information about the status of a goal is always good to share.

**Save the date!**

## Survival Skills Training

July 13, 2007 / 10 AM – 2 PM

This training will provide information for responding to emergencies. You will learn useful information including how to perform first aid, triage, evacuate after an earthquake or other major disaster and how you can be prepared for a variety of emergency situations.



Have ideas, suggestions, comments or contributions for future editions of CyberBreak? Please email them to Marcie Canal at [mcanal@swlaw.edu](mailto:mcanal@swlaw.edu).