C y b e r B r e a k

June 29, 2007

Sign up today for the next Staff Professional Development Workshop:

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. You will also be trained on how to use a fire extinguisher during this training.

To RSVP for this training, email Marcie Canal at mcanal@swlaw.edu by July 6th.

Ten Tips for Every Employee:

- Be accountable and be respnsible.
- Be timely and truthful.
- Use technology only for business during work.
- Don't gossip, it's not professional.
- Respect other people's personal and private space.
- Know when to comment and when to listen – there is always a time and place for these.
- Give what is needed when it's needed (energy and effort!).
- Volunteer for an opportunity to show your leadership when you are capable.
- Respect decisions made by the boss.
- Show up – be there in the moment.

"We expect praise from our bosses, but we should also give praise for their outstanding efforts. Bosses need recognition, too."

– Letitia Baldridge

When answering the office phone you should answer with: "Southwestern Law School, this is (your name), how may I help you?"

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