

Good morning, USC!

Here are your updates for the week of August 26-30

Important Dates:

Tuesday, August 27th: Birthday Celebration at 3:00 PM in the Lunchroom

Wednesday, August 28th: Town Hall at 10:00 AM in McKellar

Important Updates:

We have had a few more updates to the staff phone list so please check it out [here](#).

Departmental Updates

PEOPLE AND DEVELOPMENT

Health and Safety

Upcoming HR Orientation Sessions:

*Additional Training on September 6th at 10 am in McKellar

September 27th (Room 373)

October 25th (Room 373)

November 29th (Room 373)

These dates have also been posted on the Staff Hub calendar. All sessions will be held at 2:00 p.m except for Sept 6th.. Please contact Andrea or Kate with your attendee numbers before each session and also if you would like to book a dedicated session for your staff.



Health and Safety Tip of the Month - Heat Stress

- Signs of Heat Stress:
Common symptoms are similar to heat fatigue (loss of concentration, rash, erratic behaviour) but can include diarrhea, nausea, and disorientation.
- Prevention?
When working or playing in the heat, drink plenty of fluids -water, sports drinks, nonalcoholic and decaffeinated fluids. Take plenty of breaks and limit time in the heat.

Note phone extension updates. With some of the office changes/moves, please refer to the listing attached for current/new staff extensions.

FINANCE

Aug 2019 documents to be submitted. Float or cash requests to be submitted for September. We have been reviewing UWO phone expenses, let us know if you have changes that need to be done. We have a new email address, easy to remember, finance@westernusc.ca

INFORMATION SYSTEMS

With the purchase of Lynda.com by LinkedIn, the link for free access to their training resources with your @uwo.ca account has changed. You should now visit <https://linkedinlearning.uwo.ca> to log in to this great resource. Once you login there, you'll then also need to login to LinkedIn with your @westernusc.ca (or other) LinkedIn account if it is not the same as your @uwo.ca address. Other than that extra step and a style refresh to match the LinkedIn brand, everything else is the same. All existing courses, your profile and progress all have been ported over!

A few recommended courses:

(Once you've logged in, you should be able to just click on these to watch the videos!)

- <https://www.linkedin.com/learning/improving-your-listening-skills?autoplay=true&u=2152804>
- <https://www.linkedin.com/learning/motivating-and-engaging-employees-2/welcome?u=2152804>
- <https://www.linkedin.com/learning/leadership-practical-skills/how-to-delegate-the-specifics?u=2152804>