

TO: Department Heads
FR: Eloise See McGaw
RE: Resources for Managers and Employees during times of change

A number of our colleagues have recently left the College and an even larger number will be leaving by the end of the semester through the retirement incentive program. The following programs will be offered to assist you and your employees during this period of transition.

Please share this information with your staff.

April 15th 11:00 -12:00 p.m. Administrative Counsel

Program for all administrative employees. Dr. Hamish Blackman, the president of our employment thoughtful presentation on how to move from endings to new beginnings and will be helpful for all of us during this challenging period of time.

April 13, 2009

12 - 1:30 College Club

Program for Department Heads and managers – *Working Through Change: How to help your people get back on track.*

This Brown Bag is specifically designed to help managers and leaders in the department to understand the impact of change on the employees they manage. It will examine the different phases of change, but will focus primarily on specific steps supervisors can take both to manage themselves and to assist their employees in coping.

Topics covered include:

- Recognizing the rhythm of change
- Identifying changes proactively
- Developing personal plans to respond to change
- Reducing negative fallout
- Seizing opportunities.

Pre-registration is required. Please contact

12 – 1:30 Sandra Murga x3202, or smurgazu@wellesley.edu

Preparing for Retirement: A special program for our upcoming retirees will be offered this spring. Date and speaker to be confirmed and more information to come.