

CALTECH STAFF DEVELOPMENT SERIES

HOLIDAY SURVIVAL KIT

Tools, tips, and tricks to get you through the most wonderful time of year.

NOVEMBER 3

NOVEMBER 10

NOVEMBER 17



Holiday Survival Kit Series Schedule

REGISTER HERE!

NOV 3

**1:30PM-
2:30PM**

DON'T GET SPOOKED: UNDERSTANDING LEAVE OF ABSENCE

Presented by the Disability and Leave Administration Unit (DLAU), learn about your rights and responsibilities regarding leave of absence, reasonable accommodation, and workers compensation. Uncover the ways DLAU assists and supports you when these challenging times arise and what you can do to set yourself up for success.

NOV 10

**1:30PM-
2:30PM**

FEAST OF PLENTY: RECIPES FOR WELLBEING

Join Dr. Karla Hernandez from the Caltech Staff and Faculty Consultation Center for an overview of evidence-based strategies and practical tools that can be integrated into your day for improved self-regulation and boosting your wellbeing.

NOV 17

**1:30PM-
3:00PM**

GET ON THE GOOD LIST: LEVERAGING YOUR CONFLICT RESOLUTION STYLE

Explore conflict resolution styles using the Thomas-Kilmann Conflict Mode Instrument (TKI Assessment) and framework. Learn about the modes of conflict, practice interacting between modes, and create an action plan to bring out the best in yourself and colleagues to make sure you're on the "good" list.

Access to the TKI Assessment is included in registration. To get the most out of this session we recommend completing the assessment before the workshop. We look forward to seeing you at this last workshop of the holiday survival kit, as it will not be recorded.

DEC 8

2PM-3PM

JOLLY HOUR - Hameetman Center Multipurpose Room

Hot Cocoa, Chai Lattes and Cookies! Meet the trainers and socialize in-person with other attendees. All attendees are invited to come celebrate with us.