

FOCUS

On



United States Office of
Personnel Management

Federal Employee Health and Assistance Programs

Los Angeles FEB Partners to Create Model Domestic Violence Initiative

Posing left to right: Sherry Rollman, Los Angeles FEB Assistant Director; Janice Lachance, OPM Director; Kathrene Hansen, Los Angeles FEB Executive Director and Pat Prothro, Executive Secretary.



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Domestic Violence Doesn't Stay at Home When a Woman Goes to Work. The statement, expressing a profound reality, was selected as the title of the a half-day program sponsored by the Los Angeles Federal Executive Board (FEB) on October 28, 1999, in observance of National Domestic Violence Awareness Month. The event, which took place at the Federal Aviation Administration's Lawndale, CA office, drew over 100 Federal representatives and featured OPM Director Janice Lachance as the

keynote speaker.

A Blue Shield of California representative later discussed the phenomenal impact they've made with domestic violence awareness through a partnership formed with the Los Angeles Federal Executive Board three years ago.

Other speakers included an employee counseling representative and a consultant to law enforcement on domestic violence.

Domestic violence has only recently been recognized as a workplace

also to her co-workers," she said.

She shared the good news about OPM's handbook, published earlier this year, *Responding to Domestic Violence: Where Federal Employees Can Find Help*, which outlines a wide range of tools and resources available to protect threatened employees and their colleagues, if necessary.

Divided into three self-contained sections, one for the victim, one of the supervisor, and one for the con-

issue, acknowledged Director Lachance. We now know, she said, about the power it has to destroy an employee's ability to perform consistently and effectively on the job. And at a particularly dangerous time, when the victim finally succeeds in leaving her partner, "the enraged ex-partner becomes a hazard not only for the individual employee, but

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cerned friends or co-workers, the guide can help workers negotiate difficult transitions with minimal disruption to their lives and their work.

"Knowing how much stress our readers would be experiencing, we

addressing this issue." She called their initiative a wonderful example for the rest of the country.

Marianne Balin of Blue Shield of California, a nonprofit health plan, described their three year partnership



tried to keep it simple and specific to the reader's role. Because knowing what to say is a real obstacle for many who may want to help, we give examples of conversations that work," said Director Lachance. "This guide also demonstrates how these tools can be used together to quickly fashion a safety plan for the individual employee, and, if necessary, for his or her work group as well."

She encouraged all Federal agencies to make this very important publication available to all employees. "It can save lives, prevent suffering, it can help us all to continue serving the American people even as we cope with the tragedy of domestic violence and abuse."

Lachance also talked about important initiatives made by the Clinton Administration and shared her personal experience in tragically losing a promising and valued OPM employee to domestic violence. Lachance praised the FEB, who with the help of Blue Shield of California, has been "a national leader in

with the Los Angeles Federal Executive Board. Together they launched a domestic violence "train-the-trainer" initiative for Federal employees, offering on-site training to any agency that requested it at no charge.

As a result, Blue Shield, along with many other community partners, has trained almost 2,000 employees at over 55 Federal agencies. This was all done at very little cost to the Government. Those trained then went back to their agencies and offered a series of workplace programs, such as lunch-time brown bag discussions.

Two years ago, Blue Shield produced a new resource for trainers, an 18-minute video called, "Thirty Seconds At A Time." The video used actual Blue Shield employees who were courageous enough to talk about their own experiences with domestic violence.

Beyond training, agencies were given posters to display in visible areas that provide the crisis hotline

number. Pocket cards with the hotline numbers were provided for availability in the women's rest rooms so women could discreetly get this information.

Following their example, FEBs in neighboring cities and states have now launched similar initiatives for domestic violence awareness. Some agencies carried out more involved initiatives, such as adopting local shelters.

The FEB program featured two other presenters who educated attendees on the signs of domestic violence and shared information about effective responses. An overview, "Domestic Violence 101," was presented by Carol Ann Peterson, a consultant to the Los Angeles County Domestic Violence Unit.

Ms. Peterson used actual case histories to illustrate the growing danger a woman faces in these situations due to the progressive nature of domestic violence. Reviewing laws and customs, Ms. Peterson noted that domestic violence was not treated as a crime until the mid-1980s. In fact, one of the earliest laws addressing this issue was an English law written in the 1800s placing restrictions on the width of the paddle a man could use to beat his wife!

"Domestic Violence Impacts Productivity and Workplace Security" was presented by Kathleen Handron, employee counseling program representative at Wells Fargo. Ms. Handron shared Wells Fargo's organizational responses to domestic violence, which involves human resources, security, and the employee assistance program. She also talked about signs of domestic violence that may become evident in the workplace, various lethality factors, and the impact on the work unit.

For more information about the program sponsored by the Los Angeles FEB, you may call them at (562) 980-3445.

For information about ordering OPM's handbook, *Responding to Domestic Violence: Where Federal Employees Can Find Help*, call OPM at (202) 606-1269, or download it from the OPM web site at www.opm.gov. **F**

Federal Agencies Among Those Recognized at International Telework Conference

Two Federal winners were among nine recognized for telework initiatives by an international telework organization. The General Services Administration's Federal Technology Service and The Air Force Materiel Command's reserve commander were recognized in different award categories


employing a flexible work systems design, Willow Wood supports a mobile workforce and accommodates teleworking for 75% of the FTS workforce. The FTS is currently setting up hoteling workstations at other locations.

Major General Terrence Drake of the Air Force Materiel Command

Telework," featured three speakers offering an international perspective. The speakers, representing Spain, Japan, and the United Kingdom, talked about the progress of telework in their countries.

The next awards ceremony will take place at the seventh annual ITAC conference in October, 2000.

For more information, contact:

The International Telecommuting Association and Council headquarters at (202) 547-6157 or email, tac4dc@aol.com. 

◀ *Billy Michael, left, representative of GSA, one of the award winning programs, poses with ITAC Executive Director, Gail Martin and ITAC President, John Edwards at the conference.*

ITAC 1999 Telework Award Winners

Non-Profit Organization/Government Agency - Utah Transit Authority and City Public Service San Antonio, TX

Special Legislative - Joan Pitkin, Delegate for the Maryland Legislature

Small to Mid-size Company Excellence in Telework - TManage, Inc.

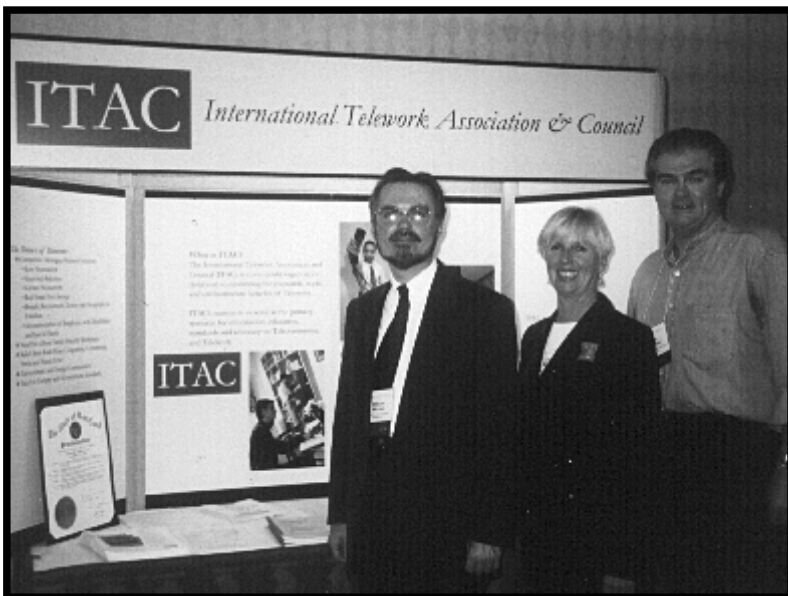
Fortune 1000 Excellence in Telework - AT&T

Outstanding Telework Volunteer - Dee Christensen, pioneer in telework

Telework Leadership - Terrence Drake, Air Force Materiel Command Major General

Outstanding Innovation in Telework - General Services Administration Federal Technology Service

Telework Hall of Fame Award - Gil Gordon, International Consultant and early pioneer in telework.



by the *International Telework Association and Council* (ITAC) at their 1999 sixth annual conference in Seattle, WA in October. The awards represented nine different categories considered to be important components in the overall success of telework (see below).

The General Services Administration's Federal Technology Service (FTS) received the award for Outstanding Innovation in Telework. Involved in telework since 1994, the FTS made a significant commitment to telework in 1999 when they built an innovative facility called Willow Wood.

Using the latest technology and

received the Telework Leadership Award. He was recognized for his vision and advocacy, which was instrumental to several initiatives with the Reserve officers.

Under the leadership of Major General Drake, the Air Force Materiel Command started a telework pilot test in 1995. Offering this flexibility proved to be quite beneficial, improving the efficiency, performance, and retention rates of reservists. In June, 1998, *Telecommuting Guidelines for Air Force Reservists and Their Supervisors* was published.

The awards luncheon, themed "An International Perspective of

Retirees Don't Plan for How Time Will Be Spent

Preparation for retirement should go beyond financial planning. The findings of a recent study suggests that retirement planning should include mental health aspects. Most retirees who did not do this, recommend that others plan more strategically about how they will spend their time after retirement.

Surveys consisting of 72 questions focusing on the psychosocial adjustment following retirement were sent to 1,585 retirees living in the southeastern United States. Of the 764 who responded, the majority of respondents were healthy seniors, in their 60s and 70s, and 345 were women.

The study co-authors, Dr. Marlene Rosenkoetter and Dr. John Garris of the University of North Carolina-Wilmington, developed the survey to gauge how respondents had adjusted emotionally to this significant lifestyle change.

Respondents were asked to check nine activities they had done to prepare for retirement. Later they were asked to check among the same nine activities that they *recommended* people planning to retire *need* to do to prepare. Respondents recommended more planning than they had done in these areas:

- planning for use of time in retirement;
- planning for adjustment to retirement;
- planning with family members for retirement;
- planning for life after retirement;
- preparation for later life;
- overall financial planning;
- investment planning; and
- knowing retirement benefits.

Of all respondents, 33% said they participated in *no* planning for retirement. Most who said they didn't plan for the various mental health considerations said they recommended that others think about these issues while still working.

Dr. Rosenkoetter, who has conducted more than a decade of research on retirement, said, "An important finding is that the psychosocial aspects of retirement were considered quite important by the retirees, not just financial issues in preparation for retirement."

"These people had placed a great deal more emphasis on financial planning for retirement, which is the emphasis of most workplace pre-retirement programs," she explained, "Our surveys found a tremendous increase in

the amount of time watching television and other sedentary activities and yet no change in the amount of regular physical exercise or social activities. These findings suggest that at least among these retirees, a significant portion of "work time" was probably being replaced by television watching. This has obvious physical health and mental health ramifications." Dr. Rosenkoetter said that 1/5 of respondents had symptoms of depression.

"If you retire at 55 or 60, especially if you're a woman, you've probably got many years ahead of you. Ask yourself, how will I spend my time? It's important to remember that psychosocial health relies, in part, on being involved in enjoyable activities that keep you engaged in the world around you," said Dr. Rosenkoetter.

To prevent the onset of loneliness, depression, or isolation following retirement, what kind of considerations should be made for mental health aspects of retirement planning?

Dr. Rosenkoetter recommends, "Start developing activities that you enjoy in your 30s, 40s, and 50s. Then you can do them more often or at least continue them when you retire. Plan for involvement in a range of activities — sedentary ones vs. active, solitary ones vs. social, and recreational and community activities. It's good to have a range of activities so that you can continue doing the less active ones even if your health status changes. I also learned that it's a good idea to think about the amount and kinds of time you plan to spend with your spouse, children, and friends and to talk with them about these expectations. But the range of activities should also consider the possibility that your spouse's health status may change or he or she may pass on after you retire."

How comprehensive are Federal pre-retirement programs? *FOCUS* asked Ed Chmielowski, who formerly served in OPM's Retirement and Insurance Service for over 20 years and conducted retirement seminars for several years. He is currently a benefits officer at the Department of Labor. He commented, "In talking to agency retirement counselors and seminar vendors, it seems that most Federal employees receive little, if any, counseling on the emotional, psychosocial, or health aspects of retirement."

He added, "Although almost all retiring employees receive counseling on the Federal benefits they will receive after retirement, not as many receive general finan-

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The Contributors' Column is a new feature beginning in FOCUS. Experts and representatives from various fields relevant to Federal employee health and assistance may use this space to let readers know about initiatives and resources or to share a perspective. The column may or may not appear in every issue. Please contact the FOCUS editor if you'd like to contribute to this column.

Plan now to make the most of National Employee Health and Fitness Day (NEHF). Officially designated as the third Wednesday of May each year (NEHF Day 2000 is May 17), it can nevertheless be celebrated any day of the year. In fact, since its inception 12 years ago by the National Association of Governor's Councils on Physical Fitness and Sports (NAGCPFS), more than 3.5 million employees from organizations and agencies of all sizes have participated in NEHF activities on its observance date and throughout the year.

National Employee Health and Fitness Day was created to encourage employers to take a role in addressing current challenges to healthy lifestyles. In an era of abundance and convenience, with new labor saving devices appearing on the market daily, our current environment is literally being stripped of its built-in physical activity. Even jobs and recreational activities are increasingly sedentary.

Ironically, though, in light of the fact most adults spend the bulk of their waking hours working, the workplace can serve as an instrumental force in enhancing healthy lifestyles. It is one of the most influential communities we participate in on an ongoing basis through most of the life cycle.

In fact, Sallis and Owen (1999) in their recent book, *Physical Activity and Behavioral Medicine*, identified key aspects of the workplace that can be utilized to encourage healthy lifestyles:

- workplaces provide the potential to

reach a large percentage of the total adult population, including blue-collar workers who may not be impacted by other forms of outreach.

- workplaces, with groups of people in contact over long periods of time, can reinforce social and workplace norms.
- workplaces can manipulate various aspects of the environment to make it easier for workers to be active.
- workplaces have already established physical, organizational, and administrative resources, policies, and incentive and communication systems that may be mobilized for encouraging physical activity.
- workplaces have personnel in medical, safety, human resources, and training fields that may be accessed.

Many agencies and businesses use the celebration of National Employee Health and Fitness to mobilize these channels and to educate both employees and management about the benefits of regular physical activity.

Health professionals already know that for the individual whose lifestyle is physically inactive and who makes poor nutritional choices, the costs are significant, both from a quality of life and financial standpoint. And for the employer, the costs of physical inactivity among employees is even greater in terms of employee turnover, low employee morale, and less than optimal productivity, not to mention higher health care costs.

The question is, are health professionals really aware that the investments needed to make a positive

impact on employee health can be minimal? (albeit, bigger investments in employee health tend to have the greater potential for return over time).

For agencies thinking about getting started, or interested in having activities but feel that they lack sufficient resources, NAGCPFS can help you achieve results with minimal costs and time.

Visit our web site (www.physical-fitness.org) to learn more about NAGCPFS initiatives, and existing and developing resources, such as on-line programs and event planning kits for NEHF.

The NEHF Resource Guide may be downloaded from the web site or you may call NAGCPFS for a free copy. Contact the NAGCPFS at (317) 237-5630 or write us at 201 South Capitol Avenue, Suite 560, Indianapolis, IN 46225.

Let this column serve as a reminder that there is no better time than now to commit to the well-being and productivity of your employees. Our efforts do make a difference. The benefits of encouraging physical activity for the worksite can be substantial. For individuals, better health penetrates to levels beyond the self and the family, to our whole society.

I hope you will take advantage of planning activities for NEHF any time of the year, keeping in mind that encouraging physical activity does not have to be costly or time-consuming. Creativity, forethought, and flexibility go a long way. Look to NAGCPFS resources to help you find your best approach. **F**

Mike Niederpruem, MS, CSCS, is the Director of National Programs and Communications at the National Association of Governor's Councils on Physical Fitness and Sports.



Mike Niederpruem, MS, CSCS

CONTRIBUTORS' COLUMN

Federal Family-Friendly Agency Coordinators Convene for First Time

Coordinators will Continue to Meet and Strategize

If there is strength in unity, then family-friendly efforts just got a power boost. Over 65 Federal Work/Life Coordinators and three union representatives met for the first time on October 5, 1999, at the U.S. Office of Personnel Management (OPM). The meeting began a new initiative to ensure that Federal employees are aware of the full range of options available to them to meet their personal and family responsibilities.

President Clinton's May 24, 1999, memorandum, "New Tools to Help Parents Balance Work and Family," directed OPM to establish an Interagency Family-Friendly Workplace Working Group to promote, evaluate, and exchange information on Federal family-friendly workplace initiatives.

Hurricane Floyd postponed the group's first scheduled meeting, so the coordinators were eager to begin their work on October 5th. OPM Director Janice Lachance made introductory remarks, previewing the challenges that lie ahead. She spent the remainder of the meeting listening carefully to coordinators' concerns and suggestions.

An interactive session led by Patricia Kinney of OPM's Family Friendly Workplace Advocacy Office (FFWAO) facilitated discussion and brainstorming for the rest of the meeting. Among the hurdles to family friendly initiatives, managerial issues were by far the most frequently mentioned. These included overcoming management resistance to implementing work/life options; the need for training managers; and making the business case to managers.

Leading objectives of the group included marketing work/life options; changing the workplace culture to embrace work/life options as a business necessity rather than as an employee benefit; training for new


work/life coordinators; and identifying new work/life initiatives. Afterwards, solutions were proposed for the identified managerial issues. These included developing tools for managers; creating models for evaluating managers on the implementation of work/life initiatives; making the business case for work/life options through evaluation and measurement; and providing mandatory training on work/life options.

A collaborative effort between the staff of the FFWAO, the Working Group as a whole, and smaller units of the Working Group will take place as these solutions come to fruition.

Discussion was also used during the meeting to brainstorm descriptors to define their work, symbols to represent their work, and ways to communicate effectively with each other.

Comments from participants of the Working Group, following the meeting, were very positive. One attendee said, "The dialogue on the various issues from participants was really frank and constructive. It was impressive to me that Janice Lachance stayed for a substantial part of the meeting." Another commented, "I think the meeting provided some very useful organizational structure and guidance for the future of the program."

Many expressed an interest in working on the proposed solutions and said that they felt optimistic about achieving positive outcomes. Clearly, the members of the Working Group are committed to carrying out the President's directive to help Federal employees manage their responsibilities at work and at home.

For more information, contact the Family-Friendly Workplace Advocacy Office at (202) 606-5520, or visit their web site at www.opm.gov/wrkfam. 

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Comments and suggestions may be directed to: **Tracey Long, Editor of FOCUS, of the Employee Health Services Policy Center.**

E-mail to: TELONG@OPM.GOV. Otherwise, call (202) 606-1638 or write to: **Room 7425, 1900 E Street, NW., Washington, DC 20415-2000.** (OPM disclaims any reference to resources or organizations featured in FOCUS as an endorsement).

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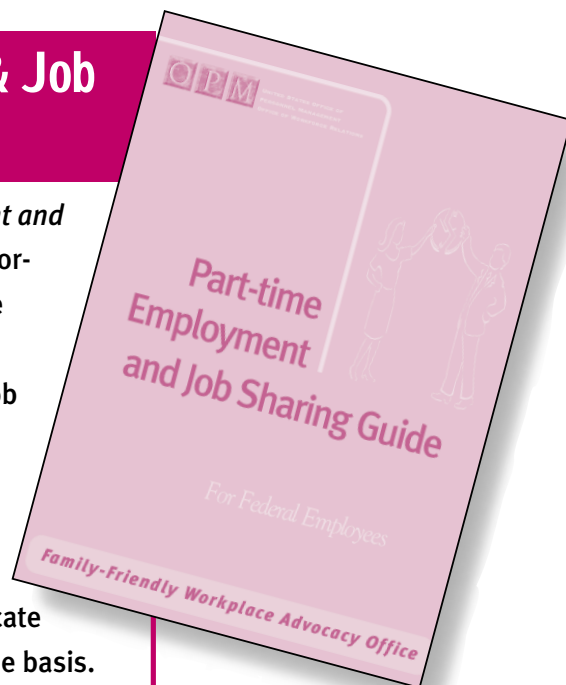
Guide Addresses Part-time Employment & Job Sharing in the Federal Workplace

The Office of Personnel Management's (OPM) *Part-time Employment and Job Sharing Guide for the Federal Workplace* outlines and provides information on how to successfully manage and/or participate in part-time employment and job sharing.

Some topics covered include: defining part-time employment and job sharing; benefits for permanent part-time employees such as leave, retirement, health and life insurance; and how a reduced schedule affects personnel issues such as pay, adverse actions/grievances, service credit and reduction in force.

The Guide also provides information on using USAJOBS to easily locate a consolidated list of jobs that are being or may be filled on a part-time basis.

This 17-page publication is available in limited quantities from OPM. Call OPM's Family Friendly Workplace Advocacy Office at (202) 606-5520. It will soon be available on the OPM web site at www.opm.gov/wrkfam.



WORKPLACE EDUCATION INCREASES EMPLOYEES' FRUIT AND VEGETABLE INTAKE

On the job nutrition education programs are successful in getting employees to consume more fruits and vegetables." That is the finding in a study led by researchers Dr. David B. Buller of the American Medical Center's Cancer Research Center in Denver, CO. The findings were published in the September 1, 1999, issue of the *Journal of the National Cancer Institute*.

First, dietary information was collected on nearly 2,100 blue collar workers in Tucson and Phoenix, AZ. Employers then enrolled in an 18 month "Five A Day" nutrition education

program aimed at increasing their intake of fruits and vegetables.

Messages on the benefits of consuming fruits and vegetables were delivered mainly through office mail, promotions in cafeterias, and speakers who presented at the worksite.

Daily intake increased by about one serving a day. More promising, though, was that dietary changes lasted at least six months after the program ended, which suggests that dietary changes may last into the

long-term. But researchers caution

that changes may not last indefinitely and strategies are needed to maintain these changes over longer periods.

The U.S. National Cancer Institute recommends that all Americans eat at least five servings of fruits and vegetables per day to reduce cancer risk.

Dietary habits are typically slow to change. The authors, however, note that even *small increases* in healthy food intake can reduce cancer incidence.

The findings should have a meaningful public health impact, according to the authors, especially if workplaces follow suit. Earlier studies have suggested

that the workplace can be effective for changing dietary behaviors.

F



Most Common Mental Illnesses Among Working Adults...

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The most common mental illnesses affecting working adults are anxiety disorders and depression, according to the National Institute of Mental Health (NIMH). Their research found that:

- More than 19 million adults ages 18 to 54 in the U.S. suffer from anxiety disorders, which include panic disorder, obsessive-compulsive disorder, post-traumatic stress disorder, phobias and generalized anxiety disorder.
- Anxiety disorders cost the U.S. \$46.6 billion in 1990.
- Anxiety disorders are frequently complicated by depression, eating disorders, and/or substance abuse. Many people have more than one anxiety disorder.
- Depression also affects more than 19 million American adults, and cost the U.S. \$30.4 billion in 1990.

Early identification and appropriate, effective treatment can enable most people who suffer from anxiety disorders and depression to stay on the job and remain productive during treatment. One of the significant barriers to treatment is the widespread lack of understanding and stigma associated with these illnesses; many people avoid seeking appropriate treatment for this reason.

Knowing the facts about anxiety disorders and depression not only helps to overcome stigma, but can facilitate earlier intervention by helping individuals to identify a disorder and to realize that there are treatments available to help.

Agency employee assistance programs may be interested in making available a new series of one page fact sheets developed by the NIMH called "Science on Our Minds." The fact

sheets were originally created for the White House Conference on Mental Health hosted on June 7, 1999.

The fact sheets highlight advances in the treatment of mental illnesses and share information about anxiety disorders and depression uncovered by the NIMH in their research. Fact sheets on anxiety disorders and depression include:

- *Improving the Nation's Health: The National Institute of Mental Health*
- *The Numbers Count: Mental Illnesses in America*
- *When Fear Holds Sway: Panic Disorder*
- *Step on a Crack: Obsessive-Compulsive Disorder*
- *The Invisible Disease - Depression*
- *Depression Can Break Your Heart*
- *Going to Extremes: Manic-Depressive Illness*

Additional information is available on the award-winning Anxiety Disorders Web Site (see address listed below). This site includes information and materials from the Anxiety Disorders Education Program, as well as:

- information on the five types of anxiety disorders;
- video clips featuring personal accounts of people who have found effective treatment for anxiety disorders;
- a special section for health professionals;
- a resource list of pertinent journal articles, books, audiovisual materials and referral organizations.

You may want to post at your agency the toll free information line for English- and Spanish-speaking callers: 1-88-88-ANXIETY. Materials are mailed free of charge.

NIMH has many printed publications available on-line through its web site — www.nimh.gov. In addition to the "Science on Our Minds" fact sheets, these publications include:

- *Understanding Panic Disorder*
- *Getting Treatment for Panic Disorder*
- *Obsessive-Compulsive Disorder*
- *Medications*
- *Depression: What Every Woman Should Know*
- *Helpful Facts about Depressive Illnesses*
- *Let's Talk about Depression*

Contact the:

Office of Communications and Public Liaison, NIMH
Information Resources and Inquiries Branch

6001 Executive Boulevard, Room 8184, MSC 9663

Bethesda, MD 20892-9663

Phone: (301) 443-4513

FAX: (301) 443-4279

E-mail: nimhinfo@nih.gov

NIMH Home Page address:

www.nimh.nih.gov. 



ANXIETY & DEPRESSION

Help us to plan our next National Conference on Federal Employee Assistance and Health Enhancement Programs for FY 2000. The conference is uniquely suited for Federal EAP administrators and coordinators, health promotion program managers and specialists, health unit staff, fitness facility managers, employee relations staff, and work/life program managers.

Please take a moment to complete the survey below to help us design another successful event. Return the survey by FAX at (202) 606-0967, or send it by mail to U.S. Office of Personnel Management, Employee Health Services Division, Room 7425, 1900 E. Street, NW, Washington, DC 20415-2100. If you have any questions, call Carol Hallowell or Frank Cavanaugh at (202) 606-1269.

SURVEY

Are you interested in attending our next conference in the year 2000?

YES, I look forward to it. Please put me on your mailing list.

Name:

Title:

Agency:

Office:

Room/Suite/Code:

Street Address:

City/State/Zip:

Check the program area that you are responsible for:

- Employee Assistance
- Occupational Health
- Health Promotion
- Fitness Programs
- Health and Safety
- Work/Life
- Other: _____

Please list 3 specific session topics you would like to see offered at the next conference:

- 1.
- 2.
- 3.

Do you have a program success story or unique issue that you would like to present at the next conference? Please describe briefly:

Additional Comments:

Some Ideas for Conference Breakout Sessions:

- Advanced Issues on Administering EAPs
- Fitness Facility Management Issues
- Elder Care
- Work/Life Initiatives
- Violence in the Workplace
- Program Evaluation Strategies
- Keeping Programs Fresh
- Working Well with Small Budgets
- Alternative Dispute Resolution
- Women's Health
- Health Fairs and Special Events
- Domestic Violence
- Critical Incidents at Work
- Program Promotion/Marketing Strategies

Specialized Instruction/Certifications for Health and Fitness Professionals:

The Cooper Institute Course Schedule (to mid-2000)

For almost 30 years, the Cooper Institute has been refining and perfecting their teaching methods to deliver quality, in-depth instruction for health and fitness specialists. Student-oriented classes provide certifications in the field of health and fitness.

Health Promotion Director

Course dates:

February 21-25

May 22-26

Course fee: \$735

Physical Fitness Specialist (Personal Trainer) Certification

Course dates:

January 3-7

February 7-11

March 6-10

March 13-17

April 3-7

May 15-19

June 5-9

June 26-30

Law Enforcement course dates:

May 1-5

Course fee: \$645

Master Fitness Specialist Certification

(second-tier certification in the field)

Course dates:

March 20-24

June 12-16

Course fee: \$645

Group Exercise Leadership (Aerobics Instructor) Certification

Course dates:

February 14-18

Course fee: \$395

Specialty Certifications

Biomechanics of Resistance Training

Course dates:

January 8-9

March 11-12

June 10-11

Course fee: \$295

Providing Dietary Guidance

Course dates:

January 12-14

May 10-12

Course fee: \$395

\$460 (including 1/2 day workshop, Nutrition in the Weight Room)

Fitness Specialist for Older Adults

Course dates:

February 23-25

Course fee: \$395

Special Populations

(arthritis, asthma, cardiac rehabilitation, diabetes, hypertension, low back syndrome, osteoporosis, obesity, pregnancy)

Course dates:

April 27-28

Course fee: \$295

Organizational Stress Management

Course dates:

March 29-31

Course fee: \$495

Behavioral Approaches for Exercise Adherence

Course dates:

February 28 - March 1

Course fee: \$395

January 2000

3-7 Physical Fitness Specialist

8-9 Biomechanics of Resistance Training

11 Nutrition in the Weight Room

12-14 Nutrition

15 Indoor Cycling

February 2000

4-5 Martial Arts Specialist

7-11 Physical Fitness Specialist

14-18 Group Exercise Leadership

21-25 Health Promotion Director

23-25 Fitness Specialist for Older Adults

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March 2000

6-10 Physical Fitness Specialist

11-12 Biomechanics of Resistance Training

13-17 Physical Fitness Specialist

20-24 Master Fitness Specialist

29-31 Organizational Stress Management

April 2000

3-7 Physical Fitness Specialist - Law Enforcement

10-14 ACSM Health Fitness Instructor

27-28 Special Populations

May 2000

1-5 Physical Fitness Specialist - Law Enforcement

9 Nutrition in the Weight Room

10-12 Nutrition

13 Indoor Cycling

15-19 Physical Fitness Specialist

22-26 Health Promotion Director

25-26 Aquatics

June 2000


5-9 Physical Fitness Specialist

10-11 Biomechanics of Resistance Training

12-16 Master Fitness Specialist

19-24 Preventive Medicine Proficiency

26-30 Physical Fitness Specialist

For more information, call The Cooper Institute at (800) 635-7050, fax (972) 341-3227, or visit the Internet web site at www.cooperinst.org. 

2000 SOELR

A Symposium on Employee and Labor Relations

IS BEING RESCHEDULED.

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telephone at (202) 606-4446,
or email to soelr@opm.gov

Visit the webpage at www.opm.gov/er.

19th Annual Wellness in the Workplace Conference

The University of Michigan Health Management Research Center

*“Reaching One Person
at a Time”*

March 22, 2000
Michigan League
Ann Arbor, Michigan

Register by email: kmcrocker@umich.edu
online: www.umich.edu/~hrmc/ww19.html
phone: (734) 763-2462

cost: \$95

RETIREES DON'T PLAN...

(continued from page 4)

cial planning counseling, and fewer still receive counseling on the emotional aspects of retirement. The trend is that more employees at national headquarters are offered comprehensive, three-day pre-retirement planning courses than in locations in the field.”

Agency programs can use these findings to enhance their pre-retirement programs. Where more comprehensive programs are not available, agency employee assistance representatives and/or family-friendly coordinators may be a resource for this kind of training.

Although not emphasized in pre-retirement planning, emotional well-being might be important enough to think about -- it could mean the difference between a golden retirement and one wrought with despair. **F**

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FOCUS

On Upcoming Events

January

Cervical Health Month

Center for Cervical Health
P.O. Box 1209
Toms River, NJ 08754
(732) 255-1132

National Glaucoma Awareness Month

Prevent Blindness America
500 East Remington Road
Schaumburg, IL 60173
(800) 331-2020

National Birth Defects Prevention Month

March of Dimes Birth Defects Foundation
1275 Mamaroneck Avenue
White Plains, NY 10605
(888) MODIMES 23

16-22

Healthy Weight Week

Healthy Weight Network
402 South 14th Street
Hettinger, ND 58639
(701) 567-2646
www.healthyweight.net

February

American Heart Month

American Heart Association
7272 Greenville Avenue
Dallas, TX 75231
(800) AHA-USA1

Low Vision Awareness Month

Prevent Blindness America
500 East Remington Road
Schaumburg, IL 60173
(800) 331-2020

Wise Health Consumer Month

American Institute for Preventive Medicine
30445 Northwestern Highway, Suite #350
Farmington Hills, MI 48334
(248) 539-1800 x 247

6-12

National Burn Awareness Week

Shriners Burn Institute
3229 Burnet Avenue
Cincinnati, OH 45229
(513) 872-6000

12-19

Eating Disorders Awareness Week

Eating Disorders Awareness and Prevention
603 Stewart Street, Suite 803
Seattle, WA 98101
(206) 382-3587
www.edap.org



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