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A WORD OF THANKS FOR A GOOD DEED

On behalf of Karen Neloms (Library Services) and the Institute we would like to extend thanks to those who assisted in helping prevent Karen from choking during the recent Dinner Cruise. Once again, quick thinking and a familiarity with the Heimlich maneuver saved a team member's life. Human Resources recognizes the importance of CPR and other life saving techniques and will be holding these classes in the near future. Watch for details in FastFact and on VIC.

ALTERNATIVE MEDICINE

The Oxford Health Plan will sponsor two Wellness Seminars featuring an Acupuncturist and a Yoga Instructor on Friday, September 19 in the Harborside office. These informal seminars are open to all interested AICPA employees. Seating is limited to approximately 40 persons at each session. Refreshments will be served. The seminars will be held in Training Room C (second floor) from 12:00 to 1:00 and again from 1:00 to 2:00.

CHANGES IN THE AETNA/US HEALTHCARE PLAN

Effective September 1, 1997 Aetna/US Healthcare are replacing their Fitness Club Reimbursement program with a new program entitled Health & Fitness Discount program. Please note that participants who are currently registered for the Fitness Club Reimbursement program will continue to receive their reimbursements until the end of the plan year. The new program will offer participants a booklet of more than 20 saving certificates from some of the country's leading suppliers of health, fitness and safety products, like NordicTrack, Jazzercise, Headstrong helmets and Prevention magazine. In addition Aetna/US Healthcare's relationships with Bally's Total Fitness and the International Health, Racquet and Sports club Association give participants access to more than 2,500 fitness clubs across the country. More details on the new program will be announced in Apple Seeds Magazine (Aetna/US Healthcare health magazine) in the Fall. In the meantime, **should you have any questions, please call Aetna/US Healthcare Customer Service at (800) 323 9930.**

AICPA's HEALTH & WELLNESS PROGRAM

Here at AICPA we recognize the importance of health and wellness to all employees. Human Resources has been busy behind the scenes designing a new Health & Wellness program for Team AICPA. We are establishing relationships with specific health clubs in Harborside, Manhattan and Washington. We will also be announcing a new incentive program. All the details will be available in the upcoming Health & Wellness edition of FastFact.

REMINDER

In the last edition of FastFact we introduced the Seven Competencies inherent in the new performance management system. Please note that these competencies are also posted on VIC (HR's Virtual Information Center on the Intranet). On VIC the competencies are explained in detail together with some useful examples.

DEBUTING THIS WEEK....

The AICPA is committed to providing it's employees with: Timely training to acquire the knowledge and skills needed for current and future jobs. By now we are all familiar with this statement found in our Values and Visions Statement. To aid in reaching that vision, Organizational Development and Training has released a catalog of training courses for September through December.

FIRST STEP

The first training and development step begins with you and your manager. Be proactive. You must manage your own career. Consider the following questions: What are your development needs, areas of improvement, skill enhancements, and/or needed/desired growth opportunities? Have you discussed them with your manager? What is the best way to meet those needs? It's not always a training class. New assignments, one-on-one coaching, reading, self-study, cross-functional teamwork and others can be more effective in meeting a need.

EXPECTATIONS

If you feel the need can be met with a training class, why have you chosen this class? What changes/improvements/ enhancements are expected as a result of training? You and your manager should discuss the need for training and the desired results prior to the class. When you and your manager understand why, the material takes on new, specific meaning. It paves the way to learning and can make all the difference between a "I wish I were somewhere else" and "I know what I need to take away from this class."

FOLLOW-UP

After training, follow-up. What will you do differently now that you have taken this class? How can your manager reinforce, support and encourage you to use the training? Let him or her know.

Need additional help? Can't find the course that meets a specific need? Call OD & T at ext. 3482 or 3831.

A BUZZ FROM BENEFITS

Winter's coming and we are getting ready! Once again Flu vaccination shots will be available to employees. Dates have yet to be confirmed but as soon as they are available they will be announced in FastFact and on VIC.

IN UPCOMING ISSUES

AICPA's new Health & Wellness program, Customer Service Week, some changes in Team HR and more from VIC.