



Our lives are dedicated to yours

# HR

## NEWSLETTER

DEPARTMENT OF HUMAN RESOURCES

Dear Supervisor,

Is your department exceeding the overtime budget due to high workload and high business expectations?

Are your customers complaining of your department's high turnaround time?

Are you planning to expand your current services or add new ones to adopt recent technological advancements in your field?

If your answer is yes to any of the above questions, then it is time to manage your workforce by forecasting and planning your current and future staffing needs.

Workforce planning is crucial. It is a proactive process which allows you to prepare for changes and decide on strategies that attract, develop, engage, and retain employees rather than simply operate in a reactive mode.

Here are some useful tips for performing your unit's workforce planning.

What supervisors are expected to do?

- Gather information and evidence on your current workforce/skill sets of your unit members.
- Forecast future workforce including transfers, retirements, etc.
- Conduct workload analysis and develop a demand forecast that is needed in the future to achieve business objectives.
- Conduct a workforce gap analysis to set the basis for developing strategies to attract and retain the staff you need. Decide whether to transfer certain employees, develop their talents internally or seek new talents.
- Log on to the system and submit your staffing plans by filling the information wizard on HR portal. Include a clear justification for each plan/position you submit/request.

### Fun Fact

We're More Productive When the Weather Is Cold & Rainy Outside!



Studies show that unpleasant weather improves concentration and productivity, in part because a rainy day or snowy day kills the potential for leisure time outdoors!

## EMPLOYEE LEARNING WEEK

For the first time at AUBMC, the Department of Human Resources launched its "Employee Learning Week" from December 1 till December 5, 2014.

The main purpose behind the launching of the Employee Learning Week was to enhance the culture of learning among AUBMC employees. Several activities were organized for the event.

- Ten "Lunch & Learn" sessions were presented and attended by 171 employees during the week. A daily draw took place, and a lucky winner received a 50\$ cash prize every day.
- Winners were:
  - Ms. Layal Dorra
  - Mr. Yassin Ali
  - Ms. Bariaa Mokdad
  - Ms. Salwa Ghanem
  - Ms. Dareen Hajj Sleiman
  - Ms. Joyce Baddoush

- Mr. Mohamad Mokalled
- Ms. Alhan Shamseddine
- Ms. Suhair Ismail
- Ms. Iman Msheirfih
- Learning Style Quiz Average Results
  - "Visual" Learning Style had the highest rank (average of 59%) followed by "Auditory" (41%) and "Tactile" learning styles (24%).
- On behalf of AUBMC, we would like to thank the following trainers for their continuous training efforts in providing mandatory training sessions.
  - Ms. Nada Kara Zahreddine
  - Mr. Bassel Molaeb
  - Mr. Salah Al Dean Bayyoud
  - Mr. Talal Abu Mjahed
- We would like to recognize the three departments whose training needs were remarkably drafted and congratulate them for an efficient assessment.
  - Finance Department
  - IT Department
  - Materials' Management Department

## VARIOUS ACTIVITIES WERE CARRIED OUT DURING THE EMPLOYEE LEARNING WEEK

- Learning style quiz
- Inviting "hidden" trainers at AUBMC
- Recommending the "Top 5" learning books by HR
- Recognizing the best three units with the best drafted training needs' requests
- Organizing different games and riddles related to training and development using mats
- Distributing and explaining job families and career ladders



### New online resources

All AUBMC employees can now access the Medical Center's Job Families Guide, Career Ladders and Competency Dictionary online.

Access to these resources is possible only from within AUBMC network.

Kindly, follow the below links:

- [AUBMC Job Families and Career Ladders at AUBMC \(Nov 2014\)](#)
- [AUBMC Competency Dictionary](#)
- [AUBMC Job Families Map](#)

# AUBMC HUMAN RESOURCES CELEBRATES A YEAR FULL OF SUCCESS

For the past years, AUBMC Human Resources Department has celebrated the year's successes by establishing a special Christmas and New Year feel at AUBMC. As usual, the program this year was diverse with lots of Christmas activities aiming at entertaining and educating.

The annual "Best AUBMC Christmas Tree Competition," a tradition at AUBMC, is continuing to gain popularity among AUBMC employees. Voters for this year chose different departments to be the winners.



Specialty Clinics OBS



CCCL Outpatient



PLM

Voters also selected the winners for the best Christmas Ornament Competition. AUBMC Human Departments received many special personalized ornaments, and the winning units were:



PLM

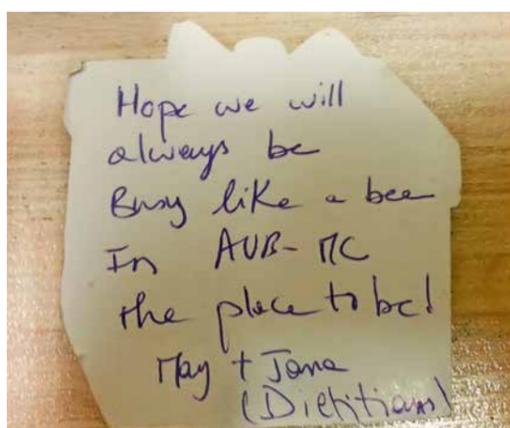


Specialty Clinics OBS



Family Medicine

For two days, the HR department set a Christmas stand at AUBMC cafeteria to feature the usual fun/educational games with the spin wheel. Employees enjoyed a new competition by writing the "Best Christmas Wish for AUBMC" and dropping their wishes in a real-size Santa's bag located in the area. The winning Christmas wish for the year 2014 read as follows:



---

## THIRD ANNUAL PATIENT ACCESS BAKE SALE

Patient Access Team organized the third annual Christmas bake sale at Hisham Jaroudi Lobby, Main Medical Center Building. Patient Access officers and their families prepared homemade cakes, cookies, cupcakes, brownies, custard, and other delicious Lebanese treats like "moghle" along with a special low calorie section.

All proceeds were donated to support needy patients with epilepsy at AUBMC. The Patient Access Team would like to thank all visitors for sharing the true Christmas spirit with needy patients.



---

## MEMO

Kindly note that vacation days earned on July 1st, 2014 for the fiscal year of July 2014 up to June 2015 is due to be taken by August 2015. Therefore, all AUBMC employees in all units are encouraged to start scheduling for it effective from now.