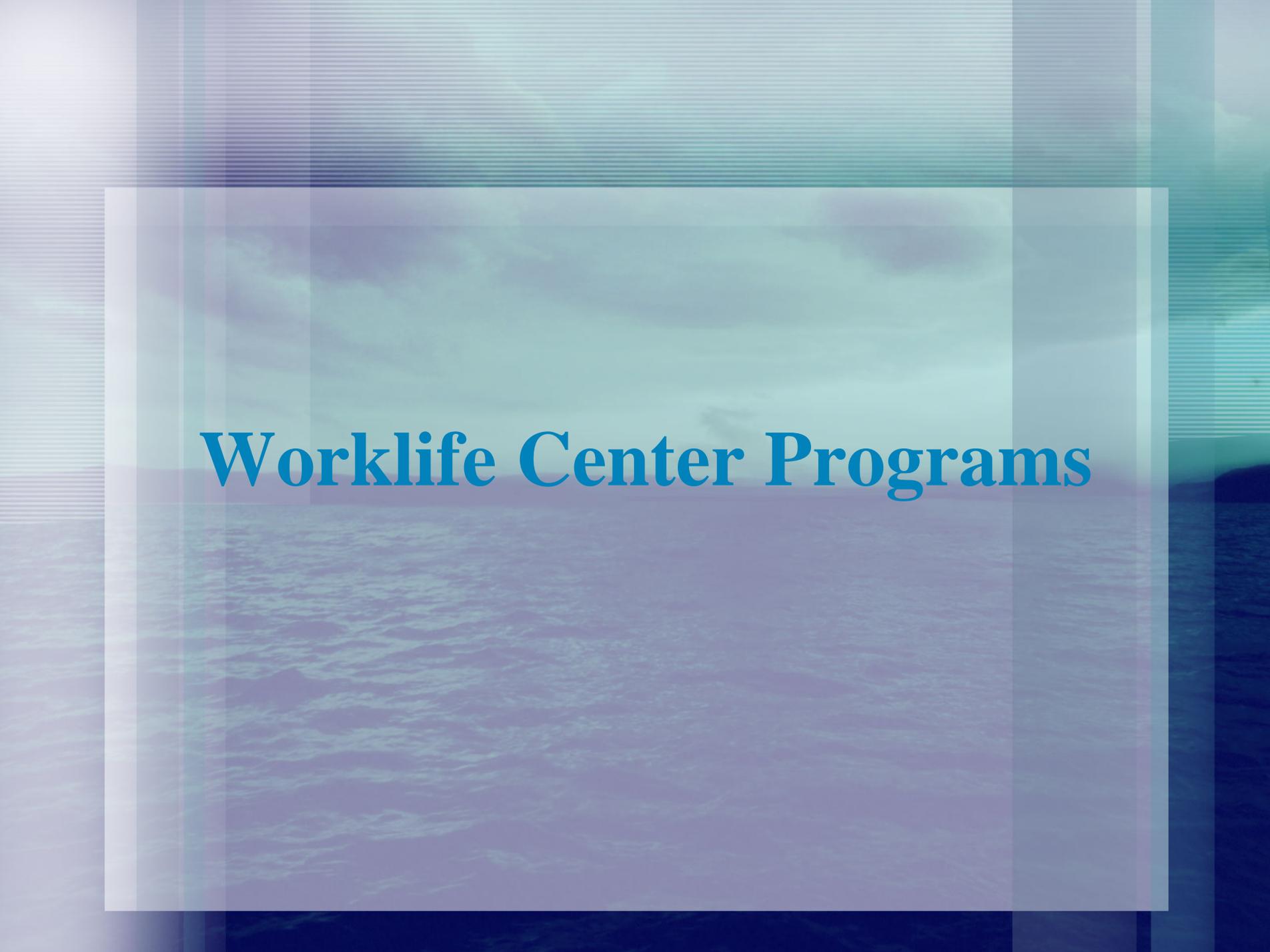


# James D. Martin Employee Worklife Center

Laura Flynn, MA, Ph.D. - Director of Worklife Programs  
Milton Hall, MBA - Program Manager

Wednesday, August 30, 2006



# Worklife Center Programs

# Personal and Professional Coaching

- **The Doctor is In**
  - Employees may schedule up to three 15 minute coaching sessions
  - In-person and telephonic
  - Numerous topics are available for coaching
    - Stress management
    - Improving employee relations
    - Supervisory issues
    - Career coaching
      - Resume consultation, interviewing skills, , internal NOAA job transfer, managing politics, networking skills
    - Issues of diversity in the workplace
    - Referral to needed resources
      - EAP, psychotherapy

# Research Services

- **Child Care**

- Assistance with identification and location of licensed centers across the country
- Centers and home based day-care that meets NOAA employee criteria

- **Elder Care**

- Assistance with identification and location of eldercare across the country
- Offering support to caregivers and personal coaching on making difficult eldercare decisions

- **Other Research Services**

- Divorce, finding a lawyer, finding a psychotherapist, and other topics.

# Mind/Body Wellness program

- **Mind/Body Wellness Program**
  - addresses core components of employees
    - body and mind
  - Mind/Body class
    - 6 week class offering instruction in mind-body healing, the nature of stress, and technologies for preventing and reducing stress.
    - Instruction in a number of stress management techniques
      - progressive muscle relaxation, breathing retraining and meditation, autogenic training, guided imagery, and mindfulness
    - Final product of the course: a Personal Program for Stress Management

# Mind/Body Wellness program

- Meditation/Breathing Retraining
  - What is meditation or breathing retraining?
    - A 3 sessions weekly
  - 30 minutes of guided meditation and relaxation

# Mind/Body Wellness program

- Introduction to Tai Chi and Qi Gong
  - What is Tai Chi?
    - A form of bodywork developed out of Chinese martial art
    - Students learn a series of movement, the “form” and perform these movements while focusing on the body and its movement
    - 1 class weekly
  - Short Form of the Yang style

# Lactation Program for Nursing Moms

- Lactating mothers can schedule an appointment to use a private space for lactation
- The program provides a private and secure space for the purposes of lactation
- The program assists moms in their transition back to work
- available by appointment during business hours

# Resources on the Worklife Center Website

- **24 hour resources on a variety of topics**
- **[http://www.wfm.noaa.gov/diversity/worklife\\_resource\\_center.html](http://www.wfm.noaa.gov/diversity/worklife_resource_center.html)**
- **NOAA Employees at Sea**
  - Website contains information on using internet resources to remain connected with family members
- **Shift Workers**
  - [SleepFoundation.org](http://SleepFoundation.org) – This site provides useful information on sleep and the associated stages of sleep and their importance.
- **Work and Family**
  - A number of internet resources for balancing work and family are available on our website. These include:
    - [BostonCollege.edu](http://BostonCollege.edu) – The Boston College Center for Work and Family.
    - [Familiesandwork.org](http://Familiesandwork.org) – Families and Work Institute.
    - [Workfamily.com](http://Workfamily.com) – Work and Family Connection.
    - [FRCA.org](http://FRCA.org) – Family Support America.

# Resource Library

- Stocked with the latest work and life balance readings
- NOAA employees can check-out books, videos, and audio materials
- Available check-out materials are listed under Worklife Center Resources on the website
- Diversity Books
  - The Worklife Center is the new home for the collection of books and resources on diversity

# Skills for Resilient Living Seminars

- Expert and thought leader presentations on topics pertaining to work and life balance
  - Seminars are crafted to impart new skills, resources, and insights
- Developing resilience on a variety of fronts:
  - personal financial planning, time management, stress management, nutrition, health and wellness, building self confidence, parenting, relationships, etc.
  - Monthly seminars are videotaped and placed on the intranet for internal employee viewing.
- Lunch and Learn Seminars

# Benefits that Working Families Realize

## From Dan

I want to extend my thanks for the initiatives you taken since you came on-board at NOAA. The benefits extend beyond the obvious interest and participation in the meditation and Tai-Chi classes. These classes contribute to cultural diversity. They also portray NOAA as a progressive and creative agency, and show a real interest in employee wellbeing. On a personal note, I was recently dissuaded from taking a job at a different agency, partly because they couldn't match the corporate culture that you and the Work Life Center have contributed to.

## From Margaret regarding the Seminar Series

Thank you for presenting the seminar on mindfulness. Your delivery and in-class exercises were most helpful. When I walked back to my office, I had a really good walk as I experienced with patience and wonder buildings, people, grass, etc.