

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
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Information Bulletin No. HR-2002-087

To: All BC, HR, NI, ST, and WO Employees

From: Director, National Human Resources Management Center

Subject: Lunch and Learns

I am pleased to announce a series of summertime "Lunch and Learn" presentations for all employees. The training office has coordinated with the Employee Assistance Program (EAP) six, one-hour Lunch and Learns. Employees are invited to bring their lunch to the *East Conference Room*, where Barbara Engemoen or Marcus Stiner will present the following six Lunch and Learns:

**Wednesday, July 10, 2002, 11:30 a.m. to 12:30 p.m.:**

*Elder Care: Preparing for the Sunset Years*

- While many people remain active and independent well past retirement, myths persist which can harm elderly people and their families. Participants will explore the myths about aging and will review the support available for the elderly and their caregivers.

**Wednesday, July 31, 2002, 11:30 a.m. to 12:30 p.m.:**

*Managing Stress and Burnout: Hitting the Wall*

- Work overload and values conflicts are two factors that can cause burnout. Burnout saps motivation, productivity, and personality during a period of relative calm. Understanding the dynamics of the syndrome, including the emotional and physical components, can help employees to take better care of themselves. They will learn to cope with stress, know when to say "yes" and when to say "no," and understand the value of self-reward.

**Wednesday, August 14, 2002, 11:30 a.m. to 12:30 p.m.:**

*Planning for Retirement: Getting Ready for a Major Life Transition*

- Becoming aware of the various issues that retirement can bring (and having to deal with those issues) can help ensure a smoother transition from full time work to retirement. Participants will examine the impact their careers have had on their self-esteem and personal identity, and will

develop a master retirement plan to facilitate meeting new goals.

**Wednesday, August 28, 2002, 11:30 a.m. to 12:30 p.m.:**

*Meeting the Challenge of the Difficult Situation*

- How should an employee respond when dealing with someone who is unduly demanding, rude, abusive or even potentially violent? Participants will practice techniques that will help them deal with an angry person effectively.

**Wednesday, September 11, 2002, 11:30 a.m. to 12:30 p.m.:**

*Healthy Lifestyle: Feeling Good and Feeling Fit*

- Is your lifestyle hazardous to your health? Wellness is much more than simply avoiding disease. In this session participants will learn that major components of wellness, including proper nutrition, regular exercise, achieving a balanced lifestyle, and managing stress.

**Wednesday, September 25, 2002, 11:30 a.m. to 12:30 p.m.:**

*Balancing Work and Personal Life: Learning to Juggle Multiple Demands*

- Many American workers struggle to balance the demands of their lives inside and outside of work. This session combines principles of stress management, time management, and values clarification to provide an integrated approach to reach and maintain balance. Participants will explore effective strategies to reduce discomfort and guilt.

We hope that employees will take advantage of the opportunity to relax, enjoy their lunch break, and learn some useful life-skills. Please join the training office throughout the summer in the East Conference Room.

If you have any questions please contact Teresa Milner, Training Officer, at 303-236-3569, or [Teresa\\_Milner@blm.gov](mailto:Teresa_Milner@blm.gov).

Signed  
Linda D. Sedbrook  
Director, NHRMC

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Luron Porter  
Staff Assistant

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