

# Human Resources Update



## Upcoming Workshops

September 4, 2008 – St. George and Summerville Council Chambers 9am to Noon  
Customer Service – A Step Above

September 20, 2008 – North Charleston 8am Arrival, 9am Walk Begins  
2008 Start Lowcountry Heart Walk  
[www.startlowcountrysc.org](http://www.startlowcountrysc.org)

September 24, 2008 – St. George Council Chambers 9am to 11:30 am  
Personnel Issues Update-  
Teleconference presented by Linda Edwards

October 1, 2008 – St. George Council Chambers 9am to 11:30 am  
Personnel Issues Update-  
Teleconference presented by Linda Edwards

**Please notify Tammy of the training needs you may have in your office**

## How Can Physical Activity Become a Way of Life?

If you aren't in the habit of being physically active, you're probably being told you should start. That's because regular physical activity reduces your risk of heart disease and stroke. It also helps you reduce or control other risk factors — high blood pressure, high blood cholesterol, excess body weight and diabetes. But the benefits don't stop there. You may look and feel better, become stronger and more flexible, have more energy, and reduce stress and tension. The time to start is now!

### How do I start?

- Talk to your doctor about a physical activity plan that's right

## Learn to Listen

By developing good listening skills, you'll be able to recognize when your communications aren't reaching their targets.

Listening is an activity. When you listen:

- Stop other activities.
- Concentrate your thoughts on the speaker.
- Turn your head and body so you are looking at the speaker.
- Remain silent, but use facial expressions and body language so the speaker can pick up on clues as to your comprehension and whether you have a question or comment.
- Over the phone, periodically make brief comments to acknowledge you are listening.
- When the speaker has finished, briefly summarize his or her main points to clarify that you have heard correctly.

- Ask questions so you understand completely.

Practicing these listening skills shows respect for the speaker. If you become known as a good listener, you may find that people become more attentive when you talk.

If someone you are talking to continues to type or flip through papers; glances or turns away; has a blank, bored, or annoyed facial expression; and either ignores you or just nods briefly and gets back to doing something else as soon as you are done talking; it's quite possible that your message did not get through to the person.

When this happens, try another approach. Ask the person questions about what you've just said, or ask if you should come back when he or she is less busy. Following up the conversation with a written note might help, but it will not provide a guarantee that the message was understood.

for you if...

- you've been inactive a long time or have medical problems,
- you're middle-aged or older, and
- you're planning a relatively vigorous exercise program.

- Choose activities you enjoy. Pick a starting date that fits your schedule and gives you enough time to begin your program, like a Saturday.
- Wear comfortable clothes and shoes.
- Start slowly — don't overdo it!
- Try to exercise at the same time each day so it becomes a regular part of your lifestyle. For example, you might exercise every day (during your lunch hour) from noon to 12:30 p.m.
- Drink lots of water before, during and

after each exercise session.

- Ask a friend to start a program with you — use the buddy system!
- Note the days you exercise and write down the distance or length of time of your workout and how you feel after each session.
- If you miss a day, plan a make-up day. Don't double your exercise time during your next session.

Become active in Dorchester County, take part in one of the upcoming Wellness Activities. Move More, Live More, Enjoy More!



September 2008

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