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Dear BHMT member, This November, drive your own career and academic success with the help of BHMT! To learn more, read on.

IN THIS EDITION:

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- How To Talk To Your Family About Going Back to School
- 'It Worked for Me': Rhondalyn Hall
- 3 Tips for Career Development
- **NEW!** AmEnglish is Now Available in Arabic

Registration for CTU Closes Nov. 11!

Explore [a variety of prerequisite courses](#) from Colorado Technical University (CTU).  CTU offers an award-winning virtual campus where you can access coursework anytime anywhere. College prerequisite classes are conveniently web-based and take only 5½ weeks to complete!

Take courses such as [Math](#), [English](#), [Information Technology](#), [Psychology & Sociology](#), and [Medical Terminology](#) while you fulfill the necessary requirements for your program.

Registration closes today for Session B starting November 13.

For more information call: 855.283.1590 or email: bhmt@coloradotech.edu

How To Talk To Your Family About Going Back to School

After taking these courses, you're in a good position to

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back to school will affect your family? In the short term, it may require sacrifices from everyone to keep the family running smoothly. Long term, it could mean a lot of advantages.

Here are some [tips for how to have a conversation with your family](#) about your decision to pursue your educational goals.



'It Worked for Me': Rhondalyn Hall

NCAL Program Specialist Shows How It's Never Too Late To Skill Up

Current Position: Program Specialist, The Permanente Medical Group, NCAL

Her Goal: To become a Business Consultant

How BHMT Helped: BHMT helped through the use of Career Counseling Services, New Horizons Computer Training, and Regional Training Program

Rhondalyn Hall started her career at Kaiser Permanente 10 years ago. Realizing that she did not possess the necessary skills needed in order to move up within the organization, she decided to do something about it. One of the first programs she utilized through the [Ben Hudnall Memorial Trust](#) was the [Basic Computer Training courses](#) in Word and Excel through New Horizons Computer Learning Center.

"My experience with New Horizons was good. I would not have been able to move up in my career without these skills."

For her current position as a Program Specialist, she needed to be at an expert level in many Microsoft applications, and she is now proudly at an expert level in Word, Excel, and PowerPoint. Rhondalyn is amazed by how much she has progressed in her newfound computer skills. "I barely started at the 'basic' level," she says, "but through these training and on-the-job experience, I feel better prepared."

Rhondalyn also took advantage of the *Extraordinary Administrative Assistant* [Regional Training Program](#). Through this cohort, she was able to develop many interpersonal soft skills that continued to further her career development. "This program helped me to learn how to identify people with different personality types than mine and how to work with them effectively."

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While working with the Northern California [Career Counselor](#) team, she was able to focus on resume writing which helped her to transition into different positions along the way. The Career Counselors also helped her map out the courses she was interested in taking, making the process a lot less stressful.

Now, working in the Quality and Operations Support Department, she finds that there is “a lot of opportunity for growth within the department,” so she plans on taking more classes through BHMT in the future to take her career even further.

Being a proponent of life-long learning, Rhondalyn makes sure to encourage her fellow co-workers to utilize the programs and services the Ben Hudnall Memorial Trust has to offer for themselves.

“You don’t want to get stuck in your current position if you have the desire to move up so go for it!”

Congratulations, Rhondalyn!

3 Tips for Career Development

Mentoring is an important and often overlooked method to build your career. Utilizing a mentor is a critical strategy that can help you avoid getting stuck, so you can focus on a path to your success. If you ask successful KP employees how they got there, they will typically identify one or more significant people who took a personal interest in them and helped foster their progress.

Here are 3 ways to ensure an **effective mentoring relationship**:

- **Select A Mentor Thoughtfully**
Find someone you respect and has the experience and skills you value.
- **Clarify What You Want to Accomplish**
Whether it’s improving relationships, building technical skills, communicating more effectively within all levels of the organization, identifying resources, or even finding new opportunities.
- **Be Ready to Learn, Change, and Flex**
Your mentor will share ideas, listen, and/or reinforce your development. This helps build your confidence and your ability to take calculated risks.



Mentoring may be a part of your successful career development plan, and your local [BHMT Career Counselor](#)

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The real magic of mentoring is the focus on your growth!**NEW! AmEnglish is Now Available in Arabic**

[AmEnglish](#) provides the best online training methods to improve communication skills for non-native speakers of English at the high beginning through advanced levels. BHMT participants **can access all 10+ programs** in the [English Skills Series](#). You will have unlimited access to the English Skills Series anytime.

Each program includes **40 hours of content**, so you are able to complete the modules at your own pace.

Pronunciation in English – Medical INT+**What is Intonation?**

Intonation Skill #1

الكلام مثل الموسيقى، به تغيرات في النغمة تؤدي إلى خلق اللحن. هذا اللحن في الكلام يطلق عليه التنغيم. يقسم التنغيم الكلام إلى مجموعات أفكار أو عبارات قصيرة ذات مغزى (جملت، 1987). عادة ما تكون هناك نغمة في نهاية مجموعة الأفكار في العبارة. يخبر ذلك المستمع بأنك أنهت كلامك بفكرة معينة. وأعلى نغمة في العبارة تكون على أهم كلمة، أو ما يعرف بالكلمة المهمة. وهكذا فإن التنغيم يعزز النبر.

إذا لم تستخدم التنغيم عند التحدث بالإنجليزية فإنك ستبدو مثل الإنسان الآلي. سيؤدي نقص التنغيم في الكلام إلى جعل المستمع يعتقد:

(1) أنك لست مهتمًا بالموضوع أو

(2) أنك تتصرف بوقاحة.

على سبيل المثال، استمع إلى النغمة وهي تعلو وتنخفض في الجمل التالية:



The phone **always** rings, ↓ when I'm in the **bathroom** ↓.
If you **see** him, ↓ tell him I said "**Hi**" ↓.

تنخفض النغمة في نهاية كل مجموعة أفكار في هذه العبارات. وترتفع النغمة عند نطق الكلمة المهمة، وهي الكلمة الأكثر أهمية فيما يتعلق بإيصال معنى الجملة. هذه الكلمة أيضًا هي التي تأخذ أكبر قدر من النبر.

تلميح: يمكنك أن تسمع النغمة تعلو وتنخفض بشكل أكثر وضوحًا إذا استبدلت أحد الأصوات مثل "LA" بالنسبة للكلمة واستمعت فقط إلى "الموسيقى". استمع.

la la LA la la la la la LA la
THE PHONE ALWAYS RINGS, WHEN I'M IN THE BATHROOM

la la LA la la la la LA
IF YOU SEE HIM, TELL HIM I SAID, "HI"



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Need Career Direction? Contact Your BHMT Career Counselor

Are you aware of your free and confidential career counseling benefit? Your regional career counselors are available to help you with career goal setting, education planning, and job search assistance. No matter where you are at KP, it's useful to explore your professional development.

Contact Your NCAL region Career Counselors:

MARTHA EDWARDS: Martha.A.Edwards@kp.org, (510) 987-2168

Established in January 2007, the Ben Hudnall Memorial Education and Training Trust provides career counseling services and resources to education and training programs across Kaiser Permanente Regions.

Office of the Ben Hudnall Memorial Trust

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