# 2016 Staff Recognition Week Seminars

**Tuesday, May 24, 2016**

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Thursday, May 26, 2016

8:30 AM
**Web Development and Design for Beginners**  
Mel Wolverson  
N206

**Investing on a Shoestring for a Better Retirement**  
Bob Almony  
N214

9:00 AM
**Growth Mindset**  
Megan Martin  
N222

10:30 AM
**Getting the Most Out of Your Health Insurance Benefit**  
Donna Kasper  
N222

11:00 AM
**Creating a Culture of Health**  
Lynn Rossy  
N243

12:00 PM
**Chair Yoga**  
Kate Walker  
S304

1:00 PM
**Mentoring: A Benefit worth Pursuing**  
James Hunter  
N206

**Understanding and Maximizing Your 'HSA'**  
Donna Kasper  
N214

1:30 PM
**Box Collaboration Tools**  
David Stone  
N222

2:00 PM
**Mindful Eating**  
Lynn Rossy  
S304

3:00 PM
**Retirement: It's Getting Close**  
Cari Lyman  
N206

**Citizen's Response to an Active Threat**  
MUPD  
N222

3:30 PM
**Navigate Your Career at Mizzou**  
Allen Johanning  
N214
Take Charge of Your Finances  
*Presented by Bob Almony & Beth Steele*  
8:30A - 12:00P  
Room S203  
This course deals with misconceptions about money management, your net worth, and tracking your cash flow each month. Learn to set up a real budget, handle debt, and discuss the 10 leading causes of overspending. We will review the overall personal budget process.

Understanding and Maximizing Your 'HSA'  
*Presented by Donna Kasper*  
8:30A - 10:00A  
Room S204  
Do you currently have a Health Savings Account or would you like to learn more about a Health Savings Account? If so, then please join us as we explore this benefit. You will learn the tax advantages of an HSA, how to maximize your HSA, the ease of utilizing the HSA, and understanding the 213(d) tax code. You will walk away confident in your working knowledge of this benefit as we explore the United Health Care/Optum Website and the ease of tracking your HSA funds and the claims submitted to your HSA.

Invest in Yourself: Make the Time to Change from Managing to Leading  
*Presented by Nancy Monteer & Kim Stonecipher*  
9:00A - 10:00A  
Room S207  
Are you managing or leading your team? This presentation will introduce key differences between being a manager and a leader while introducing skills that can set apart your team by motivating and communicating with your most valuable asset.

Navigate Your Career at Mizzou  
*Presented by Allen Johanning*  
9:30A - 10:30A  
Room S304  
What is your career path at the university? If you don’t have a clear answer to this question, then plan to attend this session! You will learn about tools available to help you understand your role at the university and where you may want to look for growth with your career. You will also learn how specific positions fit into our overall structure and see outlines of various career paths available at the university.
Fuel Your Day with Superfoods

*Presented by Kristen Hasan and Eric Cartwright*

10:00A - 11:00A

Johnston Hall Room 23

Ever wonder what all the buzz is about SuperFoods? Can they really make a difference in my work performance? Join Campus Dining Services’ Dietitian Kristen Hasan and Executive Chef Eric Cartwright as they demystify the buzz and explain how these SuperFoods can enhance your daily life. This session will include easy tips, live cooking demonstrations, and tastings.

Successful Thinking

*Presented by Nani Fudge*

10:00A - 11:00A

Room S206

Suppose you can only be as successful as your least successful thought. Would you change your thinking? Thoughts are things and yours have been running you for a long time. . . forever, in fact. Join us as we learn to identify and release those thoughts that no longer serve us, making room for those that do. Exciting, right? ‘Can’t wait until May? Begin early by asking yourself in good times and bad: “How does it get better than this?” Meanwhile, I see you happy!

Retirement It’s Getting Close

*Presented by Cari Lyman*

11:00A - 12:00P

Room S204

Retirement, for most people, can last a long time. Come to this session and learn about your options, and begin to evaluate the many resources that are available to you. This session is intended for University employees currently under the RDD plan, hired or vested before 10/01/2012.

PowerPoint Presentation Strategy

*Presented by Kyle Blomenkamp*

11:00A - 12:30P

Room S207

This discussion-based course helps the learner maximize the effectiveness of PowerPoint presentations avoiding the dreaded “death by bullet point.”
Power Lunch  
*Presented by Nani Fudge*  
12:00P - 1:00P  
MizzouRec

Don’t have time to exercise, do you? Well, let’s do a little experiment: Leave your office at noon, change into yoga pants and a tee, quickly walk to the Student Rec Center, register at the front desk, and meet us in the Studio you are directed to by 12:15. After 30 minutes of stress-reducing work using resistance bands (provided), you’ll have lots of energy (and 15 minutes) to change clothes and get back to your office! I think you’ll be surprised at how good (and smart) you’ll feel. PS: All the cool kids are doing it!

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Getting the Most Out of Your Health Insurance Benefit  
*Presented by Donna Kasper*  
1:00P - 2:00P  
Room S203

Are you interested in finding out how to maximize your health care benefits while saving your hard earned money? This class is geared to help you learn how to get the most out of your medical, dental and vision insurance. You will learn money saving tips in the areas of prescriptions, in network providers, utilizing your FSA and HSA funds and more. You will leave feeling confident on how to manage your insurance while getting the most out of your benefits with these simple money saving tips.

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Reducing Work-Life Conflict  
*Presented by James Hunter*  
1:00P - 2:30P  
Room S206

Work-life conflict! Stress! Do you feel the pursuit of balance in your life is futile? Join us in this session to explore this, seemingly ever present, struggle that changes through all of our work-life stages, but never really goes away. In this session we will:  
- Define work – life conflict  
- Identify predictors of work – life conflict  
- Discuss effects or outcomes of work – life conflict  
- Identify interventions for work – life conflict  
- Promote participant ecological assessments to manage the stressor

You will leave this session with a better understanding of how to manage these stressors and hopefully with a map taking you away from work-life conflict and leading you to a more acceptable work-life balance.
Communication Styles and Cultural Values  
*Presented by Marlo Goldstein-Hode*  
1:30P - 3:00P  
Room S204

This interactive session explores the concept of culture and how it plays out in our daily lives at Mizzou. Participants will engage in an interactive activity designed to develop awareness of how our deep seated values impact conflicts that we may have with our clients, colleagues, and students. Tips for engaging more effectively across value-laden differences will be discussed.

True Colors  
*Presented by Dewey Thompson*  
1:30P - 3:30  
Room S207

True Colors® is an easy, entertaining way to identify your personality style and the personality style of others. Based on the research of psychologists like David Keirsey, Carl Jung, Katherine Briggs and Isabel Myers, Don Lowery’s True Colors® helps you to identify your unique color spectrum using four colors that represent key personality types: Orange, Gold, Green and Blue. Each color has particular strengths and each analyzes, conceptualizes, understands, interacts, and learns differently. Come to this session to learn how to recognize and value these temperament differences in others.

Chair Yoga  
*Presented by Kate Walker*  
1:30P - 2:30P  
Room S304

Learn how to do a gentle form of yoga sitting in a chair. This class will provide breath techniques, as well as sitting and standing postures that stretch your arms, legs, torso, feet and shoulders. These postures can be performed in your office or home and are suitable for people who need modified postures due to health-related issues.

Fuel Your Day with Superfoods  
*Presented by Kristen Hasan and Eric Cartwright*  
10:00A - 11:00A  
Johnston Hall Room 23

Ever wonder what all the buzz is about SuperFoods? Can they really make a difference in my work performance? Join Campus Dining Services’ Dietitian Kristen Hasan and Executive Chef Eric Cartwright as they demystify the buzz and explain how these SuperFoods can enhance your daily life. This session will include easy tips, live cooking demonstrations, and tastings.
Acrobat DC Forms
*Presented by Riotta Scott*
2:30P - 4:00P
A&S Room 18

In this 90-minute hands-on course, you will import a Microsoft Word form into Acrobat and turn it into a PDF form that can be completed by users and returned to you via email. You will also export the data from the returned form into a comma-separated file which can be opened in an Excel spreadsheet.

Managing Up
*Presented by Katina Volle*
2:30P - 3:30P
Room S203

Having a positive relationship with your boss can have great outcomes. Do you want to start off on the right foot with a new boss or develop a better relationship with a current one? “Managing up” can help you achieve that. In this session, we'll discuss effective practice strategies that will help you get the most out of your job, manage your career and navigate organizational politics. Learn how these interpersonal skills can help set you apart from the rest.

**Thursday, May 26, 2016**

Web Development and Design for Beginners
*Presented by Mel Wolverson*
Room N206
8:30A - 12:00P

Web Design focuses on planning, structure, and resources. It is designed for coders new to design and managers of a redesign, but no experience is required.

Investing on a Shoestring for a Better Retirement
*Presented by Bob Almony*
Room N214
8:30A - 12:00P

Learn the principles of investing for the long-term accumulation of wealth, especially for a comfortable retirement. We will discuss the issues of 403(b), IRA, Roth IRA, 401(k), 456, etc., and which one you should use in your retirement planning and why.
Growth Mindset  
*Presented by Megan Martin*
Room N222  
9:00A - 10:00A

This session will explore the differences between a fixed mindset and a growth mindset; and discuss how having a growth mindset can positively affect work performance, motivation, team building, and supervisor performance feedback. Based on the research of Dr. Carol Dweck and her book Growth Mindset: You Can Fulfill Your Potential (2012), participants will learn that their talents and intelligence levels can be increased. They will gain tips on how to re-direct negative self-talk, and gain more self-confidence.

Getting the Most Out of Your Health Insurance Benefit  
*Presented by Donna Kasper*
10:30A - 11:30A  
Room N222

Are you interested in finding out how to maximize your health care benefits while saving your hard earned money? This class is geared to help you learn how to get the most out of your medical, dental and vision insurance. You will learn money saving tips in the areas of prescriptions, in network providers, utilizing your FSA and HSA funds and more. You will leave feeling confident on how to manage your insurance while getting the most out of your benefits with these simple money saving tips.

Creating a Culture of Health  
*Presented by Lynn Rossy*
Room N243  
11:00A - 12:30P

The Culture of Health is a strategy adopted by the University of Missouri to create a healthier, more productive, and highly engaged workforce.

Chair Yoga  
*Presented by Kate Walker*
12:00P - 1:00P  
Room S304

Learn how to do a gentle form of yoga sitting in a chair. This class will provide breath techniques, as well as sitting and standing postures that stretch your arms, legs, torso, feet and shoulders. These postures can be performed in your office or home and are suitable for people who need modified postures due to health-related issues.
Mentoring: A Benefit worth Pursuing  
*Presented by James Hunter*  
Room N206  
1:00P - 2:30P

Have you ever wondered about Join us in this class as we discuss ways to mentor as well as show you that mentoring can be a satisfying part of your job and an invaluable part of the MU experience. Specifically, we will:
- Define Mentoring
- Review Types, Forms and Functions of Mentoring
- Discuss the Benefits of Mentoring
- Summarize Individual and Organizational Strategies for the Design, Implementation and Evaluation of Mentoring Initiatives
- Engage in a Mentoring Transaction

Understanding and Maximizing Your 'HSA'  
*Presented by Donna Kasper*  
Room N214  
1:00P - 2:30P

Do you currently have an Health Savings Account or would you like to learn more about a Health Savings Account? If so, then please join us as we explore this benefit. You will learn the tax advantages of an HSA, how to maximize your HSA, the ease of utilizing the HSA, and understanding the 213(d) tax code. You will walk away confident in your working knowledge of this benefit as we explore the United Health Care/Optum Website and the ease of tracking your HSA funds and the claims submitted to your HSA.

Box Collaboration Tools  
*Presented by David Stone*  
Room N222  
1:30P - 2:30P

Box. You may know it as the friendly storage space, but it also has lots of built-in and third party collaboration tools. This session will cover how to use Box to collaborate with Co-Workers as well as those outside of the University of Missouri.

Mindful Eating  
*Presented by Lynn Rossy*  
Room S304  
2:00P - 3:30P

Do you snack without noticing that you’re eating? Do you have trouble not eating certain foods if they’re around the house? Do you eat to feel better, when you’re bored, or when you’re
stressed? Do you have a hard time not overeating? Do you eat when you’re not hungry? Are you tired of the endless diets that don’t work? If you answered “yes” to any of these questions, this workshop will have some ideas for you. Based on mindful eating research and a non-diet approach to weight management, you will learn and gain the resources you need to help you discover the pleasure of eating and treating your body with respect.

Retirement It’s Getting Close
*Presented by Cari Lyman*
3:00P - 4:00P
Room N206

Retirement, for most people, can last a long time. Come to this session and learn about your options, and begin to evaluate the many resources that are available to you. This session is intended for University employees currently under the RDD plan, hired or vested before 10/01/2012.

Citizen’s Response to an Active Threat
*Presented by MUPD*
Room N222
3:00P - 4:00P

In response to growing concern about Active Shooter/Active Threat incidents across the nation, the University Police Department now offers a course that trains members of the community in how to respond when confronted with an active killer. The Citizens’ Response to Active Threats program is a comprehensive approach advocating integrated strategies that incorporate Environmental Design, Technology & Communication, Law Enforcement Response, and most importantly, ACTION by those in immediate danger because they are the real First Responders. Many of us have trained since childhood for other emergency situations such as fires, tornadoes, and earthquakes. We have trained for these emergencies knowing the likelihood of such an occurrence is slim. Like fires, tornadoes, and earthquakes, active threat incidents, while uncommon, can have fatal consequences. Training for active threat incidents increases our chances of survival if the unexpected occurs.

Navigate Your Career at Mizzou
*Allen Johanning*
N214
3:30P - 4:30P

What is your career path at the university? If you don’t have a clear answer to this question, then plan to attend this session! You will learn about tools available to help you understand your role at the university and where you may want to look for growth with your career. You
will also learn how specific positions fit into our overall structure and see outlines of various career paths available at the university.