2015 Training Conference Course Offerings

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Bringing International Faculty and Staff to Mizzou
Caring for Aging Adults - Panel Discussion
Chair Yoga
Citizen’s Response to Active Threats/Active Shooter Training
Demystifying Disability: Disability Inclusion at Mizzou
Email Etiquette
Facilitate Emotional Intelligence in Children
Fair and Effective Discipline
FERPA
Financial Rules of the Road
Fuel Your Day with Superfoods
Getting Things Done
Goal Setting
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International Students at MU
Interviewing and Selecting Employees
Intro to Box
iPad
Make Money Count - Take Control of Your Finances
Managing Up: Tactics for Maximizing Your Relationship with Your Boss
Mentoring Student Employees
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MOST - Missouri’s 529 College Savings Plan
myLEARN Demonstration
Navigating vs. Negotiating: Dealing with and Recognizing Microaggressions
Networking for Departmental Staff Advisory Councils
Non-Resident Taxation
Onboarding: The Principles of Organizational Socialization
Optimizing Image Size for Publications
Payroll Reconciliation (outside of T&L)
Relationship Basics for the Workplace
Retiree Roundtable
Retirement - It’s Getting Close (Wednesday session)
Retirement - It’s Getting Close (Thursday session)
Retirement by Design
Rock That Interview
Searching in Show-Me Shop
So, You Like to Sing? Tips and Techniques for Singing and Public Speaking
Successful Thinking
Take Action: Helping a Person in Distress
Time and Labor - An Introduction
Time and Labor - Advanced
Title IX
True Colors
UM Records Management Compliance
Unconscious Bias in the Workplace
Unlocking Your Creativity
Using Mindfulness to Boost Productivity, Job Performance and Health
Visio
We’re Off to See the Wizard - Contract Processing at Mizzou
What is a Gift? What Every Fiscal Processor Needs to Know
Women in Leadership: Competencies that Matter
Workstation Ergonomics
Yoga with Lisa

Acrobat Forms
This class is in the IT computer lab in the south side/lower level of Arts & Science. Please contact MU HRS for specific directions.

Wednesday, 11/4/15
9:00AM - 10:30AM
Presented by Riotta Scott

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.

BPPM 2:005 - Department Fiscal Oversight Checklist
S207 - Todd
Wednesday, 11/4/15
10:30AM - 12:00PM
Presented by Jen Green

Review of The University of Missouri-Columbia BPPM 2:005-Department Fiscal Oversight Checklist policy updated in May 2014. The policy outlines various tasks that should be done in the fiscal office at the department level to ensure transactions have been properly authorized, recorded and verified. We will also review examples of reports that can be used.

Bringing International Faculty and Staff to Mizzou
S304 - Faculty Lounge
Wednesday, 11/4/15
8:30AM - 10:00AM
Presented by Sonali Kumar and Lauren Sellers

This session will give a brief overview of the J-1 visa and the process in which to request an International researcher or professor come to campus on a J-1 visa. We will discuss departmental responsibilities for J-1 visitors prior to and during their program.

H-1B: This session will explain the two step process we follow to file an H-1B petition with USCIS. The time line and the important documents required from the department will be discussed. We will also explain why and when to file an amendment H-1B petition.

Caring for Aging Adults - Panel Discussion
S203 - Strickland
Wednesday, 11/4/15
10:30AM - 12:00PM
Presented by Jacquelyn Benson, Donna Otto and Steven Zweig

Attend this session to learn the best practices to help aging adults in our lives do so gracefully. Guidance will be given to help you find that balance between autonomy and safety. Resources available for education and support will also be recommended.

Chair Yoga
S304 – Faculty Lounge
Wednesday, 11/4/15
10:30AM - 11:30AM
Presented by Kate Walker

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.
Citizen’s Response to Active Threats/Active Shooter Training
N103A – Stotler
Wednesday, 11/4/15
11:00AM – 12:30PM
Presented by MUPD Staff

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.

Demystifying Disability: Disability Inclusion at Mizzou
S206 - Gillette/Ware
Thursday, 11/5/15
10:30AM - 12:30PM
Presented by Amber Cheek

It is estimated that 20% of the general population has some sort of disability. At Mizzou, we do a great deal to ensure inclusion of students with disabilities in the classroom. However, it is just as important to ensure that we are being inclusive of persons with disabilities in our workplaces as well, especially as our workforce ages and acquires disabilities. This session will seek to decrease the “knowledge gap” about disability by using real life examples to illustrate and explain: 1) what disability is, 2) the major issues affecting employees with disabilities at work, 3) workplace accommodations, 4) disability awareness and etiquette, and 5) how to be inclusive of persons with disabilities in your department.

Email Etiquette
Thursday, 11/5/15
S204 - Ridgel
10:00AM - 11:30AM
Presented by Cyndie Parks

Email - it’s less intrusive than a phone call and faster than snail mail, but when it is used for business it’s not informal or casual. It may be your introduction to someone you have never met before and once you hit the send button you won’t have second chance to make a good first impression.

There are no hard rules, just guidelines to help you avoid those embarrassing email faux-pas, make your communications more effective and your email management more efficient, improve your communications and be more efficient.

Facilitate Emotional Intelligence in Children
S206 - Gillette/Ware
Thursday, 11/5/15
8:30AM - 10:00AM
Presented by Jean Kirch-Holliday

It’s important for parents or other kinship relatives to have tools to help children succeed. Children nurtured by caregivers who value and guide emotions have greater success making friends, a higher level of school performance, and better health overall. This session will cover parenting styles and basic steps to coach our children in developing emotional intelligence.
Fair and Effective Discipline
S304 - Faculty Lounge
Wednesday, 11/4/15
12:30PM - 2:00PM
Presented by Bonnie Gregg

Fair and Effective Discipline takes a realistic look at the discipline process at the University of Missouri. This course will discuss discipline that can be used to address problems involving poor performance, attendance, attitude, insubordination, theft/dishonesty and other work related performance or behavior problems. Learn how to handle negative employee responses to disciplinary action and how to administer the University of Missouri disciplinary policy.

FERPA
S302 - Conference Room
Wednesday, 11/4/15
10:00AM - 11:00AM
Presented by Brenda Selman

The Family Educational Rights and Privacy Act (FERPA) requires that anyone with access to student records (which includes, but not limited to class enrollments) must understand and abide by the law concerning how information is released and to whom. Prior to receiving security access to student information on myZou, individuals must pass a FERPA test, verifying a working knowledge of the law. You only need to take the FERPA quiz if you are EMPLOYED by the University of Missouri AND your job at the University requires you to view student information.

Financial Rules of the Road
N103C - Stotler
Thursday, 11/5/15
8:30AM - 9:30AM
Presented by Gina Mauller

The Rules of the Road will provide participants with 10 principles for sound investing, and also discusses how to identify and avoid the most common investment mistakes.

Fuel Your Day with SuperFoods
23 Johnston Hall - The Culinary Development Kitchen for Campus Dining Services. Please contact MU HRS for specific directions.
Wednesday, 11/4/15
10:00AM - 11:00AM
Presented by Eric Cartwright and Kristen Hasan

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.

Getting Things Done
S203 - Strickland
Thursday, 11/5/15
11:00AM - 12:00PM
Presented by Jennifer McGarr

Increase your productivity through time management! Learn to effectively manage your to do lists and calendar; prioritize your actions and activities to more efficiently get things done!
**Goal Setting**  
S206 - Gillette/Ware  
*Thursday, 11/5/15*  
12:30PM - 2:00PM  
Presented by Rebecca Bergfield

Do you have dreams you never seem to be able to reach? Do you have a project in mind but you don’t know how to get started? Don’t get discouraged. What you need is to set goals and work to complete them in a way that will promote success. This seminar focuses on goal setting, understanding the roadblocks that can keep you from reaching your goals, and helping you with strategies to overcome these roadblocks. Come learn how to make your dreams come true.

**Growth Mindset**  
N103B - Stotler  
*Wednesday, 11/4/15*  
11:30AM - 12:30PM  
Presented by Megan Martin

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.

**Human Research Compliance Made Easy**  
S302 - Conference Room  
*Wednesday, 11/4/15*  
8:30AM - 9:30AM  
Presented by Janelle Greening and Betty Wilson

This course will cover the ways to ensure your research is compliant with the rules and regulations. We will cover how to streamline the process while staying compliant.

**International Students at MU**  
S204 - Ridgel  
*Wednesday, 11/4/15*  
8:30AM - 9:30AM  
Presented by Justine McCarty

International student enrollment at MU continues to rise. This session will help you to understand the requirements that are unique to this student population and how you can support them. We will discuss enrollment policies, work authorization, cultural considerations when working with international students and much more.

**Interviewing and Selecting Employees**  
S204 Ridgel  
*Wednesday, 11/4/15*  
2:30PM - 4:00PM  
Presented by Tim McIntosh

The best candidate is our goal! But unless we prepare for the interview and establish a way to evaluate the information that we learn, interviewing candidates will not increase the likelihood that we will select the best candidate for the job. By increasing our effectiveness as interviewers, we can make more successful hiring decisions.
Intro to Box
A&S 18 - This class is in the IT computer lab in the south side/lower level of Arts & Science. Please contact MU HRS for specific directions.
Wednesday, 11/4/15
1:30PM - 3:00PM
Presented by
David Stone

Box is the cloud storage solution for the University of Missouri. This course will provide an introduction to the platform, and instructions on how to get started with Box, Box Sync, and Box for Office.

iPad
S206 - Ridgel
Wednesday, 11/4/15
11:00AM - 12:30PM
Presented by
Mel. Wolverson

Learn iPad shortcuts, tips, tricks, and accessories. This class covers university-recommended apps, default apps, and security. This class is demo only, but you are encouraged to bring your own iPad if you have one!

Make Money Count - Take Control of Your Finances
S207 - Todd
Thursday, 11/5/15
9:00AM - 12:00AM
Presented by Trish Savage

A simple process, a few financial tips and insights can reduce stress and help you move toward financial well-being. This presentation reviews how you can take control of your finances by developing a financial plan unique to your goals and finances, managing debt and improving your credit score. The session starts out with a fun activity, developed by a leader in the financial industry, which offers surprising insight into your spending personality and helps to understand how it impacts your money, life and relationships. Handouts provided. Class is limited to 25.

Managing Up: Tactics for Maximizing Your Relationship with Your Boss
N103B - Stotler
Thursday, 11/5/15
10:00AM - 11:30AM
Presented by Katina Volle and Lucy La Cour

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.

Mentoring Student Employees
N103A Stotler
Wednesday, 11/4/15
8:30AM - 10:30AM
Presented by Rae Lee

Mentoring is not supervising and the two are very different activities. Mentoring refers to a relationship between a more experienced professional who gives advice and helps students succeed. Supervision refers to the overseeing of the student engaged in an activity to keep order and ensure he or she is doing it correctly. As the experienced professional, you are in a highly leveraged position to help prepare student workers for their careers and life after they finish their education. This workshop will discuss ways to mentor your student worker and show you that mentoring can be a satisfying part of your job and an invaluable part of the students’ MU experience.
Mindful Approach to Conflict
N103A - Stotler
Thursday, 11/5/15
8:30AM - 10:00AM
Presented by Marlo Goldstein Hode

Conflict is an inevitable part of life. Conflict can be constructive or destructive depending on how we handle it. Rather than revert to our typical or most comfortable behavior, a mindful approach to conflict involves making thoughtful, strategic decisions about how approach conflict. In this session, participants will explore the uses and limitations of 5 main approaches to conflict; learn and practice conflict management skills; and will create an action plan for developing competence in these areas.

Mindful Eating - Consciously Creating a Healthier Relationship to Food
S203 - Strickland
Wednesday, 11/4/15
12:30PM - 2:00PM
Presented by Lynn Rossy

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. Earn 25 points toward your wellness incentive!!!

MO$T - Missouri's 529 College Savings Plan
S302 – Conference Room
Wednesday, 11/4/15
1:00PM - 2:00PM
Presented by Janet Kottman

MO$T provides an affordable way for parents/grandparents to save for higher education expenses. As a MOST 529 Plan account owner, you’re entitled to a generous state income tax deduction and tax free withdrawals when used for qualified higher education expenses (including tuition, room and board, books and supplies). Attend to learn how affordable and easy it is to get started today through payroll direct deposit!

myLEARN Demonstration
S207 - Todd
Wednesday, 11/4/15
1:00PM - 2:00PM
Presented by Katina Volle

Attend this session to see the new and improved myLEARN! myLEARN is designed to supplement traditional training methods and provide greater opportunity for developing skills while minimizing the demands on our limited training resources. Learn how to find online training that is appropriate for you. Training courses include business skills, desktop skills, IT topics, legal compliance, environmental, health & safety, and leadership skills. In addition, there are thousands of related books at your fingertips!
Navigating vs. Negotiating: Dealing with and Recognizing Microaggressions
N103A - Stotler
Thursday, 11/5/15
12:30PM - 2:00PM
Presented by Stephanie Hernandez Rivera

This program will assist participants in the dynamics of privilege, power, and identity that create micro-inequities, as well as how to address these sometimes difficult situations. Understanding the climate at your institution in creating change is necessary, as well as concepts that can enhance your ability to be a change agent. We often know microaggressions and instances of tokenization when we feel them, but lack the tools to address these instances. This session will provide participants with the ways one can navigate their environments without negotiating who they are.

Networking for Departmental Staff Advisory Councils
N103C - Stotler
Wednesday, 11/4/15
2:00PM - 3:00PM
Facilitated by MU Staff Advisory Council

Hosted by the Executive Committee of the MU Staff Advisory Council, this sessions is designed for members of departmental staff advisory councils to meet and share information about what they do and how they function. Attend and explore opportunities for councils to help each other and share best practices.

Non-Resident Taxation
S302 – Conference Room
Wednesday, 11/4/15
2:30PM - 4:00PM
Presented by Judy Todd

This seminar is designed to explain the step-by-step processes for making successful and expeditious payment to internationals, while minimizing the tax liability for both the NRA and MU. Compensation, honorarium, scholarships, and prize income will be reviewed so that participants will come away with an understanding of how to request payments and why the rules for NRA payment differ from those made to US persons.

Onboarding: The Principles of Organizational Socialization
N103A - Stotler
Wednesday, 11/4/15
3:30PM - 5:00PM
Presented by James Hunter

Onboarding is socialization of employees to the organization, a process that helps new employees learn the knowledge, skills and behaviors they need to succeed in their new organizations. In a process of mutual adjustment, onboarding can range from formal orientation to informal, one-to-one interactions between an experienced or senior member of the workforce and the newcomer. Learn the importance of onboarding and how it can also result in successful, engaged employees with positive attitudes who remain in the organization for a longer time.

Optimizing Image Size for Publications
A&S 18 - This class is in the IT computer lab in the south side/lower level of Arts & Science. Please contact MU HRS for specific directions.
Thursday, 11/5/15
9:00AM - 10:30AM
Presented by Mel. Wolverson

The right image can be worth a thousand words, but not if that image is not optimized for its intended use! Learn the differences between print and web images, and how to create each for its intended use.
**Payroll Reconciliation (outside of Time & Labor)**
S204 - Ridgel
*Thursday, 11/5/15*
8:30AM - 9:30AM
Presented by Jen Green

Review of The University of Missouri - System APPM 55.60.02 – Reconciling Payroll policy. We will review various tools that can be used by departments to reconcile payroll in the general ledger timely and effectively.

**Relationship Basics for the Workplace**
N103C - Stotler
*Thursday, 11/5/15*
12:30PM - 1:30PM
Presented by Henry Hauck

Attend this session to improve your relationships at work! We will discuss and apply Wynne’s model, allow time for questions and discussion, and build a foundation for future offerings regarding interpersonal behaviors.

Using Wynne’s model on relationship development, this session will introduce some new ways to understand common experiences. The model has five steps; we will focus on the first four for business applications. The model is basic and so allows for good discussion and application. Participants will be able to apply their ideas to their own experiences.

**Retiree Roundtable**
S203 - Strickland
*Thursday, 11/5/15*
8:30AM – 10:00AM
Facilitated by Kee Groshong, Marla Hediger, Dick Otto, Gary Smith

This session is designed for you to hear about the experiences staff retirees are having at different lengths of retirement. What are some things they wished they’d known about retirement? Are they spending their time as they had envisioned? Do you have enough money to do what they want to do? This session will provide advice staff can use about planning for retirement, from actual retirees.

**Retirement - It’s Getting Close**
N103C - Stotler
*Wednesday, 11/4/15*
8:30AM - 9:30AM
Presented by Cari Lyman

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.

**Retirement - It’s Getting Close**
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Retirement by Design
S203 - Strickland
Thursday, 11/5/15
1:00PM - 2:00PM
Presented by Gina Mauller

*Retirement by Design* will illustrate how you can translate your vision for retirement into tangible goals. Whether you are 10 or 40 years from retirement, you’ll learn investment strategies to help design the retirement you want. We’ll also discuss how you can add flexibility to your strategy to help you handle unexpected events and how you can keep your strategy on track.

Rock That Interview
N103C - Stotler
Wednesday, 11/4/15
12:30PM - 1:30PM
Presented by Carrie Collier and Laura Peiter

Attend this session and learn how to prepare for an interview, read interview dynamics and tackle interview nerves. Also discussed will be the importance of, and how to, make the best first impression. Participants will have the opportunity to practice answering questions in an interview situation, especially difficult questions! And what about the follow-up plan for after the interview? That will be addressed, as well.

Searching in Show-Me Shop
S204 – Ridgel
Wednesday, 11/4/15
1:00PM - 2:00PM
Presented by Krista Young

Show-Me Shop is the University’s virtual marketplace that provides a “one-stop” shopping experience for items from dozens of contracted suppliers. This session includes Supplier contact resources and provides information on item searching “Do’s and Don’ts” and Quick Tips on how to refine your search when looking for particular items within the marketplace. You can even add those frequently ordered products to a Favorites list for easy reference. The session is for PeopleSoft Requesters as well as those with the Shopper Only role in Show-Me Shop.

So, You Like to Sing? Tips and Techniques for Singing and Public Speaking
S304 - Faculty Lounge
Thursday, 11/5/15
9:00AM - 10:00AM
Presented by Judy Todd

If you like to sing and would like to learn more about posture, breathing, intonation, phrasing and other techniques for singers and for those in public speaking, this seminar is for you. It’s not necessary to be a soloist or have significant vocal experience to attend. Singing solo will NOT be part of this seminar except on a voluntary basis. Wear comfortable clothing and look forward to learning more about using your voice.

Successful Thinking
N103B - Stotler
Wednesday, 11/4/15
1:30PM - 3:00PM
Presented by Nani Fudge

Suppose you can only be as successful as your least successful thought. It’s true! Thoughts are things and yours have been running you for a long time. . . forever. Join us as we learn strategies to identify and release those thoughts that no longer serve us, while making room for those that DO! Exciting, right? ‘Can’t wait until November 4th? Begin early by asking yourself in good times and bad: “How does it get better than this?” Meanwhile, I see you happy!
Take Action: Helping a Person in Distress
S204 - Ridgel
Thursday, 11/5/15
12:00PM - 2:00PM
Presented by Christy Hutton

Many of us encounter students, friends, colleagues or family members who may be experiencing mental health problems. I often hear people lament that they want to help but don’t know how. This workshop will cover basic information about signs and symptoms associated with mental health problems then provide concrete steps for approaching a person of concern. We will also provide information about campus resources (for students, faculty, and staff) and how those resources can assist you and the person you are concerned about.

Time and Labor - An Introduction
S302 - Conference Room
Wednesday, 11/4/15
11:30AM - 12:30PM
Presented by Amy McKenzie

Are you a Time Keeper that’s never been formally trained? Are you a Time Keeper that would like a refresher course? During this 60 minute session, participants will be taught the T&L roles, workflow and associated processes, and how to understand the Production Calendar. Attendees should come away from this class with a general understanding of the Time & Labor process as well as Time Keeper expectations.

Time and Labor - Advanced
S207 - Todd
Wednesday, 11/4/15
2:30PM - 4:00PM
Presented by Amy McKenzie

This Time & Labor class will focus on the higher level, more complex processing issues submitted by Time Keepers. Topics covered will include, but are not limited to: exceptions, overtime during a holiday week and the Time Keeper’s role in relation to CAPS responsibilities. Bring your specific questions or examples for discuss if time allows.

Title IX at Mizzou
S204 - Ridgel
Wednesday, 11/4/15
11:00AM - 12:00PM
Presented by Ellen Eardley

The Title IX Coordinator and Investigator will present information on compliance, education and prevention efforts at the University of Missouri with an emphasis on mandatory reporting and employee responsibilities.

True Colors
N103B – Stotler
Wednesday, 11/4/15
9:00AM - 11:00AM
Presented by: Dewey Thompson

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.
UM Records Management Compliance
S207 - Todd
Wednesday, 11/4/15
8:30AM - 10:00AM
Presented by Willie Jones and Kimberly Rose

In today’s information age there is significant pressure to comply with laws such as Health Insurance Portability and Accountability Act (HIPAA), Gramm Leach Bliley Act (GLBA,) Sarbanes-Oxley (SOX) and Freedom of Information Act (FOIA). We must demonstrate regulatory compliance by appropriately managing all UM records and information in order to protect the University’s reputation and meet legal, fiscal, research and historical needs. This session will present information on how to become Records Management compliant and the services offered by our department.

Unconscious Bias in the Workplace
N103A - Stotler
Wednesday, 11/4/15
1:00PM - 2:30PM
Presented by Marlo Goldstein Hode

Everyone has biases; some are conscious and some are unconscious. Our biases about other people may positively or negatively influence our thoughts, actions, and opinions. When it comes to workplace activities and relationships, these biases can influence decisions in ways that we may not be aware of. Therefore, being able to recognize our unconscious biases and not act upon them is a key competence area for managers, supervisors, and anyone else who is concerned with fairness and equity in the workplace. In this session, participants will gain a basic understanding of the neuroscience of bias; learn some of the ways that biases play out in the workplace; explore various types of bias; and strategize ways to override biases in decision making.

Unlocking Your Creativity
N103C - Stotler
Wednesday, 11/4/15
10:00AM - 11:30AM
Presented by Rebecca Bergfield

“Hey, you’re so creative!” This is often heard about people who work on some form of art or craft. However, creativity applies to everyone – writers, business leaders, and committee members. We all need to be able to come up with new ways to present something or approach a task in a different manner. In this session we will define what creativity is, discuss the road blocks to creativity, and learn methods to encourage creativity in yourself and in others.

Using Mindfulness to Boost Productivity, Job Performance and Health
S304 - Faculty Lounge
Thursday, 11/5/15
10:30AM - 12:00PM
Presented by Lynn Rossy

In this interactive presentation, practice the skill of mindfulness and find out why it’s helping people be happier, healthier, more engaged and more productive. Learn the strategies for bringing mindfulness to work and home. Find out how to improve your creativity, do more in less time, have better relationships, and have the energy for all the things you want to do in life.

Visio
A&S 18 - This class is in the IT computer lab in the south side/lower level of Arts & Science. Please contact MU HRS for specific directions.
Thursday, 11/5/15
12:30PM - 2:00PM
Presented by Kyle Bloomenkamp

This introductory class will explore the tools, uses, and applications of Microsoft’s diagramming tool. Visio can be used to create organizational charts, illustrate processes, diagram mind-mapping sessions, and much more.
We’re Off to See the Wizard - Contract Processing at Mizzou
S207 - Todd
Thursday, 11/5/15
12:30PM - 2:00PM
Presented by Lisa Wimmenauer, Casey Forbis, Ashley Pierce and Ken Finley

This course introduces you to contract processes at MU. Learn about what offices are involved, what resources are available to support your activities, and common issues you may encounter. We will also demonstrate the new Mizzou Contracts Wizard, a pawprint-protected web portal for electronically submitting contracts and tracking status in real-time.

What is a Gift? What Every Fiscal Processor Needs to Know
S304 - Faculty Lounge
Wednesday, 11/4/15
3:00PM - 4:00PM
Presented by Diane Bartley

This workshop offers guidance for those whose responsibilities include fiscal recordkeeping, accounting, and reporting for gifts. The session begins with an overview and presents the main objectives of the session (i.e. definition, processing, receipting, quid pro quo) followed by frequently asked questions designed to provide some concrete examples of areas that the session has covered. Includes a printed version of the PowerPoint that is used by the instructor.

Women in Leadership: Competencies that Matter
N103A - Stotler
Thursday, 11/5/15
11:00AM - 12:00PM
Presented by Deb Snellen

According to recent research, women are overall more effective leaders than their male counterparts in many high profile functions and score higher on most identified leadership competencies across the board. Yet the percentage of women in higher-level positions does not reflect the data. The critical question then becomes – how can women move up the hierarchical ladder in organizations? This interactive session will outline a 5 step process for doing that using an easy-to-remember formula called the 5 L’s of Leadership.

Workstation Ergonomics
S203 - Strickland
Wednesday, 11/4/15
9:00AM - 10:00AM
Presented by Jennifer Thornhill

Learn how to evaluate your workstation and discover resources you can use to improve it. Acquire knowledge on frequently addressed health concerns and how to prevent them. See the latest ergonomic equipment and learn about the guidelines for standing workstations.

Yoga with Lisa
S304 - Faculty Lounge
Thursday, 11/5/15
12:30PM - 1:30PM
Presented by Lisa Groshong

This class will use simple but effective yoga poses with minimal floor work. Learn to breath, stretch and de-stress during your work day. These postures can be performed in your office or home.