Day 1 - Tuesday, November 1, 2016

Stay Strong, Stay Healthy
N103A Memorial Union
8:30 AM - 9:30 AM
Presented by: Susan Mills-Gray & Steve Ball

Participants will learn specifics of the on campus course Stay Strong, Stay Healthy (SSSH). SSSH is an eight week strength training course that will be offered four times during 2017; participants who complete the course receive 100 wellness points.

Getting the Most of Your Benefits: United Health Care
N103C Memorial Union
8:30 AM - 9:30 AM
Presented by: Donna Kasper

Come to this session to find out how to best utilize your United Health Care benefits; as well as to understand out-of-network billing and preventative charges. A United Health Care representative will be co-presenting with Donna Kasper, our Total Rewards Professional. Both will be available to answer your questions.

Take Charge of Your Finances
S203 Memorial Union
8:30 AM - 12:00 PM
Presented by: Bob Almon and Trish Savage

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.

Excel Tips and Tricks
Computer Lab/Ag 2-11
8:30 AM - 9:30 AM
Presented by: Heidi Twenter

Beginner to intermediate class to learn some excel tips and tricks. Some of the things covered will be: how to automate routine tasks with macros, VLOOKUP, text to columns, concatenation, and trimming.

Explain Your Work
S206 Memorial Union
9:00 AM - 10:00 AM
Presented by: Geneviève Howard

Ever seen a blank look while you talked to your boss or a client about your project? When we convey our ideas clearly, we can change our supervisors and customers from confused and disconnected to happy and supportive. Effective speaking skills will increase your confidence and improve your ability to inspire others. In this session you'll learn 5 concrete skills you can use immediately and other suggestions to keep building your career.
International Students at MU
S304 Memorial Union
9:00 AM - 10:00 AM
Presented by: Brad Boling

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.

“Braining” Your Future
N103B Memorial Union
9:30 AM - 10:30 AM
Presented by: Nani Fudge

Did you know the only thing standing between you and an idyllic life, is that gray matter sitting between your ears? Of course you know how to use your brain, but do you know how to use it to create what you want in life? With just one little trick, you can “brain” the future you really desire. So quit wasting time, and join us!

Secrets of Feeding a Healthy Family
S204 Memorial Union
9:30 AM - 10:15 AM
Presented by: Megan Samson

Secrets of Feeding a Healthy Family is based on a book by Ellyn Satter, M.S., R.D. and talks about loving good food, trusting yourself and sharing that love and trust with your children. This class will address the healthy attitudes and behaviors that lead to eating well and getting needed nutrition.

Lifecycle of a New Hire
S207 Memorial Union
9:30 AM - 11:00 AM
Presented by: Amy McKenzie

Join us for a high level walkthrough of the hire process from an HR processing perspective. We’ll start with the Criminal Background Check, move through NER (New Employee Registration) and the ePAF (electronic Personnel Action Form) workflow, Time & Labor and arrive at pay day. Time will be allotted for your questions to dive deeper into any of these areas.

Citizen’s Response to Active Threat
N103C Stotler
10:00 AM - 11:30 AM
Presented by: MUPD

In response to growing concern about Active Shooter/Active Threat incidents across the nation, the University Police Department will present this course to train members of the community how to respond when confronted with an active shooter. This 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. Most of us have trained since childhood for emergency situations like fire and tornado. 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.
**Intuitive Eating**

S204 Memorial Union  
10:30 AM - 11:15 AM  
Presented by: Megan Sampson

Intuitive Eating is based on a book by Tribole and Resch, M.S., R.D. and talks about having peace with your food and loving your body. This class will address the principles to awaken the intuitive eater in us all and reject the diet mentality.

**Laughter Yoga**

N103A Memorial Union  
10:30 AM - 11:30 AM  
Presented by: Clint Darr & Liz Beal

Laughter provides a powerful and proven benefit to our health and well-being! In this class you will learn and practice Laughter Yoga exercises from a certified instructor. Discover how Laughter Yoga incorporates stretching, breathing, and laughing to oxygenate and invigorate your body and mind. You will learn some of the theory and research behind Laughter Yoga, but most of the time will be spent in fun, easy to learn laughter practice. You will make new friends and leave feeling energized and empowered!

**Generational Differences**

N103B Memorial Union  
11:00 AM – 12:00 PM  
Presented by: Megan Martin

With four different generations in the workforce today, it is important to be aware of the perspectives of these generations. Because of different shared events during their impressionable years, generations will have work styles, communication styles, goals, outlooks and ways of managing money, schedules and self-development inherent only to their group. These differences per each generation may cause friction when a person from one generation has to work alongside a person from another generation. Accusations of “they don’t have a good work ethic”, and “I wish he would quit lecturing me” abound. During this session, the differences are explored and become more understandable.

**Gifts: Everything You Need to Know (Almost)**

S206 Memorial Union  
11:00 AM – 12:00 PM  
Presented by: Diane Bartley

Learn what is a gift (vs sponsored program), critical IRS rules, and what to do after a gift has been received. This is the exact class given in the FaCTS Series (Financial Competency Training Series through the Division of Finance) and if someone attends, they will receive credit for it in MyLearn.  
Who should attend?  
Employees with fiscal responsibilities and/or who are responsible for receiving and/or processing gifts.

**Managing Stress with Diet**

Culinary Development Kitchen  
Johnston Hall Room 23  
11:00 AM - 12:00 PM  
Presented by: Kristen Hasan & Eric Cartwright

Stress is a cycle that can take a toll on the human body. This session will focus on the short and long term effects of stress, anxiety and inflammation, and how the food we eat can work to mitigate the response. Along with understanding the science behind these effects, participants will learn about and taste on-trend recipes that can be incorporated into everyday living to reduce the physical effects of stress.
Chair Yoga
S304- Memorial Union
11:30 - 12:30
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.

Power Lunch
Mizzou Rec Studio A
12:00 PM - 1:00 PM
Presented by: Nani Fudge

Don’t have time to exercise, do you? Well, let’s do a little experiment: Leave your office at noon, change into workout clothes, quickly walk to the Student Recreation Center, register at the front desk, and meet us in Studio A by 12:15. After 30 minutes of stress-reducing exercise, using resistance bands, you’ll have lots of energy (and 15 minutes) to change clothes and get back to your office! Just think of how good (and smart) you’ll feel! No equipment needed, just bring a good attitude and a smile!

What YOU need to know about myPerformance
N103A Memorial Union
12:30PM - 1:30PM
Presented by: Sam Reitz

Whether you've been using myPerformance from the beginning or you are just starting, this class will have something for you. This session will cover:
- the criteria you will be rated on (Success Factors)
- explain the rating scale
- demonstrate features available within myPerformance
- show you how to gather information about your performance and your employee’s performance
- give you tips on writing your self-appraisal

This is an open session for those being rated as well as for those rating employees.

Understanding Creativity
S207 Memorial Union
12:30 PM- 2:00 PM
Presented by: Rebecca Bergfield

“They’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.

Retirement - It's Getting Close!
N103B Memorial Union
1:00 PM - 3:00 PM
Presented by: Cari Lyman

Retirement is a destination many of us look forward to, but planning for retirement can seem intimidating. Come to this session and learn about your options under the University’s Retirement Plan and begin to evaluate the many resources that are available to you. This session is intended for University employees under the RDD plan, who were hired or vested before 10/01/2012.
**PowerPoint Presentation Strategy**  
Computer Lab/ A&S 25  
1:00 PM - 2:30 PM  
Presented by: Kyle Blomenkamp

We’ve all seen both good and bad PowerPoint presentations. What is the difference between the two? Find out here. This session will help you identify tools and strategies within PowerPoint to make your presentations more dynamic, appealing, and effective, and will also show you some common pitfalls to avoid when designing your presentations.

**Growth Mindset**  
S203 Memorial Union  
1:00 PM - 2:00 PM  
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.

**It's the Law: The Family Rights and Privacy Act (FERPA)**  
S206 Memorial Union  
1:00 PM- 2:00 PM  
Presented by: Brenda Selman

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.

**Beyond Diversity: Inclusion in the Workplace**  
S304 Memorial Union  
1:00 PM - 2:30 PM  
Presented by: Marlo Goldstein Hode

At the most basic level, diversity is about differences. There are all kinds of differences among people. There are things you can see such as race, gender, and physical ability. Plus a whole host of things that you cannot see such as learning style, sexual orientation, mental health, religious beliefs, personal values and so on. All of these things form parts of who we are, how we see the world, and how the world sees us. Given this understanding, it’s safe to say that diversity is just a natural part of our organizational life. It's what we do with that diversity that counts.

**Managing Stress with Diet**  
Culinary Development Kitchen  
Johnston Hall Room 23  
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Getting the Most of Your Benefits: United Health Care
N103C Memorial Union
1:30 PM - 2:30 PM
Presented by: Donna Kasper

Come to this session to find out how to best utilize your United Health Care benefits; as well as to understand out-of-network billing and preventative charges. A United Health Care representative will be co-presenting with Donna Kasper, our Total Rewards Professional. Both will be available to answer your questions.

J1 & H1B Departmental Process & Responsibility When Hiring or Hosting International Scholars
S204 Memorial Union
1:30 PM - 3:00 PM
Presented by: E. Pineda, G. Rucinski, L. Sellers

If your department hires or hosts international employees, researchers, or interns then this session is for you! Keep up-to-date on the latest procedures for requesting J1 and H1B visas.

This session will give a brief overview of the J-1 & H1B visa categories. We will explain the process in which to request an international intern, researcher, student non-degree, or professor come to campus on a J-1 visa. We will discuss departmental responsibilities for J-1 visitors prior to and during the program.

We will also explain the process used to file an H-1B petition with USCIS in order to hire an international employee with specialty occupation. We will describe the process for the initial petition along with the process for extensions, transfers, and amendments. We will discuss departmental responsibilities for H1B visitors prior to and during employment.

You've Gotta Laugh
N103A Memorial Union
2:00 PM - 3:30 PM
Presented by: Clint Darr & Liz Beal

Laughter is known as the best medicine for all that ails us - and for good reason! Learn how the power of laughter will boost your physical, mental, and social emotional well-being. This active and energizing class will incorporate elements of Laughter Yoga as you learn to use humor and laughter in your everyday personal and professional life. LOL, ROTFL guaranteed!

Working Backward: Using Creativity
S203 Memorial Union
2:30 PM - 4:00 PM
Presented by: Deb Snellen

Creative ideas and imaginative solutions to challenges are key to the continued excellence of Mizzou. We can all find opportunities for "profitable imagination" in our work. Based on a chapter in the book, The Self Aware Leader: A Proven Model for Reinventing Yourself, by Daniel Gallagher, this session will take a fun and interactive look at how to be more innovative at work. As a result of participating in this session, you will gain insight into Gallagher's leadership model, find out how to play a bigger role in projects at work, and learn strategies for being more innovative. Gallagher's book is available to all staff on MyLearn - check out Chapter 5 for more about Profitable Imagination.
Goal Setting
S207 Memorial Union
2:30 PM - 4:00 PM
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.

Introduction to Box
N103C Memorial Union
3:00 PM - 4:30 PM
Presented by: David Stone

This course will answer your questions about getting started with Box. Topics will include: Using Box Sync, Box for Office, and Box on the web.

Be Your Own Hero: Mindfulness at Work
S206 Memorial Union
3:00 PM - 4:00 PM
Presented by: Andrea Kimura

This class is an introduction into meditation and the positive benefits that you can experience from it. I will share some of the science behind the practices and offer you ideas of ways you can incorporate little bits of mindfulness and meditation into your daily work life. No cape or spandex required.
Be Your Own Hero: Mindfulness at Work
N103A Memorial Union
8:30 AM - 9:30 AM
Presented by: Andrea Kimura

This class is an introduction into meditation and the positive benefits that you can experience from it. I will share some of the science behind the practices and offer you ideas of ways you can incorporate little bits of mindfulness and meditation into your daily work life. No cape or spandex required.

Diversity & Inclusion the Next Frontier
N103B Memorial Union
8:30 AM - 10:00 AM
Presented by: Brittani Fults

This session will discuss basic principles of inclusion and diversity and encourage participants to move beyond a surface-level understanding of these topics. Participants will engage in meaningful introspection about how these concepts impact their daily lives, including the workplace.

Investing on a Shoestring for a Better Retirement
S203 Memorial Union
8:30 AM - 12:00 PM
Presented by: Bob Almony & Madalyn Gramke

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.

An Introduction to Qualtrics Research Software
Computer Lab/ A&S 25
8:30 AM - 11:30 AM
Presented by: Kyle Blomenkamp

In the age of “big data”, collection and analysis of information has become a necessary skill for almost every position. Here at Mizzou, Qualtrics can help you collect, organize, compile, and analyze data in a very intuitive yet powerful way. This class will build a multi-faceted survey from scratch including Qualtrics logic, and will discuss the various distribution and reporting methods available to the user.
Getting the Most of Your Benefits: Delta Dental
N103C Memorial Union
9:00 AM - 10:00 AM
Presented by: Donna Kaspe

Come to this session to find out how to best utilize your Delta Dental benefits; as well as to understand “reasonable and customary charges” and Type C services. A Delta Dental representative will be co-presenting with Donna Kasper, our Total Rewards Professional. Both will be available to answer your questions.

Onboarding: Starting on the Right Foot!
S204 Memorial Union
9:00 AM - 10:30 AM
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.

Chair Yoga
S304 Memorial Union
9:00 AM - 10:00 AM
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.

Records Management Compliance
S206 Memorial Union
9:30 AM - 10:30 AM
Presented by: Willie Jones

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.

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N103A Memorial Union
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Retirement is a destination many of us look forward to, but planning for retirement can seem intimidating. Come to this session and learn about your options under the University’s Retirement Plan and begin to evaluate the many resources that are available to you. This session is intended for University employees under the RDD plan, who were hired or vested before 10/01/2012.
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Workstation Ergonomics
S207 Memorial Union
10:30 AM - 11:30 AM
Presented by: Jennifer Thornhill

Learn how to arrange your workstation to fit your body type and workstyle. Get tips on how to address health concerns (pain in the back, neck, wrists, etc.) and how to prevent them. Looking for a sit-to-stand workstation? Come see the different types available and decide what may be best for you.

Staff Council Coffee & Round Table
S304 Memorial Union
10:30 AM - 11:30 AM
Presented by: C. Kintner, S. Brown, D. Botts

The MU Staff Advisory Council seeks to reach out to the other Staff Councils/Networks across campus to form better relationships as we work towards common goals. We will discuss best practices and share ideas on making each council effective in representing the staff we serve.

Working with Office for Civil Rights & Title IX
S204 Memorial Union
11:00 AM - 12:00 PM
Presented by: S. Gallimore & B. Fults

General Education about the University’s Anti-Discrimination Policies, the Office for Civil Rights & Title IX and how we work with Human Resources to resolve complaints of discrimination and related retaliation at the University of Missouri.

Email Etiquette
S206 Memorial Union
11:00 AM - 12:00 PM
Presented by: Kimberly Rose

Email Etiquette. Learn a bit about what you should and should not include in an email and why.
Adobe Spark
N103A Memorial Union
12:30 PM - 1:30 PM
Presented by: Mel Wolverson

Adobe recently released free “Spark” apps for video, images and quick webpages. Learn what they are and how they work. All three are free and you can use them from your iPad, iPhone, or their website. You do not need an Adobe CC subscription to make fun content.

MOST
S206 Memorial Union
12:30 PM - 1:30 PM
Presented by: Janet Kottman

This session will provide a glimpse into the benefits of saving with the MOST 529 plan. MOST 529 Plan is easy and affordable to get started saving with as little as a $1 for your loved one’s higher education. Saving with MOST can alleviate some of the student loan debt that your child/grandchild may incur when heading off to fulfill their higher education. As an account owner you may also receive favorable tax benefits for planning and saving in a 529 plan. It’s never too late or too early to get started!

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So, You Like to Sing!
S207 Memorial Union
1:00 PM - 2:30 PM
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 (that can also be of value for public speakers, thought he focus is more on singing), this seminar is for you. It’s not necessary to be a soloist or to 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 in ways that are healthy and fun.
Excel Tips and Tricks
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Mentoring: A Free Benefit worth Pursuing
S206 Memorial Union
2:00 PM - 3:30 PM
Presented by: James Hunter

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
Laughter Yoga
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Non-Resident Alien (NRA) Taxation
S207 Memorial Union
3:00 PM - 4:00 PM
Presented by: Judy Todd

This seminar is designed to explain the step-by-step processes for making successful and expeditious payments to internationals, while minimizing the tax liability for both the NRA and MU. Compensation, honorarium, scholarship 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 payments differ from those for US persons.