

# 2023 STAFF DEVELOPMENT SEMINARS

SPONSORED BY THE OFFICE OF HUMAN RESOURCES  
IN CELEBRATION OF STAFF DEVELOPMENT WEEK

NOVEMBER 6<sup>TH</sup>-9<sup>TH</sup>, 2023

<b>Monday, November 6</b>	<b>Room</b>	<b>Time</b>
Hiring an International Employee	Zoom	8:30 – 9:30
Introduction to Excel	Zoom	9:00-10:00
Hire Ed: A Look at Today's Higher Ed Hiring Landscape	Zoom	10:00-11:00
Document Design with Microsoft Publisher	Zoom	11:30-12:30
Introduction to the DISC Assignment	Zoom	12:00-12:45
Psychology of Money	Zoom	2:00 - 3:00
Digital Cleanup: It's Time to Take Out the Trash	Zoom	2:30 - 3:30
<b>Tuesday, November 7</b>		
Microsoft Teams 2.X	Zoom	8:30 - 9:30
Introduction to the New Outlook	Zoom	9:00-10:00
LinkedIn: A Recruiters Guide to Success	Zoom	11:00-12:00
Wassup! What About Me?	Zoom	11:30-1:00
Blood Pressure Clinic	GSB 194B	12:30-2:30
What's New in Adobe Express?	Zoom	1:30-2:30
Citizen's Response to Active Threats	GSB194B	2:30-4:00
<b>Wednesday, November 8</b>		
Record Management 101	Zoom	8:30 – 9:30
Introduction to the New One Note	Zoom	9:00 - 10:00
Mitigating Conflict of Interest	Zoom	10:00-11:00
Turn Paychecks into Diplomas with MOST 529	Zoom	11:00-12:00
AI in Adobe: Photoshop & Graphic Design	Zoom	12:00-1:00
Navigating Market Volatility	Zoom	12:00-12:45
Export Control: An Introduction to Protocols around Disseminating Information Abroad	Zoom	1:00-2:00
Resiliency	Zoom	1:30-3:00
What We Learned in our First Year as Program Coordinators	Zoom	3:00-4:00
Preparing for Your Next "Era"	Zoom	3:30-4:00
<b>Thursday, November 9</b>		
Creating a Comfortable Workstation- In the Office or At Home	Zoom	8:30 - 9:30
First Impact: Parent Guide Traffic Safety Program for Parents of Teens	Zoom	9:00-10:30
Engaged Neighbor	Zoom	10:30-11:30
Intermediate Excel- Power Pivot Tables	Zoom	11:30-12:30
Creating Change Friendly Work Environments- An EAP Occupational Stress Program	Zoom	1:00-2:30
Sowing & Growing Hope: Harvesting Hope in the Community	Zoom	1:00-2:00
Demystifying Student Loan Repayment Options & Public Service Loan Forgiveness	Zoom	2:30-3:30
Step Away from your Desk and into a Vibrant Life	GSB 194B or Zoom	3:00-4:00