Spring Staff Development Week May 20-23, 2024

To register for Staff Development Week sessions go to umsystem.percipio.com and click on 'Register' in the banner on the top of the screen.

Day	Start Time	End Time	Session Title
Monday	9:00am	10:00am	Hiring an International Employee (J-1 & H-1B)
Monday	9:00am	10:00am	Excel- Introduction
Monday	10:00am	10:30am	UMKC TalentLink: What You Need to Know and Who We Serve
Monday	10:00am	12:00pm	MU Retirement Programs
Monday	10:30am	11:30am	Microsoft Forms
Monday	11:30am	12:30pm	The Power of Reframing
Monday	12:00pm	1:00pm	Sowing and Growing Hope in the Workplace
Monday	12:30pm	1:30pm	Excel XLookup Function
Monday	1:00pm	2:00pm	So You Want to Write a Novel
Monday	1:30pm	2:30pm	Excel Functions & Filters
Monday	2:00pm	3:00pm	Digital Clean-up: Operation Clean Sweep
Monday	2:30pm	3:15pm	Take Charge of your Task List: An Introduction to Microsoft To Do
Monday	3:00pm	4:30pm	Photoshop Introduction
Monday	3:30pm	4:30pm	PowerPoint vs. Canva? The ins and outs of making your presentation sparkle!
Tuesday	9:00am	10:00am	OneNote- Introduction
Tuesday	9:00am	10:30am	Supervisor Training: Understanding the New Leave Program
Tuesday	9:00am	10:30am	Paying for Health Expenses: Prescription for Healthy Finances
Tuesday	10:00am	10:30am	Empowering Voices: The Importance of Reporting Concerns
Tuesday	1:00pm	2:00pm	Excel Pivot Table
Tuesday	1:00pm	2:30pm	Coaching Conversations & Performance Feedback
Tuesday	2:00pm	3:00pm	Our Brain on Conflict: Moving from Paralysis to Analysis and Action
Tuesday	2:30pm	3:30pm	Records Management 101: The Basics
Tuesday	3:00pm	4:30pm	Cognitive and Human Factors Dimensions of Wellbeing and Organizational Effectiveness
Tuesday	3:30pm	4:30pm	Saving for College with MOST 529- Missouri's Education Saving Program
Wednesday	9:00am	10:00am	The New Outlook
Wednesday	9:00am	9:45am	Spring Refresh! Tips on refreshing your workspace for renewed productivity
Wednesday	9:00am	9:45am	Staff Advisory Council: Is it for me?
Wednesday	10:00am	10:30am	Empowering Your Team: The Importance of Reporting Concerns for Supervisors
Wednesday	10:00am	10:45am	How to Navigate Percipio
Wednesday	10:30am	11:30am	Saving $$ and Healthy Eating: All good food comes from your kitchen, not a mircowave
Wednesday	10:30am	11:30am	The New Teams
Wednesday	11:00am	12:30pm	Power up with Plants
Wednesday	11:30am	1:00pm	First Impact parent education traffic safety program
Wednesday	12:00pm	1:00pm	Travel: Should I go? Can I go? Let's go!
Wednesday	12:30pm	1:30pm	Excel Power Pivot
Wednesday	1:00pm	2:00pm	Finding, Retreiving, and Using Instituional Data to Help Your Students and Programs Thrive
Wednesday	1:00pm	2:15pm	Employee Reimbursement in Travel & Expense
Wednesday	2:00pm	3:00pm	A new career pathway for transferrable skillsets: Research Administration and Development
Wednesday	2:00pm	3:00pm	Intro to Microsoft Copilot AI
Wednesday	2:30pm	3:30pm	One Card Reconciliation in Travel & Expense
Wednesday	3:00pm	4:00pm	Understanding Your Paycheck and Leave Balances
Wednesday	3:00pm	4:30pm	Green Zone Training
Wednesday	3:30pm	4:15pm	Building Team Resilience: Strategies to Prepare for Team Member Absences and Other Disruptions
Thursday	9:00am	10:00am	Buying & Paying Advanced Tips!
Thursday	9:00am	10:30am	Premiere Pro Basics
Thursday	10:00am	10:30am	Preparing for your Next "Era"
Thursday	10:30am	11:00am	5 Money Musts
Thursday	10:30am	11:30am	The Life Cycle of a Purchase: From Policy to Payment
Thursday	11:00am	11:45am	Becoming an Engaged Neighbor
Thursday	11:30am	1:00pm	Ready, Set, Read! A UM System Book Club
Thursday	12:00pm	1:00pm	Budgeting for the Non-Budgeter
Thursday	1:00pm	2:30pm	Balance & Access: Presumed Competence in Higher Education
Thursday	2:30pm	3:15pm	Know your Strengths, Vulnerabilities and Triggers
Thursday	3:00pm	3:45pm	Embrace Silence- Stop saying filler words
Thursday	3:30pm	4:15pm	Seamless Integration: Streamlining the Onboarding Process for Student Employees

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30 Minutes
45 Minutes
1 Hour
1.25 Hours
1.5 Hours
2 Hours

In-Person Option
MU, UMKC, UMSL, Missouri S&T