

# 2022 STAFF DEVELOPMENT SEMINARS

SPONSORED BY THE OFFICE OF HUMAN RESOURCES

<b>Monday, October 31</b>	
Resume Building	8:30-10:00
Using Qualtrics to Collect and Organize Data	9:00-10:00
Hiring an international employee (J-1/H-1B)	10:00-10:45
Interview Skills	10:30-12:00
Outlook 365 Tips & Ideas	11:30-12:30
The APC's of Youth Protection	12:30-1:00
FERPA	1:00-2:00
Working with People in Crisis	1:30-2:30
What's Up! What About Me!	2:30-4:00
Illustrator Basics and New Features	3:00-4:30
<b>Tuesday, November 1</b>	
Best Practices for Executive Assistants	8:30-9:30
Cleopatra, the Last Pharaoh of Egypt: an inspiration to your building your own empire	9:00-10:30
Striving For Success: Encouraging Independence for Students with Autism	9:30-10:30
The Key to Staying Productive in Your Space	10:30-11:15
De-Escalation for Faculty and Staff	11:00-12:30
Navigating Pregnancy, Title IX and ADA	12:30-1:30
Eat Up-Beet	1:30-2:30
Outlook Shared Calendars	2:30-3:00
Exploring Percipio	3:00-4:00
<b>Wednesday, November 2</b>	
The University's Retirement Plans	8:30-10:30
Export Control: An Introduction to protocols around disseminating information abroad	10:00-11:00
Excel: Creating a Budget	10:00-11:00
What is Financial Wellness and Why is it important	11:00-12:45
Records Management 101 - The Basics	11:30-12:30
Turn Paychecks into Diplomas with MOST 529	1:00-1:45
Rideshare Confidential: Ask an Uber/Lyft Driver Anything	1:30-2:30
Work, Well-Being Mental Health	2:30-4:00
Everything you wanted to know about passports but were too afraid to ask	3:00-3:30
<b>Thursday, November 3</b>	
Mindful Leadership: How to Pull Together When Our Strengths Pull Us Apart	8:30-9:30
Introduction to Digital Accessibility	9:00-10:30
Citizen's Response to Active Threats	10:00-11:30
Employee Engagement and Recognition	10:30 – 12:00
Introduction to Identity: Mapping Your Experience	12:00 -12:45
What's Your Health IQ?	12:00-1:00
Resume Building	1:00-2:30
Situationship!	1:30-3:00
Interview Skills	3:00-4:30
Self-Care Invest in Yourself	3:30-4:00

