

Class List with Description Staff Recognition Week 2017

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Register through myLEARN

Citizen's Response to an Active Threat

Officers James Young and Joan Haaf

1.5 hour

10:00 AM Tuesday

S203

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.

Rent Smart

Dr. Rebecca J. Travnichek

2 hours

10:00 AM Tuesday

S204

Families sometimes need guidance on the amount they can actually afford for housing. Learn effective budgeting, income and expense tracking methods. Develop a spending plan to be in better control of future spending.

Microsoft Excel: More Tips and Tricks

Kyle Blomenkamp

1 hour

10:30 AM Tuesday

9:00 AM Wednesday

12:30 PM Thursday

Arts & Sciences Room 18

Nearly everyone has worked in Excel at one time or another, but do you make Excel work for you? This session will cover some lesser-known tips and tricks that will help you be more effective and efficient at storing, organizing, and recalling data.

"Hope for the Best" is Not a Healthy Retirement Plan

Dr. Cynthia Crawford

2 hours

10:30 AM Tuesday

S207

Financial, physical and mental well-being all tend to move in the same direction. This session will focus on strengthening your plans for retirement and will draw both from personal financial planning and positive psychology. How can you take positive actions during your working years to write the "big finish" to your life? This session will cue you into things you can do that will make a powerfully positive difference in your retirement years. You'll be surprised!

Laughter Yoga

Liz Beal and Clint Darr

1.5 hours

11:00 AM Tuesday

1:30 PM Thursday

S304

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!

Health Information for Men -- Prevention/Screening Tools

Susan Mills-Gray

45 minutes

11:30 AM Tuesday

3:00 PM Tuesday

S206

This session will highlight the current recommendations for men as it relates to health screenings, tests, and immunizations.

Communication and Connection

Megan Martin

1 hour

12:00 PM Tuesday

S203

This session will explore how to be all right with differing opinions, and the idea of I'm right/You're wrong. Using information from Crucial Conversations, Lifescritps, and Profit from the Positive, participants will learn about the story behind the communication, and how to improve connection and workplace relationships.

Supporting Employees with Autism

Maya Tarter

1 hour

12:00 PM Tuesday

Student Center Rm 2205

12:00 PM Thursday

S206

Gain a better understanding of autism and learn about strategies that promote an inclusive work environment. We will also offer a brief overview of the STRIVE program. STRIVE stands for Self-determined Transition Readiness through Individual Vocational Experiences and offers young adults on the autism spectrum the opportunity to develop and practice work skills on the University of Missouri campus.

Fostering Positive Interpersonal Relationships at Work

James Hunter

1.5 hour

1:00 PM Tuesday

S206

Attend this session to reflect upon participant experiences of positivity at work looking at the organizational, the team(s) and interpersonal relationships. We will identify organizational, group-level and interpersonal strategies to enhance positivity at work, discuss outcomes of workplace positivity for individuals, teams and the larger organization and develop a set of strategies to promote positivity at work.

TIPS and TRICKS of Stretching Your Benefit Dollars

Donna Kasper

1 hour

1:30 PM Tuesday

S203

10:00 AM Wednesday

S204

Do you wish you had some TIPS to stretching your Benefit Dollars? Would you like to learn the TOP Ten 10 tips you should be putting into place to get the most out of your benefits? If so come for a fun interactive session.

Who Gets Grandma's Yellow Pie Plate?

Dr. Rebecca J. Travnichek

2 hours

1:30 PM Tuesday

S204

What happens to your personal belongings when you die? What is fair? What is equal? Dollar value? Number of items?

To answer your questions related to distributing your personal property, plan to participate in the "Who Gets Grandma's Yellow Pie Plate?" workshop.

Helping You Market Mizzou with Communicate on Demand

Colleen Devlin

1 hour

2:00 PM Tuesday

S207

Today's marketing is much more customized. Learn about a Mizzou exclusive tool that allows you to target your MU message for your audience's area of interest! Leverage prepared materials highlighting MU excellence including publications like PowerPoint slides, one-page marketing pieces and booklets as well as videos and video mailers. The Communicate-On-Demand tool allows users too quickly and easily access materials to market MU's assets, research expertise, and personnel. The tool even allows you to upload your own customized files or videos to be incorporated. Downloads of videos and PDFs are free of charge, or, in a few short steps, you can submit a request to have your materials printed, collated, and delivered. You can also save your projects and edit them later to create alternate versions. Come learn about the tool.

You Gotta Laugh!

Liz Beal and Clint Darr

1.5 hour

2:30 PM Tuesday

9:30 AM Wednesday

S304

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. Discover how laughter in the workplace benefits both managers and employees to create a positive work environment, build stronger teams and increase employee engagement, resulting in healthier and more productive employees. This active and energizing workshop will incorporate elements of Laughter yoga as you learn to use humor and laughter in your everyday personal and professional life. LOL, ROTFL guaranteed.

Lightroom Photo Organization

Mel Wolverson

1 hour

3:00 PM Tuesday

S203

If you have hundreds of photos, but can never find the one you want, this class is for you. Learn how Adobe Lightroom can make organization a breeze.

Personal and Professional Organization

Michelle Custer

30 minutes

3:30 PM Tuesday

S207

12:30 PM Wednesday

S304

In this session we will cover both personal and professional organizational strategies to help people be more productive, reduce stress, remove clutter and make decisions. Areas I will discuss include: use of a planner/calendar system for organizing tasks, working your schedule instead of your schedule working you, making decisions regarding scheduling and clutter.

Things That Get Us into Trouble

Diane Bartley

45 minutes

8:30 AM Wednesday

S204

When it comes to charitable giving there are lots of rules and things that can cause us to go "what?" There are lots of rules, but no one expects you to remember them all. Come learn about some of them and find out who your resources are if you encounter some of them. Learn when to ask the questions and who your resources are.

Well-being for Work Productivity: Gratitude and Green Plants

Genevieve Howard

45 minutes

8:30 AM Wednesday

3:00 PM Wednesday

S207

Small changes in your day can increase your energy and help you feel secure and relaxed. Didn't get to choose a corner office with natural light and beautiful views? No problem! You can still make your space a place of renewal. Basement dweller Genevieve Howard will give you five-minute daily practices and tips on designing an office that supports your well-being. Continue the learning after the session with resources for a healthy work-life balance.

Retirement, It's Getting Close

Cari Lyman and Megan Gregory

2 hours

9:00 AM Wednesday

S206

1:00 PM Thursday

S207

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.

Your Financial Health

Dr. Cynthia Crawford

2 hours

9:00 AM Wednesday

S203

Let's start with a financial check-up (and only you will know how your fare.) Next we'll look at financial mistakes even smart people make and how they impact your life today and in the future. Finally, let's look at strategies to be financially strong moving forward for the remainder of your working years and how to prepare for retirement.

Dealing with chronic neck and back pain

Kelsey Weitzel

1 hour

10:00 AM Wednesday

S207

Do you ever wonder why your neck and back are always sore or tense? Today we are going to take a look at how everyday activities or lack of activity may be contributing to the pain. Join us for this interactive session on common contributing causes to neck and back pain and learn some simple tips you can incorporate into your daily routine to help reduce the pain.

Navigating Social Media

Mel Wolverson

1 hour

1:00 PM Wednesday

S203

Social media is always changing in fun new ways. Get started with some simple techniques, and learn new tools for images and video. Adobe Spark will be included.

Saving for Higher Education with Missouri's 529 College Savings Plan - MOST

Janet Kottman

1 hour

1:00 PM Wednesday

S204

Learn how easy and affordable it is to start saving for your loved one's higher education with MOST. I will share the importance of saving vs borrowing, the State of Missouri's 529 plan - MOST, the tax benefits, investment options and additional ways to add to your college savings plan. It's never too early or too late to start saving!

Employee Engagement, What's In It For Me?

James Hunter

1.5 hour

1:00 PM Wednesday

S207

This training module is designed for administrators – supervisors. The session is designed to address key questions or transactions that characterize the work climate or experience of employees; provide a venue for administrators – supervisors to acquire support from peer leaders regarding employee engagement; reflect on or review research-based moderators of employee stress; implement an ecological approach to work – life balance; and identify strategies to enhance employee engagement.

Live Well with MyPlate

Megan Samson

45 minutes

1:30 PM Wednesday

S206

Learn how to utilize the USDA MyPlate food guidelines and its great resources for living a healthy life.

Chair Yoga

Kate Walker

1 hour

2:00 PM Wednesday

8:30 AM Thursday

S304

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.

Know Your Numbers 101

Caroline Murphy and Shannon Giambalvo

1 hour

2:30 PM Wednesday

During this presentation we will explain why it is important to know your health numbers and provide ways to help improve those health numbers. Specifically we will cover Blood Pressure, BMI, Glucose, and Cholesterol.

YOUR GREATNESS!

Nani Fudge

1.5 hour

2:30 PM Wednesday

12:30 PM Thursday

S203

Join us for a discussion about YOU: The greatness within you, your path toward unleashing it, why the same obstacles keep appearing, and how to banish them once and for all!!!

Getting to Know Your HSA

Donna Kasper

1 hour

3:00 PM Wednesday

9:00 AM Thursday

S206

Are you on the Health Savings Plan but confused as to how to utilize your Health Savings Account? Do you wonder what expenses you could use your HSA funds towards? Do you need a refresher on how to maximize your Health Savings Plan and Health Savings Account? Come join us for an interactive course on the University of Missouri Health Savings Account. (If you attended this course last year - this will be a repeat of information shared.)

Diversity & Inclusion Foundations: Moving Toward Inclusive Excellence

Marlo Goldstein Hode

1.5 hour

8:30 AM Thursday

S203

The purpose of this session is to provide participants with some foundational concepts related to creating an organizational culture that is welcoming and inclusive. In this session, participants will: a) gain a nuanced understanding of the various meanings of, and the potential impact of, diversity in higher education and the workplace, b) gain an understanding of the new inclusive excellence framework, c) explore the impact of identities in workplace interactions and relationships, and d) learn some critical concepts for improving workplace relationships, practices and culture.

Tapping into the Benefits of Stress

Amber Phelps

1.5 hour

8:30 AM Thursday

S207

1:30 PM Thursday

S206

Many people view stress as a threat that must be avoided at all costs. Stress is inevitable, and ignoring it can negatively affect our health and well-being. Successful stress management builds resilience and helps us cope better with future stressors; however, it requires deliberate effort and practice using a variety of strategies. This interactive session will help you re-frame your view of stress, and provide you with practical skills to improve your stress response and build resilience.

Stealth Health

Eric Cartwright and Kristen Hasan

1 hour

9:00 AM Thursday

11:00 AM Thursday

1:00 PM Thursday

23 Johnston Hall (CDS Culinary Development Kitchen)

Adding more fruits and vegetables to the diet can be a challenge for many people. This session will explore the many nutritional benefits of increasing their consumption and provide creative ideas for incorporating more produce into everyday American favorites. Included will be cooking demonstrations and samples.

Taking Care of You: Body. Mind. Spirit -- Coping with Challenging Events in Life

Susan Mills-Gray

45 minutes

10:00 AM Thursday

1:00 PM Thursday

S204

Certain situations can leave us thinking, "Why me?" Things happen to us that make us question our assumptions about life, for example, struggles with a colleague, losing a job, or a loss of a good friend over a disagreement. Sometimes life just isn't fair; sometimes bad things happen to good people. To overcome such situations, we want to make sense out of the senseless. In this session you will learn the technique of "recasting" which allows us to find meaning in a situation. Recasting can lead to an opportunity to heal and grow."

Cooking Well with Diabetes

Lynda Zimmerman

1 hour

10:30 AM Thursday

S203

Yes, it is possible to enjoy tasty foods when you have diabetes! This session will provide current nutrition guidelines for managing diabetes and promoting optimal health. Learn cooking tips to boost flavor and nutrients, while incorporating more healthy fats, whole grains, fruits and vegetables. The information will be helpful for individuals who have diabetes or pre-diabetes, as well as their family and friends.

Social Security and your financial health

Dr. Cynthia Crawford

1 hour

2:00 PM Thursday

S203

You've heard people say, "Social Security is bankrupt." "I'm going to pay in my whole life and not collect a nickel." "I'm going to file for Social Security benefits as soon as I turn 62." Is Social Security healthy or will it be DOA when you retire?

This session will present, in plain English, the facts that you need to know about Social Security. We know your financial health, physical health, and mental health are interdependent.