

**2023 SUPPORT STAFF CONFERENCE
CONCURRENT SESSIONS SCHEDULE AND DESCRIPTIONS
FOR ATTENDEES PARTICIPATING IN PERSON AT THE VINES 4-H CENTER**

Tuesday Courses: April 18

Session (title)	Time	Description	Presenter(s)
Cultural Competency and Belonging (Zoom version of this session will be recorded and posted on conference website.)	11:00-12:00 (Concurrent Session I)	Description: Learn what it takes to meet the challenge regarding Diversity, Equality, and Inclusion in the workplace. Become committed to a welcoming approach to provide equal employment and advancement opportunities in an environment that promotes respect, belonging and understanding in order to value diverse life experiences.	Dr. Ron Rainey
Returned to Sender: Workday (Zoom version of this session will be recorded and posted on conference website.) (Repeated on Tuesday at 1:00 – Concurrent Session II)	11:00-12:00 (Concurrent Session I)	This session will help you avoid the Workday return loop. Enhance your workday experience by reviewing details and reports that help you get it through the system the first time. This session includes tips on how to process travel in workday.	Tammy Green and Jeffie Thomas
Excel Pivot Tables: How to Produce Workday Reports with Ease (Zoom version of this session will be recorded and posted on conference website.) (Repeated on Tuesday at 1:00 – Concurrent Session II)	11:00-12:00 (Concurrent Session I)	This session will provide you with an easy approach to producing Workday reports in Excel.	Jake Anderson
Building Connections: A Low-Impact Teambuilding Session (Repeated on Tuesday at 1:00 – Concurrent Session II)	11:00-12:00 (Concurrent Session I)	“You can discover more about a person in an hour of play than in a year of conversation” – Plato. Come join our session, which aims to improve collaboration and communication among team members in a low-impact, fun environment. The session will utilize interactive activities, with a focus on building problem-solving and decision-making skills within a group setting.	Taylor Knox
Like, Comment, Share: An Introduction to UADA Social Media (Repeated on Tuesday at 3:30 – Concurrent Session IV)	11:00-12:00 (Concurrent Session I)	Looking for social media training and support at UADA? CES Social Media Manager will walk you through the social media resources available for UADA employees and will share helpful DO’s and even more important DON’T’s for posting to your social media account. This is a great session for anyone with a social media account for UADA.	Melissa Johnson

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The Roadmap to Civil Rights Compliance (Repeated on Tuesday at 3:30 – Concurrent Session IV)	1:00-2:00 (Concurrent Session II)	This session will focus on Civil Rights Compliance in the county office, including data collection, record retention, public notification statements, reasonable accommodations, and other relevant information.	Barbara Batiste
Returned to Sender: Workday (Zoom version of this session will be recorded and posted on conference website.) (Repeated on Tuesday at 11:00 – Concurrent Session I)	1:00-2:00 (Concurrent Session II)	This session will help you avoid the Workday return loop. Enhance your workday experience by reviewing details and reports that help you get it through the system the first time.	Tammy Green
Building Connections: A Low-Impact Teambuilding Session (Repeated on Tuesday at 11:00 – Concurrent Session I)	1:00-2:00 (Concurrent Session II)	“You can discover more about a person in an hour of play than in a year of conversation” – Plato. Come join our session, which aims to improve collaboration and communication among team members in a low-impact, fun environment. The session will utilize interactive activities, with a focus on building problem-solving and decision-making skills within a group setting.	Taylor Knox
Excel Pivot Tables: How to Produce Workday Reports with Ease (Zoom version of this session will be recorded and posted on conference website.) (Repeated on Tuesday at 11:00 – Concurrent Session I)	1:00-2:00 (Concurrent Session II)	This session will provide you with an easy approach to producing Workday reports in Excel.	Jake Anderson
Understanding Your True Colors (This session is for participants who have been here less than 5 years.) (Repeated on Tuesday at 2:15 – Concurrent Session III)	1:00-2:00 (Concurrent Session II)	True Colors is a core part of Extension’s training. This session is offered for support staff who have not taken this course within the past five years. Are there people who just drive you crazy? Would you like to learn to work more effectively with these people? The True Colors training will provide participants with a great interpersonal communications tool that can be applied in all kinds of circumstances – from personal relationships to professional success. Self-understanding is a key first step; this interactive training includes identifying your own personality type.	Emily Smith

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Session (title)	Time	Description	Presenter(s)
Get the Facts! Open Discussion with Key Leadership in UADA	2:15-3:15 (Concurrent Session III)	Open panel discussion with “KEY” leadership in UADA. Ask key questions to your UADA Division HR, Finance, Legal and Compliance leaders about issues faced every day in the workplace.	DeAnn Lehigh, Barbara Batiste, Bridget Fortenberry and Tammy Green
The Mindful Office: Workplace Stress Reduction Strategies (Repeated on Tuesday at 3:30 – Concurrent Session IV and Wednesday at 10:30 – Concurrent Session VI)	2:15-3:15 (Concurrent Session III)	Learn resources and effective skills that will help you recognize and manage stress in the workplace.	Dr. Brittney Schrick
Conflict Management: Being Right vs. Being Effective (Repeated on Tuesday at 3:30 – Concurrent Session IV)	2:15-3:15 (Concurrent Session III)	The purpose of this session is to examine assumptions around conflict, identify types and sources of workplace conflict, discuss a relational approach to conflict management, and explore our own stories and how they affect communication in conflict situations.	Emily Durham
Understanding Your True Colors (This session is for participants who have been here less than 5 years.) (Repeated on Tuesday at 1:00 – Concurrent Session II)	2:15-3:15 (Concurrent Session III)	True Colors is a core part of Extension’s training. This session is offered for support staff who have not taken this course within the past five years. Are there people who just drive you crazy? Would you like to learn to work more effectively with these people? The True Colors training will provide participants with a great interpersonal communications tool that can be applied in all kinds of circumstances – from personal relationships to professional success. Self-understanding is a key first step; this interactive training includes identifying your own personality type.	Emily Smith

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Taming the Tiger: Inventory and Assets (Zoom version of this session will be recorded and posted on conference website.)	3:30-4:30 (Concurrent Session IV)	This session will help you to understand the review surplus process, asset registration and frequent issues that arise, with a touch of how to use asset tiger to keep your inventory and assets tamed.	Carla Rutherford and Danya Curtis
The Roadmap to Civil Rights Compliance (Repeated on Tuesday at 1:00 – Concurrent Session II)	3:30-4:30 (Concurrent Session IV)	This session will focus on Civil Rights Compliance in the county office, including data collection, record retention, public notification statements, reasonable accommodations, and other relevant information.	Barbara Batiste
Like, Comment, Share: An Introduction to UADA Social Media (Repeated on Tuesday at 11:00 – Concurrent Session I)	3:30-4:30 (Concurrent Session IV)	Looking for social media training and support at UADA? CES Social Media Manager will walk you through the social media resources available for UADA employees and will share helpful DOs and even more important DON'Ts for posting to your social media account. This is a great session for anyone with a social media account for UADA.	Melissa Johnson
Conflict Management: Being Right vs. Being Effective (Repeated on Tuesday at 2:15 – Concurrent Session III)	3:30-4:30 (Concurrent Session IV)	The purpose of this session is to examine assumptions around conflict, identify types and sources of workplace conflict, discuss a relational approach to conflict management, and explore our own stories and how they affect communication in conflict situations.	Emily Durham
The Mindful Office: Workplace Stress Reduction Strategies (Repeated on Tuesday at 2:15 – Concurrent Session III and Wednesday at 10:30 – Concurrent Session VI)	3:30-4:30 (Concurrent Session IV)	Learn resources and effective skills that will help you recognize and manage stress in the workplace.	Dr. Brittney Schrick

Wednesday Courses: April 19

Session (title)	Time	Description	Presenter(s)
ROT or Not? Records Management 101 (Repeated on Wednesday at 10:30 – Concurrent Session VI)	9:15-10:15 (Concurrent Session V)	Do you feel like you are drowning in email and files? What are you supposed to do with them? How do you decide what to keep and what to toss? This session will cover the basics of records management – what, why, how, and when.	Amy Hedges
Rise to the Challenge	9:15-10:15 (Concurrent Session V)	Permanent impressions, memorable moments, and how we make a difference in support positions by seeking expertise from peers. Join our Peer Panel discussion on challenges we encounter as professional support staff. You don't know, what you don't know!	Vanessa Lewis, Genean Butler, Burnita Hearne, Christa Littlefield, Angela Berryhill and Jake Anderson
Conquering County Depository	9:15-10:15 (Concurrent Session V)	This session will provide keys, tips, and secrets to managing your county depository account with ease.	Sherry Sanchez and Tammy Green
Be a Branding Boss (Repeated on Wednesday at 10:30 – Concurrent Session VI)	9:15-10:15 (Concurrent Session V)	In this session, we will share Communication resources to help you stay on brand with your presentations and promotions. We'll show you how to create a great PowerPoint using our branded templates, how to correctly use logos, get help with accessibility, and more.	Tracy Courage, Chris Meux and Nick Kordsmeier
Time Management: Get Organized – Work Smarter not Harder (Zoom version of this session will be recorded and posted on conference website.) (Repeated on Wednesday at 10:30 – Concurrent Session VI)	9:15-10:15 (Concurrent Session V)	This session will increase your focus, improve productivity and master time management skills. Make accountability your strong suit.	Dr. Laura Hendrix

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The Mindful Office: Workplace Stress Reduction Strategies (Repeated on Tuesday at 2:15 – Concurrent Session III and Wednesday at 10:30 – Concurrent Session VI)	10:30-11:30 (Concurrent Session VI)	Learn resources and effective skills that will help you recognize and manage stress in the workplace.	Dr. Brittney Schrick
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Accounts Payable/Procurement- (Zoom version of this session will be recorded and posted on conference website.)	10:30-11:30 (Concurrent Session VI)	This session will guide you through creating requisitions, how to find if a requisition has been paid, verifying procurement transactions, ordering supplies, paying speakers, entering new supplier information, invoices and more!	Tammy Green
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