

**2023 SUPPORT STAFF CONFERENCE
ZOOM SESSION SCHEDULE AND DESCRIPTIONS**

Tuesday Courses: April 18

Session (title)	Time	Description	Presenter(s)
Taming the Tiger: Inventory and Assets	11:00-12:00	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 & Danya Curtis
Returned to Sender: Workday	1:00-2:00	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.	Jeffie Thomas
Time Management: Get Organized: Work Smarter not Harder	2:15-3:15	This session will increase your focus, improve productivity and master time management skills. Make accountability your strong suit.	Dr. Laura Hendrix
Excel: Pivot tables-how to Produce Workday Reports with Ease	3:30-4:30	This session will provide you with an easy approach to producing Workday reports in Excel.	Jake Anderson

Wednesday Courses: April 19, 2023

Session (title)	Time	Description	Presenter(s)
Cultural Competency and Belonging	9:15-10:15	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
Accounts Payable/Procurement	10:30-11:30	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!	Jeffie Thomas