

2022 STAFF DEVELOPMENT SEMINARS

SPONSORED BY THE OFFICE OF HUMAN RESOURCES
IN CELEBRATION OF STAFF RECOGNITION WEEK

Session Title	Monday, May 16
The Three Rs for Success in Work and Life	9:00 – 9:45
Creating a Cozy Workspace	10:00 – 10:45
Top Ten Reasons to Manage Email in 2022	11:00 - 12:00
The University Way: A Speak Up Culture	11:30 – 12:00
Everything You Wanted to Know about Passports	1:00 – 1:45
Navigating Bias & Discrimination in Academia	1:30 – 3:00
	Tuesday, May 17
If Not Now, When? If Not Me, Then Who?	8:30 - 9:30
Getting Started with Document Accessibility	9:00 - 10:00
UMSL South Campus Historical Ghost Tour	9:30 – 10:15
Outlook Tips and Tricks: Cleaning up Your Inbox	10:30 – 11:15
All About Records Management – 101	11:00 – 12:00
Ready, Set, Read! UMSL’s Campus Book Club	12:30 -1:30
Cultivating Hope	1:00 – 2:30
The University Retirement Plans	2:30 – 4:30
Google Drive: File Management & Sharing	3:00 – 4:00
	Wednesday, May 18
Cocktail Party Shakespeare	8:30 – 10:00
What’s Your Type? Myers-Briggs Type Indicator	8:30 – 10:00
Citizen's Response to an Active Threat	9:00 – 10:30
Shakespeare in NOT Dead!	10:30 – 12:00
Green Zone Training	10:30 – 11:00
Standard Work That Everyone Can Use	11:00 – 12:00
If Not Now, When? If Not Me, Then Who?	12:30 – 1:30
Transitioning your skills: Explore a Career in Grants	1:00 – 2:00
Citizen's Response to an Active Threat	1:30 – 3:00
InDesign: Getting Started	2:00 – 3:00
Active Shooter/Threat Response	2:30 – 4:00
The HEALTH Desk	3:30 – 4:00
	Thursday, May 19
Successful Summer Meal Planning	8:30 – 9:15
Saving through Roth Contributions in My Retirement Plan	9:00 – 9:45
Effective Discipline & Navigating Conflict	10:30 – 12:00
Physical Activity & Workstation Stretching	12:00 – 12:45
Hiring Manager Training	12:30 – 2:30
International Employment: J-1 & H-1B status	2:00 – 3:00
First Impact	3:00 – 4:30

Registration is open in [Percipio!](#)