

STAFF AGENDA

8:15 - 9:00 A.M.

PRESIDENT'S WELCOME
Dr. Sidney Valentine - MPC Conference Room

9:00 - 10:00 A.M.

THE WHO, WHAT, WHY OF DEI
Dr. Marlo Goldstein Hode - MPC Conference Room
Learn about the foundational concepts related to diversity, equity, and inclusion.

10:15 - 11:15 A.M.

IMPLICIT BIAS AND ITS IMPACT ON STUDENT SUCCESS
Dr. Marlo Goldstein Hode - MPC Conference Room
Implicit biases are based on stereotypes, assumptions, and other distorted or inaccurate pieces of information that can impact the way we perceive, evaluate, and make decisions about our students and others. Learn about these concepts as well as ways to mitigate their negative impact.

11:25 A.M. - 12:10 P.M.

QUALITY ENHANCEMENT PLAN (QEP)
Andrea Stephenson - MPC 112
Dr. Tracy Spencer, BSE, MA, PhD - MPC 113
In preparation for our next SACS reaccreditation, it is time to develop a new Quality Enhancement Plan. The QEP MUST be a grassroots movement, and we need input from all of our stakeholders.

12:10 - 1:10 P.M. LUNCH

MPC Conference Room

1:10 - 2:00 P.M. BREAKOUT SESSIONS

- **EXCEL - INTERMEDIATE/ADVANCED**
Sharon Carson - TC 205
Learning how to better utilize the functionality of Microsoft Excel can help save you time at work and increase your productivity. Going beyond the basics, this intermediate/advanced Excel training will include topics such as: Pivot tables and reporting, advanced conditional formatting, and some of the formulas most commonly used by advanced Excel users (i.e., VLOOKUP, INDEX, MATCH, IF AND, IF OR, and SUMIF).
- **PERSONALITY PLUS**
Sheila Guillot, M.S. Ed, CAP, OM - CB Auditorium
Through the use of a self-scoring questionnaire, you will develop an awareness about yourself and others. Learn your own "color" of personality and that of co-workers, family, and friends. Learn to create more effective team-building in your area by having a cognizance of your personality traits and those in your team. This session is a fun way to learn more about your personality traits and those around you to better leverage you and your team for success.
- **TEAMS Phone Training**
Jerrod Nash, AAS, Security+, CCNA - PATC 102
Our campus conversion to Microsoft TEAMS phones and TEAMS calling is nearly complete - soon EVERYONE at LIT will be able to use only TEAMS for phone services. This session will focus on topics such as: Overview of the Calling Interface | Call settings | Making & Receiving Calls | In Call Features | Call Transferring | Escalating a Call | MS Teams Mobile App

Agenda continues on the next page.

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(continued)

2:10 - 3:00 P.M. BREAKOUT SESSIONS

- **SELF-CARE AND STRESS RELIEF**
Margaret Swope, M.Ed - PATC 102
Back by popular demand, join this session to learn how to recognize when stress is negatively affecting you and then learn how to cope with it. You'll learn techniques and self-care tips to help you better manage the effects of stress and keep you healthy and energized. NOTE: Please do not attend this session again, if you did so during our recent convocation, so that others may attend.
- **POSITIVE PSYCHOLOGY**
Andrew Garza, MSc Psy - CB Auditorium
Positive psychology is defined as the study of the life that is worth living. In this session you will learn about the "power of bad", focusing on positive subjective experience, positive individual traits, and positive institutions. Join this session to learn and apply the applications of positive psychology to your work and personal life.
- **PROCEDURE TRAINING**
HR & Purchasing - PATC 113
Do you need to better learn how to complete an F3.2 and/or a purchase requisition? Would you like a refresher on entering and approving electronic leave via Self-Service Banner? If yes, then join this session to get an overview of these topics and more.