

*The Office of Human Resources is pleased to collaborate with  
campus departments and organizations to present*

# Training Tuesdays

## November 2013

### November 5

#### **SUPPLEMENTS vs. FOOD AND ATHLETIC PERFORMANCE**

**HEALTH & WELLNESS**

Noon - 1:00 p.m.

Glacier South, Atwood Memorial Center

*Sponsored by Sodexo*

This presentation is in recognition of "Movember: Changing the Face of Men's Health." Learn about the ongoing discussion of supplementation versus food in relation to athletic performance. We will discuss various supplements, the effect they have on the body, and how to meet your needs through food to enhance athletic performance.

PRESENTER: **Hannah Hokanson**, R.D., is the campus dietitian with Sodexo. She received her bachelor's degree in dietetics and minor in health & fitness from the University of Wisconsin-Stout, and completed her dietetic internship at Mayo Clinic through Mayo School of Health Sciences. Hannah is a half-marathon and full-marathon runner and enjoys helping others learn how to fuel their body right.

### November 12

#### **AROMATHERAPY: MAKING THE FALL AND WINTER HOLIDAY SEASON HAPPIER**

**HEALTH & WELLNESS**

10:00 - 10:50 a.m.

Glacier North, Atwood Memorial Center

*Sponsored by the Health and Wellness Committee*

Learn the value of Aromatherapy for improving your mood and fighting off the bugs that can put a real damper on the holiday season! Find out how pure essential oil aromas can improve the quality of your life year-round and especially during the holidays!

PRESENTER: **Star Moree** PT, CNHP, is a Physical Therapist and a Certified Natural Health Professional. She has been learning the art and science of Aromatherapy for over 15 years and loves applying this knowledge to her work!

#### **FROM FEAR TO CONFIDENCE: HANDLING DIFFICULT EMPLOYEE SITUATIONS**

**PROFESSIONAL DEVELOPMENT**

Noon - 1:00 p.m.

Mississippi Room, Atwood Memorial Center

*Sponsored by the Office of Human Resources*

This presentation is part of the Supervisor Brown Bag Series. Many of us are uncomfortable with confrontation. However, as a supervisor, in order to be effective it is important to occasionally address unpleasant and uncomfortable topics with your employees. This session will explore skills and tools that will help you as a supervisor develop confidence in dealing with difficult situations.

PRESENTER: **Holly Schoenherr**, Ph.D., Director of Human Resources.

### November 19

#### **MALWARE EDUCATION**

**TECHNOLOGY**

1:00 p.m. - 1:50 p.m.

Centennial Hall, Room 351

*Sponsored by Information Technology Services*

As the campus community, and users worldwide, continue to see attacks on our computers using malicious software (MALWARE), we are seeing commonality in the methods of these attacks. This presentation will expose some best practices for detecting, stopping, and removing malware on our campuses.

PRESENTER: **Gordon Schrubbe and Darrin Printy**, Information Technology Specialists.

### November 26

#### **UNCLASSIFIED RECRUITMENT AND HIRING OVERVIEW FOR OFFICE MANAGERS**

**POLICIES & PROCEDURES**

11:00 a.m. - Noon

Alumni Room, Atwood Memorial Center

*Sponsored by the Office of Human Resources*

This presentation will provide an overview of all aspects of recruitment, hiring, orientation and onboarding of Faculty, MSUAASF and Administrators. It is especially designed for office personnel who are involved in these processes, but anyone is welcome! Mark your calendar now and plan to attend!

PRESENTERS: **Rose Haugen**, Assistant Director of HR/Unclassified Staffing; **Renee Dingmann** and **Karla Shangrow**, Unclassified Staffing Specialists; **Kim Mielke**, Unclassified Transactions Specialist; and **Teresa Weihs**, Employee Development Specialist.