

2023 Employee Development Symposium March 28 – 29, 2023

Tuesday, March 28th

Location: Hildebrand Equine Complex Auditorium (3240 F&B Road, College Station, Tx 77845)

7:45 – 10:30 - **Professional Headshots**

8:00 – **Registration**, Coffee, and Breakfast Tacos

8:30 - **Welcome** – Vic Seidel

8:45 – **Marketing & Communications** – Katherine Hancock

9:15 – **Digital Education** – Caitlyn Calvert

9:45 – **Information Technology** – Alan Kurk

10:15 – **Break**

10:30 – **Administrative Services** – Loree Lewis

11:00 – **Keynote Speaker** – Charles Hamm (available for book signing until 3:30)

12:00 - **Box Lunch Provided**

1:00 – **Fraud Prevention** – Robin Woods & Amanda Dotson

This presentation will include information about how fraud happens in the workplace and how employees can help prevent and/or detect fraud. In addition, the TAMUS Internal Audit presentation will include some real-life examples of fraud in the A&M System.

2:00 – **Civil Rights & Title IX** – Jennifer Smith

This presentation will familiarize employees with System’s regulations about illegal discrimination, harassment and retaliation. We will walk through Prohibited Behaviors, Options for Resolving Complaints, and Sanctions. Jennifer Smith, Assistant Vice President and Title IX Coordinator, will also provide clarity on the mandatory reporting rules and ensure that participants understand the Consensual Relationship rule.

3:00 - **Break**

3:15 – **Conflict Management** – Todd Cottrell

In this presentation we will review the five conflict strategies outlined in the Thomas-Kilmann Conflict Mode Instrument (TKI). We will spend some time discussing specific examples and identify appropriate situations to employ each strategy.

4:15 – **Intranet Demo** – Overview of AgriLife Intranet Initiative

5:30 – 8:00 - **Evening Social at Big Shots** (400 West Villa Maria Road, Bryan, Tx 77801)

5:30 Heavy Appetizers & 6:00 Tee Time

Wednesday, March 29th

Location: Hildebrand Equine Complex

8:00 - Coffee and Assorted Pastries

<p>8:30 – 9:30</p>	<p>Workday Mishaps (Auditorium) Melanie Upton</p> <p>Learn about some of the more common Workday mishaps, how to avoid them and best practices for resolving. We will cover supervisory organizations, security role inheritance, business process status, and more! This session is best for unit contacts or for managers who have a high volume of staffing events in their unit.</p>	<p>You've got Microsoft Word, PowerPoint, and Excel. But wait ... there's more! (Classroom) Jill Hughson</p> <p>Yammer. Sway. Viva. Stream. Forms. Power Platform. Sound like the newest social media challenge or gaming world? Nope! These are just a few of the apps in the exciting array available in your current Microsoft 365 license. Come spend an hour learning more about these apps ...and MORE.</p>
<p>9:40 – 10:40</p>	<p>AggieBuy, Purchasing Updates, and Concur (Classroom) Lindsay Weber & Jay Avila</p> <p>Purchasing updates including new Sole Source form requirements, step by step instruction for a proper Requisition. Top 5 issues in Concur including: navigating the new UX, marking expenses unallowable, travel/payment card usage/account closures, report submission deadlines, and demonstration of the new travel itinerary tool.</p>	<p>Fixer-Upper: Renovating Your Work Environment Starts with YOU (Auditorium) Dr. Tearney Woodruff and Hannah Gerken</p> <p>Join us as we learn how to positively influence others and the powerful impact self-leadership and servant leadership can have in the way that we approach our work and our colleagues. If your work feels like a fixer-upper and you don't know where to start, let us help you identify the renovation projects to prioritize to get the most bang for your buck.</p>
<p>10:50 – 11:50</p>	<p>Coaching for Performance (Auditorium) Todd Cottrell</p> <p>In this presentation we will discuss techniques for defining and communicating performance expectations, providing opportunities for employees to engage with their teams and their work environment and coaching employees to help them stay "on-course".</p>	<p>FAMIS/Canopy Screens (Classroom) Melissa Ray</p> <p>Review frequently used screens in FAMIS and their equivalent in Canopy</p>

11:50 – 1:30 – Lunch on your own

1:30 – 2:15: AgriLife Learn Overview (Auditorium)

Megan Homeyer

45 minutes (30 min presentation, 15 min Q&A)

During this presentation, I will give a brief demo of AgriLife Learn and walk the audience through our processes related to adding and updating products and order management.

2:25 – 3:10: Event Registration Overview (Stova) (Auditorium)

Megan Homeyer

45 minutes (30 min presentation, 15 min Q&A)

During this presentation, I will give a sneak preview of the new event registration system, Stova (*previously Aventri*). I will discuss the event registration request process as well as showcase new features that will be available for event organizers.

Hotel Recommendations and Travel Information:

Click [HERE](#) for Hotel and Travel Information

