Retreat Agenda  
University of Colorado Staff Council  
Mountain View Conference Room  
The Lodge and Spa at Breckenridge  
112 Overlook Drive, Breckenridge, Colorado  
(970) 453-9300 • (800) 736-1607  
http://www.thelodgeandspaatbreck.com  

Thursday October 4, 2012  
12:00 – 12:30 Check-in  
12:30 – 1:30 Welcome, Opening Comments  
1:30 – 5:00 Tara Powers  
Managing Multiple Priorities  
Understanding and applying time management strategies can help you make tough  
choices about what to do and what not to do as you go about your day. By critically  
analyzing how you “spend” your time, you will begin to recognize time wasters and time  
enhancers that impact your productivity and stress level on the job and at home. We will  
look at personal habits and daily environmental pressures that affect how you use your  
time. You will walk away with specific action plans that you can use to improve your time  
management skills and achieve more of the results you really want.  
5:30 – 9:00 Dinner preparation and team building  

Friday, October 5, 2012  
8:00 – 8:45 Breakfast  
9:00 – 10:30 Candace Bowen (Boulder), Cindy Corwin (Colorado Springs),  
Kevin Jacobs (Denver | Anschutz Medical), Lisa Landis (System)  
Human Resources – A Resource Relationship  
An effective relationship between campus governance groups and their HR liaisons is  
critical to successful communication and to achieve positive outcomes for staff. This  
session will focus on addressing questions such as: What do we do well? What can we  
improve? How can we help each other? What resources are available to achieve  
objectives? How do we strengthen staff governance on the campuses?  
10:30 – 11:00 Mid-Morning Break / Check Out  
(Everyone must check out of their rooms by 11:00 am)
11:00 – 12:00  **Susan Connors**, The Evaluation Center, University of Colorado Denver  
*Survey Development*  
Successful professional development begins with knowing what specific needs our staff members have. In this session, attendees will develop sound strategies for survey creation and to gather feedback about training and professional development sessions that are offered.

12:00 – 12:30  Lunch

12:30 – 1:30  **Jill Pollock**, Vice President for Employee and Information Services  
*Human Resources Updates*

1:30 – 2:45  **Evan Abbott**, Mountain States Employers Council  
*Professional Development and Training*  
Mountain States Employers Council is a leader in both training and development in Colorado, and provides an extensive number of practical seminars and customizable content to develop and maintain effective organizations. Training is available via catalog session, webinars, or on-site custom programs.

2:45 - 3:00  Closing Comments, Adjourn

3:00  Adjourn

**Next Meeting:**  Thursday, October 18th  
10:00 am – 2:00 pm  
Boulder Campus: UMC Room 425