



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

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