Does it seem like you spend your entire work day in meetings? Does your to-do list keep growing with seemingly little progress? Does it seem you barely have time to manage your own priorities, let alone help your staff work to their highest potential?

- Check out mindfulness offerings through Gamecocks LiveWell.
- Schedule a stress management consult through Gamecocks LiveWell health coaching.
- Practice meditation at the C.A.L.M. Oasis in the Center for Health and Well-Being.
- Take a mindful walk around campus (no phone please!).
- Check out what is offered through MyGroup.

Thank you!
Thank you to all the administrative professionals at UofSC. We appreciate all that you do.

Administrative Professionals Day, April 24

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### Upcoming Professional & Personal Development Classes:

- **University Orientation**  
  9:00 a.m. – 2:00 p.m. on April 1 & April 18  
  Instructor: Nicole Vaughn, Organizational & Professional Development

- **Budget Development for A Funds**  
  1:30 – 4:30 p.m. on April 2  
  Instructor: Kevin Russell, Budget Office

- **Introduction to Office 365**  
  9:00 – 10:00 a.m. on April 3  
  Instructor: Charity Nix, Division of IT

- **Beginner Word**  
  1:00 – 3:00 p.m. on April 3  
  Instructor: Charity Nix, Division of IT

- **Planning for Retirement Seminar Part I & II**  
  9:00 a.m. – 1:00 p.m. on April 4 & 11  
  Instructor: PEBA, Social Security Administration

- **South Carolina Deferred Compensation Program**

- **Tax Strategies**  
  10:30 – 11:30 a.m. on April 4  
  Instructor: MetLife

- **Flexible Leadership: Basics & Beyond**  
  1:00 – 4:30 p.m. on April 4  
  Instructor: Nicole Vaughn, Organizational & Professional Development

- **Retirewise (Parts I,II,III, & IV)**  
  11:30 a.m. – 1:00 p.m. on April 5, 12, 19 & May 3  
  Instructor: MetLife

- **Summer Compensation Webinar**  
  2:00 – 4:00 p.m. on April 8

- **Personalized Learning with OneNote/Class Notebooks**  
  3:00 – 4:00 p.m. on April 8  
  Instructor: Charity Nix, Division of IT

- **Escaping the Drama Triangle**  
  10:30 a.m. – 12:00 p.m. on April 9  
  Instructor: Kim Pruitt, Organizational & Professional Development

- **Relationship Violence Information Session**  
  9:00 – 11:00 a.m. on April 10  
  Instructor: Shannon Nix, SAVIP

- **Green Zone Ally**  
  1:00 – 3:30 p.m. on April 10  
  Instructor: Andrea Williams, Special Populations

- **Coping with Change**  
  9:00 – 10:00 a.m. on April 16  
  Instructor: Niya Calderon, MyGroup

- **Employee Recognition**  
  1:30 – 4:30 p.m. on April 16  
  Instructor: Nathan Strong, Organizational & Professional Development
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Instructor(s)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Banner Navigation</td>
<td>April 18</td>
<td>9:00 – 10:30 a.m.</td>
<td>Karen Thomas, Bursar’s Office</td>
<td></td>
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<tr>
<td>Carolina Intercultural Training</td>
<td>April 18</td>
<td>9:00 – 11:30 a.m.</td>
<td>Julie Medlin, International Student Services</td>
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<tr>
<td>UnMuted</td>
<td>April 22</td>
<td>10:00 – 11:30 a.m.</td>
<td>Carl Wells, Equal Opportunity Program</td>
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<tr>
<td>Safe Zone Ally</td>
<td>April 23</td>
<td>9:00 a.m. – 12:00 p.m.</td>
<td>Caroline Wallace, Multicultural Student Affairs</td>
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<tr>
<td>Authentic Assessment with Forms &amp; More</td>
<td>April 24</td>
<td>2:00 – 3:00 p.m.</td>
<td>Charity Nix, Division of IT</td>
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</tr>
<tr>
<td>AR (Data Warehouse) Reports</td>
<td>April 25</td>
<td>9:00 – 10:30 a.m.</td>
<td>Phillip Chester, Bursar’s Office</td>
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<tr>
<td>Team Management Part II</td>
<td>April 25</td>
<td>9:00 a.m. – 12:30 p.m.</td>
<td>Nathan Strong, Organizational &amp; Professional Development</td>
<td></td>
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<tr>
<td>Background Checks</td>
<td>April 25</td>
<td>1:00 – 3:00 p.m.</td>
<td>April Davis, Human Resources</td>
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</tbody>
</table>

To browse and register for classes, view our calendar or class list by subject.

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**Ready Rooms: Supporting users of the new HR/Payroll System beginning April 1**

If you need help with the work you do in the new HR/Payroll system, sign up for a Ready Room session. These sessions will be in person and will give you the practical help you need to get your work done.

Ready Rooms are focused on providing assistance with the new system's eForms, student hire, account changes and retro changes. These are functions used primarily by HR Contacts, Student Hire Reps and Business Managers.

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**Congratulations to all LEAD graduates!**

We appreciate your dedication to your professional development and your contributions to improving the USC working environment for all employees.

The Office of Organizational & Professional Development would like to acknowledge the following USC Employees who have completed the LEAD (Learn, Educate and Develop) Supervisory Essentials program:

- Nelda Bailey, Mohamed Soluiman, & Bethany Yost (Student Life)
- Pamela Bowman (Special Events)
- Karen Britton & Austina Wolverton (Law School)
- May Butcher, Cindy Jennings, & John Wiles (USC Upstate)
- Taylor Chona (University Technology Services)
- Ashlan Cooper, Christopher Geary, & Jerrod Wingard (Facilities Planning & Construction)
- David Dohan (College of Engineering & Computing)
- Lauren Eleazer (Registrar’s Office)
- Carol Leist (Student Conduct & Academic Integrity)
- Ana Pavon Enriquez (Arnold School of Public Health)
- Catherine Studemeyer (University Advising Center)

We would also like to recognize this month’s LEAD 2 graduates:

- Helen Le (On Your Time Initiatives)
- Lilian Ortega Bunch (Global Carolina)

To monitor your own progress toward your LEAD certificate, log in and view your training records and use the Certificate of Completion Checklist to help keep track. For more information, please review the LEAD policy.