

The Admin's Guide to the University



**02
27**

Event Planning Basics

February 27, 2019 | 9:00 – 11:00 a.m. | Bost Theater

Planning a big event? Who's coming? What will you feed them? Where will they park? What's your budget? So many questions. Meg Berry and Leilani Salter, event planners in the President's Office, will share their tips and organization style to help you take the stress out of planning your event.

**03
20**

Procurement, Contracts, and Purchasing Panel

March 20, 2019 | 2:00 – 4:00 p.m. | Bost Theater

Would you like to be more confident in your knowledge of MSU purchasing guidelines and policies? This panel will cover the "do's and don'ts" of MSU purchasing in an easy to understand, comfortable environment where you can ask questions and gain the knowledge to keep you and the university safe from costly purchasing errors. Join Don Buffum, Melissa Inmon, and Jo Wade as they answer all of your questions.

**04
30**

You Make the Difference: Professionalism and Customer Service

April 30, 2019 | 9:00 – 11:00 a.m. | Bost Theater

Walt Disney said, "Guests may not always be right, but they are always our guests."

Now, more than in any time in history, customers want instant gratification. We can purchase almost anything we want with just a few taps or clicks. We often dread talking to a "live" person, but here at Mississippi State, our customers (students, alumni, parents, businesses, donors, and each other) come first.

Join Edie Irvin and Darrell Easley as we look into practical ways to engage customers and colleagues through any medium of communication, understand how important perceptions are, and provide tips for email, phone, and face-to-face communication. We'll also discuss how each of us represent the university in our roles and we'll do all of it in a fun, interactive two-hour session. We hope to see you there!

**06
06**

Let's Talk: Legal and Policy Compliance

June 6, 2019 | 2:00 – 3:00 p.m. | Bost Theater

Join us for a fun and educational look at some of the most commonly encountered questions about staying in compliance with MSU policy and state and federal law. We will explore policy interpretation, training initiatives, legal requirements, and where to go for help among other timely topics. Your hosts for the afternoon will be Lateshia Butler (Compliance Specialist), Joan Lucas (General Counsel), and Joy Graves (University Compliance Officer).

Registration Instructions:

- 1 Go to learning.hrm.msstate.edu.
- 2 Enter your MSU NetID and password.
- 3 Under the My Community tab, (near the top of the page), click on Learning Library.
- 4 Scroll down to "Session Title," or type "Keyword" in the Search box.
- 5 Click on "Select a Timeslot" and click "Book" to confirm.



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