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## Human Resources Advisor

September 2018



### Milissa's Minute

As we kick off the fall semester, the excitement in the air is palpable! Students, faculty, and staff have all returned to kick off another opportunity to inspire one another. It is my hope that this fall season is a productive time of blessing for all. I encourage continued involvement in engagement activities that meet your personal and professional needs in all areas of wellness including Social, Mental, Emotional, Physical, Financial, and Spiritual.



Wellness opportunities offered on campus include:

- Daily Chapel Monday, Tuesday, Thursday and Friday
- Weekly Devotions (Wednesdays at 7:30 AM)
- April/May/June Birthday Celebration on September 11
- July/August/September Birthday Celebration in late September
- Google Drive/Team Drive on September 20
- Influenza Clinic on October 4
- Biometric Screenings in mid-October
- Financial Wellness Seminar with Concordia Plans on November 5

In addition to these activities, be on the lookout for more from the COFFEE Breaks, Creating Communities, and Service committees in the coming weeks.

We encourage you to take a moment of respite each day to engage in wellness activities of interest to you. By doing so, you may return to work after a short break revived and with renewed inspiration.

Blessings to you on your continued time with our Concordia community!

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**Customer Service Training:** *This interactive session provides guidance in best customer service practices. Laptop optional.*

- Customer Service 9/11 @ 1:00 PM

**Time Management Workshop:** *This working session allows attendees to implement time management and productivity strategies to increase efficiencies in the workplace. Laptop required.*

- Time & Task Management Workshop 9/10 @ 1:00 PM

**Opportunities for Discussion - Difficult Conversations:** *This training explores best practices in conducting difficult conversation and covers how to manage conflict. The session includes interactive practice and roll play scenarios.*

- Opportunities for Discussion: Difficult Conversations 9/18 @ 1:00 PM
- Opportunities for Discussion: Difficult Conversations 9/26 @ 1:00 PM

For more information contact: [bchan@csp.edu](mailto:bchan@csp.edu) | (651) 641-8224

## Office Hours

### **HR Hours of Operation**

8:30 AM – 4:30 PM

*Questions or comments regarding the Human*

*Resources Advisor can be directed to Bethany Chan: [bchan@csp.edu](mailto:bchan@csp.edu) or 651-641-8224*

## Wellness

### **Flu Shot Clinic**

October 4 from 10:30 AM to 2:30 PM. Watch for a Google Form invitation for more information and to reserve your spot!

### **Wellness Reminders**

Here are a few healthful workplace tips get us started as a reminder:

- Drink plenty of water – aim for 8 glasses or 64 oz/day
- Take care of your eyes – try to keep your computer monitor at least an arm's length from your eyes and take frequent breaks to away from your space or at farther distances
- Take a lunch break away from your desk
- Move - take breaks to stretch and/or take a walk on your lunch break

### **New Concordia Wellness Facebook group!**

This new page provides an outlet to share health and

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### **Pre-Retirement Workshop**

*Friday, September 28 at the Minnesota South District  
LCMS Office (14301 Grand Avenue South, Burnsville  
MN 55306)*

This workshop is designed to help you as you plan for that very important transition in your life: RETIREMENT!

We encourage you to attend and start learning what you'll need to know about making plans for your future. Cost is \$15/person (Covers morning coffee & snacks and a light lunch.) To register, please contact Rick Marko TODAY (deadline to register is 9/7) at 952.223.2160 or [rick.marco@mndistrict.org](mailto:rick.marco@mndistrict.org)



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