



Administrative Professionals Day® Conference

**April 24, 2015
SAVE THE DATE**



The University of Georgia
Center for Continuing Education
Hotel & Conference Center

A unit of the Office of Public Service and Outreach



Opening Session/Keynote: How to Increase Your Personal Power, Passion, and Image

Dr. Felicia Mabuza-Suttle, President and co-owner of Leadership Success International, LLC.

In this keynote session, Dr. Mabuza-Suttle will share techniques to help you gain greater insight about yourself and about how you can gain greater influence with others in your work environment.

She will also heighten your awareness of:

- The 4 keys to increasing your personal power with others.
- The 9 judgment points people assess about you.
- The importance of assessing non-verbal communication for better work relationships.
- Some unique differences between men and women you need to know.
- The 6 Strategies for successful living.
- The 10 Commands of personal power.
- Ten strategies to stand out on the job.

Dr. Felicia Mabuza-Suttle, BA, MA, PhD, is an international award winning entrepreneur, acclaimed talk show host, published author, and philanthropist. She is President and co-owner of Leadership Success International, LLC, which specializes in executive leadership training and business communications.

She is host of her own talk show, *Conversations with Felicia*, on The Africa Channel and previously hosted the popular South African talk show, *The Felicia Show*. She has been featured on NBC, CBS, ABC, CNN, BBC, and in *The New York Times*, *Ebony*, *Essence*, *Style*, and *InStyle* magazines.

Dr. Mabuza-Suttle has interviewed Presidents Nelson Mandela, Thabo Mbeki, Julius Nyerere, and Kenneth Kaunda and luminaries such as Archbishop Desmond Tutu, Winnie Mandela, Cherie Blair (Britain's former first lady), and renowned personalities like Larry King, Louis Gossett Jr., Danny Glover, Diana Ross, Miriam Makeba, authors John Maxwell, Iyana Vanzant, T.D. Jakes, Wayne Dyer, Suze Orman, and others.

She is author of her bestselling memoir, *Dare to Dream*, about how she answered Nelson Mandela's call to all South Africans living abroad to go back home to help rebuild a new democracy. Her new book, *Live Your Dreams*, is based on quotes and experiences that propelled her from success to significance.



Breakout Session: LinkedIn for Professional Networking

Judy James, Human Resources Senior Manager, Human Resources, University of Georgia

Are you optimizing your professional network? Do you know that LinkedIn is a free, popular networking tool that can benefit your career? Have you heard of LinkedIn and wonder if it's for you? Are you already using LinkedIn and would like to know more about how to connect with other professionals? If so, this session is for you!

We'll discuss how your LinkedIn profile can be more focused and targeted to suit your professional purpose. In addition information will be presented on profiles, connections, groups, endorsements, recommendations and how to expand your presence. We'll discuss privacy and concerns and how to utilize this powerful and free professional networking tool! Information will be given to guide you through setting up a generic account, if you do not currently have an account.

Judy James combines education with technology, career and talent development. Coming from a background of over twenty years in IT management at the University of Georgia, Judy has also focused on career and talent development for the last 9 years. As a Senior Human Resources Manager in the UGA Training and Development Department, she has managed T&D, Employee Career Services, and most recently the Dual Career Assistance Program. She developed Career Services resources for UGA staff, including developing and delivering the High Impact Certificate Series to over 200 leaders in its first year. In addition to career development and training employees at UGA, she has been an adjunct faculty in the Business Administrative Technology program at Athens Technical College for the past 9 years. Certified in MBTI, Hogan, and other personality and work style assessments, Judy's passion is equipping professionals to be the best they can be.

Judy's LinkedIn headline is: Accomplished Career Builder • MBTI, True Colors, and Hogan Certified Facilitator • Knowledgeable Teacher & Speaker.



Breakout Session: Writing and Grammar Skills for Professionals

Dan Strohl, Communications Consultant

This session will cover the essentials of clear, concise writing and a refresher of grammar and usage. The focus will be on how to produce a document that is easy to read and understand the first time. Unlike many writing workshops, it will include activities that are exciting and fun. We'll even add a bit of competition!

Among the topics covered are:

- Getting started
- Engaging your reader
- Writing dynamically
- Avoiding grammar pitfalls
- Editing more efficiently

After this session, you will write more confidently. You'll be able to streamline your writing to produce high quality documents in less time, adding credibility and value to your organization.

Dan Strohl has devoted his career to improving the communications and technical skills of professional staff. In his four decades of experience as a trainer and speaker, he has taught thousands of employees nationwide in the military and the public and private sectors. His topics include Business Writing, Technical Writing, Grammar for Professionals, Critical Thinking, Briefing and Presentation Skills, Managing Difficult People, Time Management, and Customer Service Excellence.

He was a Regional Inspector General for the United States Department of Justice, and has taught courses for NASA, Roche Diagnostics, the Department of Homeland Security, and the Department of Defense. He is past president of a chapter of Toastmasters International and past chairman of the Speakers Bureau of Zoo Atlanta.



Breakout Session: Finding the Happy You at Work and Home

Susan McMullen, Business Coach and Advisor

In Susan's presentation, Finding The Happy You At Work And Home, you will learn simple, easy tips, tricks and techniques that you can put into action immediately to help you separate work and home and find positivity and happiness in both.

Susan McMullen is a business coach, advisor, and thought leader to high achieving, driven, and passionate women entrepreneurs who want to create a First Class Life by building a six figure business with heart and soul. Through one-to-one coaching as well as a signature mastermind, Susan helps women align their business with their passion, open their mind to success and methodically build their business to six figures and more. She is co-host for The Better You Project, an online radio show that focuses on the entrepreneurial journey. Her passion is helping women create a business blueprint so they can soar to unimaginable success.



Breakout Session: Hands-on Excel for the Busy Professional

Chris Menard, Triality Business Solutions

This session will be held in our computer lab to give you an opportunity to learn and practice intermediate/advanced Excel techniques. It is first-come, first-seated and is NOT for beginning Excel participants. You should already know in Excel how to open, print, save, autosum, insert and delete rows and columns before attending this session. Limited seating!

Topics covered:

- Linking worksheets with 3-D formulas
- Linking workbooks
- Excel functions – At least 7 functions for business users
- Consolidation data
- Creating Subtotals
- Sorting and Filtering Data
- Advanced filtering
- Working with Charts
- PivotTables overview
- Data validation
- Conditional formatting

Chris Menard, BBA, was the first Microsoft Office Master Instructor in the world and holds over thirty specialized Microsoft certifications. He has been featured in Yahoo Business News, is a featured training provider on Microsoft's training web site, and has been featured in the Atlanta Journal-Constitution twice.

Chris trains employees at numerous prominent businesses, including Gwinnett Medical Center, Mizuno USA, the Georgia Society of CPAs, the IAAP, Coca-Cola, and the University of Georgia. His Excel training video for the Coca-Cola Company has been used in over 150 countries. Menard has a BBA in Accounting from Clayton State University and previously worked for the Georgia-Pacific and IBM Corporations.

Breakout Session: **Records Retention and Efficient Filing Systems That Work**

Venus Jackson, UGA Records Manager, UGA Records Center

Katherine Stein, Head of Technical Services, Hargrett Rare Book and Manuscript Library

This session covers the basics of records management and impacts those who work for the University System, state, local, and county government and businesses in Georgia. It includes requirements and guidelines for the retention, preservation, and disposition of records.

Included in this session:

- The importance of Records Management
- How to use Retention Standards
- The organization of materials so that it is easy to manage records (box sizes, storage options, filing systems, inventories)
- The importance of Archival Records and what to do with them
- The importance of a succession manual

Venus Jackson has a BA in Computer Science and has been the UGA Records Manager for the past 13 years. She is tasked with educating a campus of bright office managers of all levels, serving as the interface for her campus in communicating problems to the state level and helping to shape solutions that will benefit the entire University System of Georgia. Through state-wide meetings and electronic communication as a member of the Board of Regents Advisement Committee on Records Management, Venus has helped shape the records climate throughout the state university system where her opinions and innovations are highly valued. Venus has worked to develop a highly successful campus teaching module offered through the UGA campus Training and Development. Class attendees have noted that her easy-going delivery and humor have made it much easier to absorb the records message.

Katherine Stein is the Interim Co-Director of Technical Services and University Archives for the Hargrett Rare Book and Manuscript Library at the University of Georgia. Previously she served as the Head of Arrangement and Description at the Richard B. Russell Library for Political Research and Studies. She has experience with organizational, personal, and political papers including gubernatorial and congressional offices. Kat holds a master's in Museum Studies, with a focus in collection management, from George Washington University



Breakout Session: **Save Your Sanity By Getting Organized**

Carrie Peeples, Neatsmart

What is the non renewable resource we all want more of but can't buy? Time. Learn how you can get more time in your day to do the things that you need and want to do by getting your desk, and subsequently your life, organized. We'll talk about easy habits you can adopt today at the office and at home to make your life easier, more successful, and happier.

Carrie Peeples is passionate about helping people make their lives easier by getting their homes organized. After years of advising family and friends, she started Neatsmart in 2012, because she saw first hand how much happier, relaxed, peaceful, and in control people were after she helped them create systems that got them organized and were easy to manage to keep them that way. Using her BFA in Drawing & Painting from the University of Georgia and years of experience training on various software applications, designing compliance program filing & workflow systems, and selling luxury goods, Carrie designs creative solutions to disorganization problems. She believes that order can be beautiful as well as functional and she loves showing people how their homes can be the places of refuge they all desire and need.
