KEYNOTE:
Finding the Forest Among the Trees—6 Keys to Unlocking the Ultimate Goal

Susan McMullen, Motivational Speaker, Trainer, and Coach

In this crazy hectic world you may be finding it more challenging than ever to juggle the demands of your job with your life. Sometimes it’s hard to see the forest for the trees. Susan will be sharing the 6 small tweaks that, when put into action, may be the keys to unlocking the path to your ultimate goal.

Susan McMullen is a creative Business Strategist, Mentor and Guide for Entrepreneurs as well as a Motivational Speaker. She specializes in helping women bring their heart visions to life so that they can get known, be remembered, grow their business and make a profit.

She is the founder of The Social Sisterhood (a networking and social group focused on fun|connection|friends hip|business and she is also co-host for Build Your Best Business, a live-stream radio show that focuses on building, growing and sustaining your business both on and offline.

BREAKOUT SESSION:
Think Critically, Communicate Clearly

Dan Strohl, Communications Consultant

We are bombarded daily with hundreds of messages from individuals who want to influence our thoughts, feelings, beliefs, and actions. How can we know which messages are reliable? How can we ensure the soundness of the messages we send?

This entertaining session will show you how to perceive incoming messages with a keen eye and how to create convincing, logical messages of our own. As you apply critical thinking skills to the way you communicate, you’ll be able to analyze situations, avoid the pitfalls of faulty reasoning, and maximize your credibility.

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, the Department of Defense, the FAA, and HighPoint Global.
BREAKOUT SESSION: Steering Yourself Toward The Direction You Choose

Judy James, Independent Learning Consultant

Administrative Professionals have the ability to steer their careers in any direction they choose, but strategies are necessary to move up, move on, and grow in your career.

This session uncovers strategies to unlock 4 directions by addressing the following topics in a fun and empowering way:

- Directionally challenging trends affecting Administrative Professionals’ role
  - Multigenerational workplace
  - Technological advances
  - Global business
- Directional change readiness to be able to adapt to new leadership and situations
- Directional competitive edge by working to excel
- Directional competent networking by marketing yourself

Judy James is an enthusiastic speaker, trainer, and teacher who spent 31 years in higher education. She now trains workers of all ages in local city and state government, private businesses, and community economic development programs on subjects such as computer training, leadership, and workforce development. She also specializes in helping employees become more aware of their strengths and assets for career development. She is certified as a Myers/Briggs, True Colors, and Hogan assessment facilitator. She frequently speaks at professional organization meetings, department retreats, and staff groups on topics that include Promotion through Service Excellence, Dealing with Difficult People, SWOT Analysis (team-building), Managing Millennials, Dealing with Difficult People, Professional Proofreading and True Colors Conflict Management & Negotiation Skills among others.

BREAKOUT SESSION: Smile! Winning Speaking and Communication Tools

Greg Creech, MCAS-I, CompTIA CTT+, Techedutainment Services, Inc.

Get ready to enhance your communication and speaking skills with this interactive session. Since most Administrative Professionals already possess excellent communication skills, this is a comprehensive session which includes verbal, written, and presentation communication skills. You’ll learn tips and tricks in Word and Outlook to help you with written communications, proper etiquette for email and phone conversations, and important dos and don’ts. We’ll learn about proper and improper body language and how to use your voice, eyes, and movement to engage your audiences. Also, we’ll learn how to appropriately use humor, overcome nerves, and present like a pro.

Greg is a certified Microsoft Office Application Specialist–Instructor and has written over 15 books on the Microsoft Office Suite, including Office 2010/2013, Word, Excel, PowerPoint, Access, OneNote, and Outlook. In 2007, his Microsoft Office Suite courses received the top honor by the University Continuing Education Association for non-credit programs in the south. In 2009, the Association of Continuing Higher Education awarded Greg the Faculty of the Year Award for his work at Emory University’s Continuing Education Center.

Greg is also an award winning actor and comedian. His speaking and training programs are filled with music, humor, and learning. Get ready to laugh and learn with Greg.

BREAKOUT SESSION: Excel and Word Tips to Set You Apart From the Pack

Chris Menard, Triality Business Solutions
In this hands-on presentation, you will learn Excel and Word tips to streamline your workflow and make you more productive. Approximately 40 minutes of Excel and 30 minutes of MS Word with the last 5 minutes spent on Windows shortcut keys that power users should master. This session is held in the computer lab to give you an opportunity to learn and practice the techniques. It is first-come, first-seated and is not for beginning Excel or Word participants. You should already know in Excel how to open, print, save, autosum, insert and delete rows and columns and in Word how to open a document, create a new document, select text, cut, copy, and paste before attending this session. Limited seating!

Microsoft Word topics include:

• Working with odd and even headers and footers.
• Using Styles.
• Creating advanced autocorrect entries.
• Creating a table of contents.
• Creating an index in MS Word.
• Using the format painter.
• Setting up templates in Word.

Microsoft Excel topics include:

• Creating a chart in Excel in two minutes.
• Working with filters.
• Creating advanced filters in Excel.
• Using subtotals in Excel.
• Creating a data validation in MS Excel.

Webpage: http://chrismenardtraining.com/administrative-professional-day-2017

Chris Menard 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 IAAF, Coca-Cola, and the University of Georgia. His Excel training video for the Coca-Cola Company has been used in over 150 countries.

BREAKOUT SESSION:
Tips for Achieving a Healthy Work/Life Balance

Kiz Adams, J.D., Director of Work/Life Balance, University of Georgia

Do you feel you are being pulled in a million different directions? Do you feel overwhelmed with the responsibilities of work and life? Is the stress of one destroying the enjoyment of the other? You are not alone. According to a recent study, 7 out of 10 American workers struggle to achieve an acceptable balance between work and family life. This workshop will give tips on how to achieve a healthy work/life balance.

Kizmet “Kiz” Adams, J.D., is currently the Director of Work/Life Balance at the University of Georgia. She is an advocate for the work/life balance needs of faculty and staff at UGA and is responsible for finding resources and providing services to help UGA’s 10,000+ employees manage the demands of work and life. Having spent her career at Georgia Law, in faculty and administrative positions, and being the mother of four children, Kiz is quite familiar with the challenges of juggling life and work. She has also been a lifelong health and fitness advocate, and is a certified personal trainer and Pilates instructor.

BREAKOUT SESSION:
Position Yourself for Promotion

Dr. Marian Higgins, Clinical Assistant Professor, College Student Affairs Administration Program, UGA

Many employees desire a promotion but how many of them are really prepared for one? In order to advance in your career, there are some essential steps that you can take that will make you effective in moving up at work. During this session, you will get the insight you need to prepare for a promotion. As a result of participating in this session, you will be able to:
• Develop a clear understanding of your motivation for wanting a promotion
• Identify the qualities that demonstrate you are ready for the next position
• Recognize the appropriate time to pitch the idea of a promotion
• Communicate your interest with your supervisor

Dr. Marian Higgins is a Clinical Assistant Professor in the College Student Affairs Administration program at the University of Georgia. Previously, she served as the Director of Career Development and Programs in the University of Georgia Career Center. In her role, she served on the leadership team while coordinating the recruitment and retention efforts of the department. Dr. Higgins is an experienced speaker and consultant with expertise in areas such as diversity and inclusion in the workplace, supervision and management, career preparation, and employee development.