Friday, April 17, 2020

Administrative Professionals
Day Conference

PRE-CONFERENCE WORKSHOPS

APRIL 16, 2020

8:30 am – 12:00 pm  OR  1:00 pm – 4:30 pm

**Excelling @ Excel: Beyond the Basics — Data Management, Manipulations, and Analysis**
Greg Creech, MCAS-I, CompTIA CTT+, Techedutainment Services, Inc.

**You Want Me to Plan What? Meeting and Event Planning When Planning Isn’t Your Full-Time Job**
Abby Freeman, Managing Director, Mitchell Meetings; President, Ga. Chapter of Meeting Professionals Int’l

7:30 am – 8:30 am CHECK IN/REGISTRATION

APRIL 17, 2020

8:30 am – 10:00 am OPENING SESSION

Keynote Presentation: **How to Reach Your True Potential**
Earl Suttle, PhD., Motivational Speaker and Business Consultant
Leadership Success International, LLC

10:00 am – 10:30 am MORNING BREAK

10:30 am – 11:45 pm BREAKOUT SESSIONS

**Excelling @ Excel: The FUNdamentals**
Greg Creech, MCAS-I, CompTIA CTT+, Techedutainment Services, Inc.

**Managing Upward**
Judy James, Educator and Motivator

**Mindfulness and Meditation for the Workplace**
Kismet Adams, J.D., Human Resources Specialist, UGA Training & Development

**The Administrative Professional Career Plan**
Dr. Marian Higgins, Clinical Assistant Professor, Counseling and Human Development Services Dept, UGA

**Embracing Your Best Self**
Gail Stowers, Founder, Quantum Success Consultancy

11:45 pm – 1:15 pm NETWORKING LUNCHEON (MAGNOLIA BALLROOM)

1:15 pm – 2:30 pm BREAKOUT SESSIONS (REPEATED)

2:30 pm – 3:00 pm AFTERNOON BREAK (KELLOGG CONCOURSE)

3:00 pm – 4:15 pm BREAKOUT SESSIONS (REPEATED)

4:15 pm CONFERENCE ENDS