



UNIVERSITY OF  
**GEORGIA**  
Center for Continuing  
Education & Hotel

April 21-22, 2022

## Administrative Professionals Day Conference

### Speakers

#### KEYNOTE:

### **Boss Moves: Meeting and Exceeding Your Boss's Expectations**

Hardworking, pleasant, friendly — these are some of the standard traits that make you stand out. But what about the professional and leadership qualities? These are assets and traits that will help you to meet and exceed your boss's expectations.

There are multiple professional and leadership assets that will affirm the value you bring to your role and relationship with your boss. These assets will not only serve you well throughout your career but also benefit the organization for which you work.

If you want to thrive in your demanding career and become invaluable to your boss, then you must have some BOSS MOVES.

Walk away with the top professional and leadership tips that will add value to your role and relationship with your boss. These assets will not only serve you well throughout your career but also benefit the company you work for.



Laura Finney  
Chief Empowerment Officer  
Laura Finney Enterprises

*Laura Finney has close to 40 years of administrative experience and 20 years as an entrepreneur, Laura has assisted Fortune 500 companies, non-profit and state agencies by creating effective processes and increasing company productivity levels.*

*Continuing to make an impact on individuals and businesses globally, Laura is committed to ensuring that the services she delivers will bring about increased productivity, profits, and morale.*

*She is a private mentor, has served as President, Toastmasters At The Square, and is a current advisory Board Member, Harlem Zen, Inc. She has also served on the panel for "Mock Interviews" at the Georgia Institute of Technology and Emory University in Atlanta, Georgia. She is a Financial Coach and author of The Entrepreneurship Journey and the You Own the Journey Journal.*

BREAKOUT SESSION:  
**Boss Moves: What  
Does It Really  
Take?**



Laura Finney  
Chief Empowerment  
Officer  
Laura Finney Enterprises

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6 Boss Moves that will elevate the value you bring to your role.

We all have defining moments in life that results in having to make an important decision. This decision will often change the course of “something” in your life.

The Boss Moves outlined in this workshop will help you create defining moments by having the right tools and the drive to catapult your career.

If you are ready to level up, this is the workshop for you. You will leave armed with the information that can help you elevate your role and the value you bring to the company.

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BREAKOUT SESSION:  
**The Superstar  
Administrative  
Professional: The  
Great Balancing Acts**



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

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The successful, superstar administrative professional must balance between soft skills and technical skills and professional life and personal life, especially given our virtual offices. This session examines the skillsets needed to be a successful administrative professional, especially given all that is required and limited time. This interactive class will address the need for developing soft skills and technical skills and best practices of using these skills and knowledge and how to prioritize your work and personal life. Necessary soft skills include communication, organization, flexibility, and adaptability to change. With emerging technologies, the administrative professional needs to understand changes in Microsoft 365, Google, and applications for the administrative professional. Become an administrative superstar with a strong skill set and knowledge of your profession.

*Greg Creech 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. Greg has presented for the UGA Center for Continuing Education’s Administrative Professionals Day conference as a keynote and workshop speaker. He has conducted Microsoft Office and soft skills training for several UGA departments.*

*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:  
**Sharpening Your  
Writing Skills**

Dan Strohl  
Communications  
Consultant



In this fast-paced session, you'll learn proven techniques for writing clear, concise, and effective messages. Among the topics we will cover are:

- Getting started—how to define your purpose and scope
- Telling the story—how to create a clear beginning, middle, and ending
- Delivering the message—how to write “good news” and “bad news”
- Ensuring correctness—how to avoid common grammar and usage pitfalls

Apply the skills you learn in this session to improve your ability to keep up with today's demands for rapid workplace communication.

*Dan Strohl has devoted his career to improving the communication 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 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. Among his clients are NASA, Roche Diagnostics, Norfolk Southern, the Department of Homeland Security, the National Park Service, the Department of Justice, and the Department of Defense. He is past president of an Atlanta chapter of Toastmasters International and the past chairman of the Speakers Bureau of Zoo Atlanta.*

BREAKOUT SESSION  
**Using Inclusivity  
to Positively  
Impact Your  
Workplace**

Sayge Medlin  
Assistant Director and  
Public Service Associate  
J.W. Fanning Institute for Leadership  
Development



Everyone has the capacity to be a leader! No matter what your title or position is, you have the ability to positively affect your environment and those around you. This interactive workshop will provide a framework for those seeking to understand and increase the positive impacts they have in their organizations. Topics will include the importance of diversity, the traits of inclusive leaders, cognizance bias, and emotional intelligence.

*As part of the faculty at the J.W. Fanning Institute for Leadership Development at the University of Georgia, Sayge Medlin works to deliver and implement meaningful, research-based, interactive training engagements. She has been working to provide training and technical assistance to community and organizational leaders across Georgia for the last 23 years.*

BREAKOUT SESSION  
**Financial  
Wellness in 2022**

Ken Chrzanowski  
Senior Business  
Development Officer  
Georgia United Credit  
Union



As the Credit Union for all UGA Faculty, Staff, and Students, Georgia United, a non-profit, is committed to offering financial “banking” services to the communities we serve. Part of this is educating our members and potential members on best practices within this sphere. Financial education skills are essential to a better future. This seminar provides tips and tricks to understand effective budgeting techniques and avoid spending leaks. Other topics covered are how a credit score is achieved and impacted by our day-to-day decisions as well as debt reduction strategies.

Learning Outcomes:

In this session, you will gain knowledge in:

1. Setting realistic financial goals
2. Creating and setting guidelines for a spending plan
3. Tools and easy apps for tracking spending and eliminating debt
4. The significance of your credit report and credit score
5. How to establish and rebuild a good credit history
6. Recognize how to track monthly expenses and budget based off these amounts
7. Understand the five components of a credit score and the impact of their monetary decisions on each factor
8. Understand what steps to take to protect themselves and their family from those who wish to steal their identities

*Ken Chrzanowski is the Senior Business Development Officer at Georgia United Credit Union (UGA’s credit union). A retired, award-winning educator, Ken now focuses his teaching background on an essential everyday life skill: Financial wellness and literacy. Since joining Georgia United in 2014, Ken, as a Certified Credit Union Financial Counselor, has led the development and deployment of financial education seminars and counseled employees at*

*the credit union’s 400-plus partner companies, Georgia state agencies, educational systems, and the Archdiocese of Atlanta.*

*And he is a proud alumnus of The University of Georgia, M.Ed. ‘89*

*Go Dawgs!*

BREAKOUT SESSION  
**Microsoft Teams:  
Beginner to Pro**

Chris Menard  
Senior Training  
Specialist  
SurePoint Technologies



Topics covered in my Teams training:

1. Getting started with Teams
2. Chat 1-on-1
3. Group chat
4. Scheduling meetings in Teams
5. Scheduling meetings in Outlook
6. Meeting commands
7. Roles in a Teams meeting - Organizer, Presenter, and Attendee
8. Creating breakout rooms.
9. Working with Polls in Teams
10. Working in Teams and Channels

*Chris Menard is a Senior Training Specialist at SurePoint Technologies located in Cincinnati, OH. Chris is certified in Excel, Word, PowerPoint, and Outlook. Menard has a YouTube channel with other 600 technology videos covering Excel, Word, Teams, Outlook, Zoom, Gmail, Google Calendar, and other resources that over 7 million viewers have appreciated.*