Excelling @ Excel: Beyond the Basics — Data Management, Manipulations, and Analysis

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

This session is designed for the everyday user of Excel who is comfortable with basic formatting and the SUM, AVERAGE, and COUNT functions. Attendees should also know how to perform basic sorting and filtering in Excel. This class will concentrate on intermediate and advanced areas of using Excel in our big data world. To manage our tables, we will use the Name Box and Name Manager and helpful features of Excel, such as removing duplicates and text-to-columns. We will use conditional formatting and Format as Table to make our data tables attractive and professional. We will manipulate our data with filtering, sorting, and using custom views. Finally, we will analyze our data with Excel’s popular and powerful PivotTable features. Take your skillset and knowledge of Excel to a higher and more productive level as we have fun and excel @ Excel.

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. 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.
KEYNOTE:
How to Reach Your True Potential as a Professional

In this highly interactive workshop, participants will learn ways to reach their potential to become the greatest professional they can be during challenging times.

Key Takeaways:
1. Identify obstacles that hold you back from personal growth and potential
2. ABC’s of reaching your potential
3. Reinvent yourself to become world-class performer within your organization
4. R.A.I.S.E. Your Game During Challenging Times
5. Find your passion in life and take time to pursue it

Dr. Earl Suttle is the CEO and founder of Leadership Success International, LLC, an international consulting and training company based in Atlanta, GA, that works with businesses and organizations to increase their profits and productivity through developing their people.

As a business consultant and dynamic entertaining keynote professional speaker, Dr. Suttle delivers numerous presentations throughout the year in the United States and South Africa. He is a best-selling author of five books with Dr. John Hubbard: Earl’s Pearls on Enjoying Excellence, Preparing For and Managing High-Risk Situations in the Lives of College Athletes (An Athlete’s Guide), Preparing For and Managing High-Risk Situations in the Lives of Professional Athletes (A Player’s Guide), Great Life Choices for Teens (Who Want to Make a Difference), and their newest, Stressed to Blessed. All books have received rave reviews. He also has produced a number of CDs and DVDs on leadership and professional and personal development.

“Empowerment through education and enthusiasm” is the mission statement of his company.

He has conducted keynote addresses and seminars for many corporations such as Aflac Insurance, AT&T Corporation, Delta Air Lines, The Coca-Cola Company, American Express, Kimberly-Clark Corporation, United States Postal Service, Kraft Foods, Toyota, The Hartford Insurance Group, Wells Fargo, Walmart, The Atlanta Life Insurance Company, Georgia Department of Labor, Cobb EMC, Anheuser-Busch Companies, The University of Alabama, The University of Arkansas, The University of Georgia, The University of Florida, Bartow County Government, and many more. Dr. Suttle is also a consultant to the National Basketball Association (NBA), National Football League (NFL) and World Wrestling Entertainment (WWE) where he works directly with the players. Dr. Suttle has also been featured on CNN, Ebony Magazine and In-Style Magazine.
BREAKOUT SESSION: Excelling @ Excel: The FUNdamentals

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

This session is for those who are new to Excel or casual users and want to learn what every Administrative Professional needs to know in using the essentials of Excel. You should be familiar with other Office applications for this class. You will learn tons of shortcuts and tips and tricks in using Excel. We will learn the important 5 Fs of Excel, which are formatting, fills, formulas, functions, and filters/sorts. We learn to format our worksheets in attractive and professional manners and how to use autofill for text, numbers, and formulas. We'll create and edit formulas and the SUM, AVERAGE, and COUNT functions. Finally, we will manipulate our data with filters and sorts. Let's boost your skillset and knowledge as you excel @ Excel.

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. 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.

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BREAKOUT SESSION: Managing Upward

Judy James, Educator and Motivator

Much attention is given to emerging leaders. We educate, mentor and groom them to become the best supervisor or leader they can be. These potential leaders whether they be on their way up or seasoned leaders need support to meet goals, accomplish their work and be the movers and shakers we hope they will be. How can you become an effective manager from the support role? How can you effectively promote yourself by providing not only what your leaders need, but what you ultimately need to succeed? This could apply to an advancement opportunity, accomplishing a task or project, or just being the best administrative professional you can be.

Our discussion will include:
• We’re In This Together, Mutual Success With Your Leader
• Two-way Feedback to Increase Your Potential (5 S’s)
• The Care and Feeding of a Boss
• Gain Confidence Needed to Move Ahead

Judy James is well known in the greater Athens area as a motivational speaker, career development consultant, technology encourager, and leadership developer. After retiring from UGA in 2015 as a senior HR Leader in Technology and Human Resources, Judy has enjoyed doing what has always been her passion, teaching.

Since 2015, she has worked with local companies, local government and non-profit organizations to help develop leaders, boost career development of current and future employees and provide technology consultation. Her most popular topics include Cross Cultural and Business Communication, Trust Leadership, Conflict Management, Multigenerational Leadership, Public Speaking, Creating A High-Performance Team and Performance Management. She is also a Myers/Briggs and True Colors Personality Coach for Leaders and others in their career development.

Judy also draws from her 30+ year career in Technology Management to offer classes in Microsoft Desktop and Office 365 Collaboration courses, Data Science curriculum, QuickBooks, and Business Accounting to name a few.
**BREAKOUT SESSION:**

**Mindfulness and Meditation for the Workplace**

Kismet Adams, J.D.,
Human Resources Specialist, UGA Training & Development

What if you could manage stress, reduce anxiety, improve your sleep, and increase your well-being... all in just 10 minutes a day! You can — with mindful meditation. Thousands of studies have shown that mindfulness training reduces stress, anxiety, and depression while improving your overall health and well-being. It has even been shown to improve your immune system and sharpen your cognitive skills. This workshop will explore the latest research in this area and teach mindfulness techniques that can be used immediately to begin reaping the rewards of this practice.

*Kiz Adams is a human resource specialist in Well-being, Work/Life Balance, and Human Relations at the University of Georgia. She is an advocate on campus for promoting balance and wellbeing among faculty and staff and for creating a healthy, positive, productive work environment at the University. Kiz is a “Double Dawg,” having earned her undergraduate degree from the Henry W. Grady School of Journalism and her law degree from the University of Georgia School of Law. Kiz has spent much of her career at Georgia Law in teaching and administrative positions, but has had a lifelong passion for helping people live healthy lives. She is a frequent speaker at conferences and retreats on topics such as work/life balance, stress management, productivity, and engagement, and facilitates team trainings. She is certified in Hogan Personality Assessments, Sherpa Executive Coaching, Real Balance Health and Wellness coaching, and Koru Mindfulness and Meditation training. She is also a personal trainer and Pilates instructor.*

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**BREAKOUT SESSION:**

**The Administrative Professional Career Plan**

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

Have you ever thought about your professional future and what you desire to do next? If you are thinking about advancing into a new position or career, it is important to plan for it. In this session, you will gain the insight you need to create the professional future you desire. As a result of participating in this session, you will be able to:

- Identify the qualities that demonstrate you are ready for the next position
- Assess your strengths, skills, values, and interests and identify ways to market them
- Articulate the work environment most suitable for you
- Develop a plan for finding new opportunities

*Dr. Marian Higgins is a Clinical Assistant Professor in the Counseling and Human Development Services department at the University of Georgia. Previously, she served as the Director of Career Development and Programs at 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.*
BREAKOUT SESSION: Embracing Your Best Self

Gail Stowers, Founder, Quantum Success Consultancy

Constant change, challenging work, and arduous workloads can lead to diminished morale. These things can tear your spirit and leave you feeling devalued. How, then, do you bring forth your best self in today’s workplace?

“Embracing Your Best Self” is about defining who you are and consistently building your resilience muscles to support these challenging moments in life. It is also purposed to develop habits that propel you forward rather than dismantling your confidence and self-worth.

You can be effective in the workplace and handle situations that challenge your very core without allowing yourself to roll into a pit of despair. Come learn strategies that will help reduce hindering behavior while developing habits that lead to a more pliable lifestyle. Come learn how to emerge your best self.

Gail Stowers, founder of Quantum Success Consultancy, is a Certified Resilience Facilitator and Life Coach who enjoys helping others manage change, and embrace their best self.

Gail received her Bachelor of Social Work from the University of Georgia in Athens, Georgia. Gail attended Webster University in North Carolina where she graduated with dual Masters Degrees in Management and Human Resources.

Gail works as a Policy Analyst for the state of Georgia where she manages the Statewide Substance Abuse Testing program and the Statewide Reduction–In–Force program. Gail is also an instructor at the UGA–Gwinnett campus in Lawrenceville where she teaches the Paralegal Certificate Program.

BREAKOUT SESSION: Great Networking Opportunities: The People You Haven’t Met

Catherine Bennett, Organizational and Talent Development Manager, Athens-Clarke County

In this fast-paced and engaging course, you’ll focus on two key parts of networking. In the first part, you will focus on an elevator pitch, a short speech to highlight the qualities that are important to finding a job or making a connection. You’ll practice giving your speech and get feedback on your content.

The second part of the course is about networking events. These are informal meetings to make connections with people in a certain area. You’ll practice making “small talk” and you’ll get better at making conversation, exchanging your information and the key to follow up. (LinkedIn)

Come ready to network, bring your business cards and make some key connections in the room.

Catherine Bennett is an Organizational and Talent Development Manager, Public Speaker and Consultant and has over twenty-five years of experience in Performance Improvement specializing in Executive Leadership and Management Training. She has expertise in identification, training and retention of “High–Potential” employees. She is a co-inventor of GOV360, a multi-rater leadership assessment tool. She has expertise in the public sector, state and local government and publicly funded higher education.