Administrative Professionals Day Conference
Friday, April 25–26, 2019

8:30 am – 12:00 pm  
PRE-CONFERENCE WORKSHOP  
Excel Intermediate Hands-on Training Class  
Chris Menard, Microsoft Office Master Instructor

1:00 pm – 4:30 pm  
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7:30 am – 8:30 am  
CHECK IN/REGISTRATION

8:30 am – 10:00 am  
OPENING SESSION  
Keynote Presentation: The Administrative PAL: Working Across Generations  
Greg Creech, MCAS-I, CompTIA CTT+, Techedutainment Services, Inc.

10:00 am – 10:30 am  
AM BREAK

10:30 am – 11:45 pm  
BREAKOUT SESSIONS  
Greg Creech, MCAS-I, CompTIA CTT+, Techedutainment Services, Inc.  
Get Organized Once and For All: Save Time, Get More Done, and Relish Marking Off That Final To Do!  
Carrie Peeples, Neatsmart  
Excel's Advanced Functions and Outlook Tips for Better Email Management  
Chris Menard, Microsoft Office Master Instructor  
Writing and Grammar Skills for Professionals  
Dan Strohl, Communication Consultant  
Creating a Strategic Administrative Career Plan  
Laura Finney, Chief Empowerment Officer, Laura Finney Enterprises  
Money Management, Understanding Credit, and Identity Theft  
Ken Chrzanowski, Business Development Officer, Georgia United Credit Union

11:45 pm – 1:15 pm  
NETWORKING LUNCHEON

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

2:30 pm – 3:00 pm  
PM BREAK

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

4:15 pm  
CONFERENCE ENDS