KEYNOTE: Living Your Life with Purpose

In a world filled with distractions, obligations and commitments, it's easy to have our goals and dreams take a back seat. The need to excel and succeed in our careers. The ability to create the life you want. The need to live life on purpose.

Join us to hear how you can live life on purpose and take specific actions immediately.

Laura Finney has more than 35 years of administrative experience and 15 years as an entrepreneur, Laura has assisted and continues to assist Fortune 500 companies, nonprofit and state agencies by creating effective processes and increasing company productivity levels.

She is the author of Project Management Solutions and Tools and the creator of the C-Suite Admin™ Program.

Continuing to make an impact on businesses globally, Laura is committed to ensuring that the services she delivers will bring about increased productivity, profits, and morale. She serves as president, Toastmasters, International (Toastmasters At The Square) and board member, Barron Connections, Inc. She has served on the panel for mock interviews at Georgia Institute of Technology and Emory University in Atlanta, Georgia.

BREAKOUT SESSION: Manifest Your Success in 2018 and Beyond

Are you looking for an opportunity to really focus in on your vision for the year?
Are you at a crossroad on what to do next in your life?
Is it time for you to take action and you don't know where or how to start?
Are you clear about your goals but often find yourself off track?

You will EMERGE from this workshop with a vision board to help you manifest your success in 2018 and beyond.

Join us to learn the deeper strategies around visually depicting your goals through invoking words and images, and then make your own vision board!

During this workshop you will be able to:

• Create an attainable timeline to be more productive reach your goals at work
• Identify a list of potential obstacles and barriers
• Leave with a vision board that represents your specific goals or dreams

We'll provide the supplies, but it's BYOD (bring your own dream)!
BREAKOUT SESSION: Cloudy to Partly Cloudy — Cloud Technology

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

The tech forecast is cloudy to partly cloudy for the future. Enjoy this interactive session as we travel through the clouds together and share our experiences. Cloud technology is a new way of storing and sharing our information rather than the good old hard drive. This session explains the structure of, and the advantages and disadvantages of using, cloud technology. We will explore four popular cloud storage services: Microsoft's OneDrive, Apple's iCloud, Google's Drive, and DropBox. We will learn the benefits and drawbacks of each of the cloud applications. Get ready to soar with your data into the clouds!

- Understand the structure and purpose of cloud technology,
- Explore Microsoft's OneDrive, Apple's iCloud, Google's Drive, and DropBox,
- Know the advantages and disadvantages of cloud technology versus traditional storage,
- Learn tips and tricks in using cloud applications,
- Apply cloud technology capabilities, such as sharing and versions, into your file and information management.

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.

BREAKOUT SESSION: Excel and Word Tips to Make Your Life Easier

Chris Menard, Corporate Trainer/ Microsoft Office Master Instructor

This year’s session will cover new topics never presented before at the Administrative Professionals Day Conference. You will learn 10 reasons to use tables instead of ranges in Excel. From Microsoft Word, you will learn how to create an index with subentries. Finally, back in Excel, Chris will cover how to save filters in Excel and cover PivotTable Options.

Basic Excel skills are a prerequisite for this course.

This session is held in the computer lab to give you the opportunity to learn and practice the techniques. It is first-come, first-served, and seating is limited!

Webpage: http://chrismenardtraining.com/administrative-professional-day-2018

Chris Menard has been featured on Microsoft’s training website. He has trained associates at Gwinnett Medical Center since 2008, the Executive MBA students at the University of Georgia since 2010, and other companies in Atlanta including Coca-Cola and Georgia-Pacific. Since 2004, Chris has been a featured speaker at conferences and events for the Georgia Society of CPAs.

Chris has a YouTube channel with over 300 technology videos. The videos cover Excel, Word, PowerPoint, Gmail, Google Calendar, Adobe Acrobat, Foxit, and other software. He hosts webinars in Microsoft Excel and PowerPoint for the University of Georgia Terry College of Business, and webinars for other training companies throughout the United States. He also writes several blog posts a week on his website.

Several years ago, Chris created an Excel training course for Coca-Cola in Atlanta that went out to over 150 countries. In 2017, he created his own online Excel training course used by University of Georgia Executive MBA students and several of his training clients. He has since added several free training courses available to the public.
**BREAKOUT SESSION:**
**Deskercise: Get Moving at Work!**

Lisa Williamson, M.Ed, Assistant Director for Fitness & Wellness, University of Georgia, Department of Recreational Sports

and Dusty Jackson, Coordinator for Fitness & Wellness

Are you looking to improve your health one step at a time? This interactive session will give you tips and tricks to help you stay active throughout your work day while just sitting at your desk. The goal of this session is to help you find ways to relieve stress, feel better, be more productive, and focus on your health and wellness throughout your workday.

Lisa serves as the assistant director for fitness & wellness in the department of recreational sports at the University of Georgia. She obtained a bachelor of science in exercise science (minoring in coaching) and a master of education in sport management from Ashland University in Ashland, Ohio. Lisa is an AFAA Certified group fitness instructor, personal fitness trainer, and kickboxing specialist as well as a NCAA track & field All-American with 11 years of experience in fitness and recreation management. Previously, she served as the coordinator for strength & conditioning/facility operations at the University of Georgia, as well as assistant director for fitness & wellness and assistant track & field coach at Clayton State University in Morrow, Georgia. She currently volunteers as an assistant youth track & field/cross country coach for Sirius Athletics. Lisa enjoys coaching and motivating others to improve their quality of life through health and well-being.

Dusty serves as the coordinator for fitness & wellness in the department of recreational sports at the University of Georgia. He obtained a bachelor of science in education (exercise science) and master of science in kinesiology (strength and conditioning) from the University of Georgia. He is a NSCA certified strength & conditioning specialist, ACSM certified personal trainer, and AFAA group fitness instructor with six years of experience in fitness and facility management. Dusty holds a variety of specialty certifications including tactical training, TRX suspension and functional training, Olympic weightlifting, and more. He previously served as the personal training coordinator at Kennesaw State University in Kennesaw, Georgia, and has worked with a wide variety of clients from the general population to elite professional athletes. Dusty’s training philosophy is to inspire clients to move and move well to balance the demands of living a healthy life.

**BREAKOUT SESSION:**
**Communicating with Impact**

Debbie Longo, M.Ed, Ed.D, Corporate Director, Organizational Development and Learning Services, Emory Healthcare

Wouldn’t it be great if we could learn to talk to just about anyone about just about anything? Imagine how much more fulfilling our personal and professional relationships could be if we knew how to address the difficult topics that keep us stuck. Based on the book Crucial Conversations: Tools for Talking When the Stakes are High (by Kerry Patterson, Ron McMillan, Joseph Grenney, and Al Spitzler), this session provides practical tools and tips to help you communicate with impact.

Debbie Longo is an Atlanta native, passionate about learning, and loves spending time with her family. Debbie holds a bachelor’s degree in social work from Georgia State, an M.Ed. and Ed.D. from UGA’s College of Education, department of lifelong education, administration, and policy. In addition to her role as corporate director of learning and development for Emory Healthcare, Debbie enjoys connecting with others through leadership coaching, consulting, program development, and workshop design and facilitation.
BREAKOUT SESSION:  
Doing It All: How to Stay Focused and Engaged

Catherine Bennett,  
Consultant and  
Athens–Clarke County  
Organizational Development  
Administrator

For many, our “new normal” job means that we’ve inherited work from others and are multitasking 24/7. Many times we are expected to produce positive results with few resources. Maintaining focus and staying engaged can be a major hurdle. With so many demands on your time, sustaining focused energy is a “must have” skill for doing your job and doing it well.

Catherine is an organizational and talent development manager, public speaker, and consultant with over 25 years of experience in organizational development and performance improvement. She specializes in executive leadership, management training and development and 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, and has extensive experience in building the potential and knowledge of diverse work forces in order to inspire a more powerful public good.

LinkedIn: www.linkedin.com/in/catherinecbennett/  
Website: www.catherinebennett.net