

## Pre-Conference Speakers

### PRE-CONFERENCE WORKSHOP:

### Communicating Effectively to One or One Hundred



Dan Strohl,  
Communications Consultant

Do you want to think clearly, engage your audience positively, and present your ideas convincingly? Thinking, speaking, and writing are the crucial skills we use to communicate. By attending this workshop, you will learn strategies to improve all three skills.

You will be able to:

- Reach sound conclusions by thinking more critically
- Organize your messages, so they are clearer and more compelling
- Connect with your listening and reading audience so you will see them as your allies
- Manage your tone to keep your audience focused
- Inspire your audience to achieve your desired outcome

The ability to communicate effectively is not a gift. It is the product of learning and applying successful strategies. In this workshop, you'll discover how easy it is to establish your credibility, project your desired image, and get the results you want.

*Dan Strohl has devoted his career to improving professional staff's communication and technical skills. 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, 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.*

### PRE-CONFERENCE WORKSHOP:

### Time and Contact Management using Outlook



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

Are you tired of wading through 1,000s of emails and contacts to find the item you want? Are you frustrated with disorganization and wasting time in Outlook? I designed this course for you! Learn from a master of time and client management that is Microsoft Certified in Outlook, too. Know and implement important shortcuts as you become quicker, stronger, and better at employing time-tested contact and time management principles using Outlook's calendar, email, tasks, and contact tools. This workshop teaches essential soft skills in time management and setting goals, activities, and to-do lists using Outlook to achieve success. You will learn necessary time and contact management skills using Outlook to increase your productivity through Outlook's color categories, customizing toolbars, shortcuts, sorting/filtering data, changing your calendar, contact, and email views, and prioritizing opportunities and information management. Time to save time and become more productive and develop a positive Outlook!

*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.*