



UNIVERSITY OF
GEORGIA
Center for Continuing
Education & Hotel

April 21-22, 2022

Administrative Professionals Day Conference

PRECONFERENCE WORKSHOPS

APRIL 21, 2022

8:30 a.m. – 12:00 p.m. **OR** 1:00 – 4:30 p.m.

Communicating Effectively to One or One Hundred

Dan Strohl, Communications Consultant

Time and Contact Management Using Outlook

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

7:30 – 8:30 a.m.

CHECK IN / REGISTRATION

APRIL 22, 2022

8:30 a.m. – 10:00 a.m.

OPENING KEYNOTE PRESENTATION

Boss Moves: Meeting and Exceeding Your Boss's Expectations

Laura Finney, Chief Empowerment Officer, Laura Finney Enterprises

10:00 – 10:30 a.m.

Morning Break

10:30 a.m. – 11:45 a.m.

BREAKOUT SESSIONS

Boss Moves: What Does It Really Take?

Laura Finney

The Superstar Administrative Professional: The Great Balancing Acts

Greg Creech

Sharpening Your Writing Skills

Dan Strohl

Using Inclusivity to Positively Impact Your Workplace

Sayge Medlin

Financial Wellness in 2022

Ken Chrzanowski

Microsoft Teams: Beginner to Pro

Chris Menard

11:45 a.m. – 1:15 p.m.

Networking Luncheon

1:15 p.m. – 2:30 p.m.

BREAKOUT SESSIONS (REPEATED)

2:30 p.m. – 3:00 p.m.

Afternoon break

3:00 p.m. – 4:15 p.m.

BREAKOUT SESSIONS (REPEATED)

4:15 p.m.

Conference Ends