



Administrative Professionals Day Conference

Friday, April 26, 2019



Speakers

KEYNOTE:

The Administrative PAL: Working Across Generations

The Administrative PAL educates audiences in patience, aptitude and laughter in working across generations and the daily demands of our positions. This entertaining and educational speech encompasses all generations in working together effectively. With patience we develop the ability to empathize with each other and appreciate our differences. In our fast pace world of change developing and maintaining our skills and knowledge are critical to career growth; we increase our aptitude through continuing education and certifications. Finally, our multigenerational workforce can produce stress with team members, so we use humor to find common ground and laugh our stress away.

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

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:

The Generational PAL: Patience, Aptitude, and Laughter: Working across Generations Workshop

In this interactive workshop, we will learn the different generational periods and the social, technological, and world events that shaped each generation. We’ll discuss our communication differences and the need for patience in working with younger and older generations. With aptitude we will learn from each other in the workshop in managing and working with various generations and offer best practices in effectively working together. Victor Borge says: “Humor is the shortest distance between two people.” We’ll learn to laugh at our humorous differences and to manage stressful situations in the workplace with humor. This workshop motivates and prepares participants to work with all of our generations respectfully. Let’s be each other’s PAL and educate each other in our unique generational differences and similarities.

BREAKOUT SESSION:

Get Organized Once and For All: Save Time, Get More Done, and Relish Marking Off That Final To Do!



Carrie Peebles, Neatsmart

If you struggle with being organized, this session is for you. It's for busy people who are exhausted from constantly looking for things and always running behind. It's for the people who know they have it but can't remember where they put it.

Learn in this session:

- The actual cost of not being organized
- What it takes to be organized on a consistent basis
- The easiest way to get started to have a more organized office
- How your space affects your brain's ability to process information
- Why technology is killing your productivity

Carrie Peebles has honed her skill of organization, starting with earning a BFA in Drawing and Painting at the University of Georgia, to working in heavily regulated industries, helping companies set up software and systems to manage documentation in preparation for compliance audits and reviews.

She created her professional organization company, Neatsmart, in 2012 to follow her passion of helping and teaching people the skill of getting and staying organized. She's taken her skills at practicality and pragmatism and added her creative touch to help busy people to be happier in their homes by creating systems to get them organized.

She is a Georgia native who lives in Marietta with her husband, 2 kids, and miniature schnauzer, Edie.

BREAKOUT SESSION:

Excel's Advanced Functions and Outlook Tips for Better Email Management



*Chris Menard,
Microsoft Office Master Instructor*

This year's session will cover advanced topics never presented before at the Administrative Professionals Day Conference. You will learn in Excel how to use the IF function, IF and AND, IFERROR, and VLOOKUP and others. In Outlook, you will learn Five Tips and Tricks for Better Email Management.

Basic Excel and Outlook 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 in Excel. It is first-come, first-seated. Seating is limited!

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. Chris, since 2004, 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 the 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:
**Writing and
Grammar Skills
for Professionals**

*Dan Strohl,
Communications
Consultant*



This session will cover the essentials of clear, concise writing and a refresher of grammar and usage. The focus will be on how to produce a document that is easy to read and understand the first time. Unlike many writing workshops, it will include activities that are exciting and fun. We'll even add a bit of competition!

Among the topics covered are:

- Getting started
- Engaging your reader
- Writing dynamically
- Avoiding grammar pitfalls
- Editing more efficiently

After this session, you will write more confidently. You'll be able to streamline your writing to produce high quality documents in less time, adding credibility and value to your organization.

Dan Strohl has devoted his career to improving the communications and technical skills of professional staff. In his four decades of experience as a trainer and speaker, he has taught thousands of employees nationwide in the military and the public and private sectors. His topics include Business Writing, Technical Writing, Grammar for Professionals, Critical Thinking, Briefing and Presentation Skills, Managing Difficult People, Time Management, and Customer Service Excellence.

He was a Regional Inspector General for the United States Department of Justice, and has taught courses for NASA, Roche Diagnostics, the Department of Homeland Security, and the Department of Defense. He is past president of a chapter of Toastmasters International and past chairman of the Speakers Bureau of Zoo Atlanta.

BREAKOUT SESSION:
**Creating a
Strategic
Administrative
Career Plan**

*Laura Finney, Chief
Empowerment Officer,
Laura Finney Enterprises*



Having a career plan is important as it can help you manage the direction you want your career to take and acquire the skills and knowledge you will need to succeed. Career Planning is not just for people in the early stages of their career. Now is the time to think strategically about your career goals. In this session, you will lay the groundwork for your personalized Strategic Career Plan. By having a laser focus on personal and professional development, you can work your plan with intention. Additionally, you will leave this session with a workable draft of your short-term or long-term strategic career plan. We will cover personal development, next level criteria for professional development and implementation with ease.

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, non-profit 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:

**Money
Management,
Understanding
Credit, and
Identity Theft**



*Ken Chrzanowski,
Business Development Officer, Georgia
United Credit Union*

We use our financial accounts every day of our lives! This seminar will focus on understanding budgeting basics, identifying spending leaks, understanding credit and credit scores and steps you can take to keep more of YOUR money.

Ken is a UGA Graduate (M. Ed. '89). He is a Certified Credit Union Financial Counselor, and has led financial education seminars and counseled employees at the credit union's 400-plus partner companies, state of Georgia agencies, educational systems and the Archdiocese of Atlanta. Prior to joining Georgia United, Ken was named Teacher of the Year in the Gwinnett County school system.