

You're invited to attend...

## The 2<sup>nd</sup> Annual Administrative Professional Conference

*"It Starts (and Ends) with Us!"*

Tuesday, April 23, 2019  
Fox Valley Technical College, Appleton Campus  
Entrance 16 -- Room A170

Fox Valley Technical College is excited to offer an event focused on you – the Administrative Assistant. Administrative Assistants are vital to a successful team and company. You will have the opportunity to learn new technical and practical skills that will enable you to manage your responsibilities more efficiently. Join your peers who face the same challenges you do. Network and learn from each other.

### Agenda

8:00 am – 8:30 am **Registration and Continental Breakfast**

8:30 am – 9:30 am **Keynote Address – Alison Starr**

*Alison started her own business to pursue a passion and a dream. The name of her business is Tashi Deley. It is a Tibet greeting that means "I honor the greatness with you." Prior to creating Tashi Deley, she served as the Vice President of Culture Development at Verve, a Credit Union. In this keynote, you will learn five concepts that are common sense but not always common practice. Being your best personally and professionally is a lifelong journey that starts and ends with you!*



9:30 am – 9:45 am **Break**

9:45 am – 10:45 am

**LinkedIn Basics**

**-OR-**

**Understanding Basic Accounting Principles**

Select one session to attend:

*In this session, you will review the basic features of the LinkedIn website and learn how to get your profile in shape to grow your network of business connections.*

*After this session you will know the accounting equation and what an income statement, statement of owner's equity and balance sheet are. Bring your questions and learn some bookkeeping skills you can use at the office.*

10:45 am – 11:00 am **Break**

11:00 am – 12:00 pm

**What's Your Type?**

**-OR-**

**Powerful Tips and Tools**

Select one session to attend:

*In this interactive session, you will learn about your personality type, strengths and preferences through the Myers-Briggs Type Indicator®. Pre-work is required for this session.*

*In this session, you will learn tools and tips to help make today's software work more efficiently and powerfully for you. You will be able to take all of these tips and tools back to the office to make you a more effective administrative assistant.*

12:00 noon – 12:45 pm

**Lunch Provided with Networking Opportunities**

12:45 pm – 1:45 pm

**LinkedIn Basics**

**-OR-**

**Powerful Tips and Tools**

Select one session to attend:

*In this session, you will review the basic features of the LinkedIn website and learn how to get your profile in shape to grow your network of business connections.*

*In this session, you will learn tools and tips to help make today's software work more efficiently and powerfully for you. You will be able to take all of these tips and tools back to the office to make you a more effective administrative assistant.*

1:45 pm – 2:00 pm

**Break**

2:00 pm – 3:00 pm

**The 80's await you -- problem solve your way through the radical 80's!**

*Successful people view problems as opportunities. Setbacks are inevitable but through an optimistic approach and motivation to succeed, you can advance yourself, your organization and others around you. Continuing to learn is key to maintaining a message worth following. Use what you have learned in today's sessions while you work as a team for this activity.*

3:00 pm – 3:15 pm

**Conference Concludes**

**Attend this one-day event for administrative professionals for \$99.**

**Enroll now as space is limited.**

To register, click the following link:

[www.fvtc.edu/AdminPro](http://www.fvtc.edu/AdminPro)

For more information or if you have questions, please contact:

Jenner Reinke at reinkej@fvtc.edu or Cathy Van Eperen at vanepere@fvtc.edu.

