Thursday, October 2, 2014

5:00 p.m. - 6:00 p.m.  Meet and Greet, Hotel Lobby
6:00 p.m.    Dinner on your own

Friday, October 3, 2014

7:00 a.m. - 9:00 a.m.  Breakfast on your own
9:00 a.m. - Noon    "Handling Multiple Bosses"
50% of all administrative professionals worldwide are tasked with handling the hectic schedules of two or more bosses. How can you handle multiple bosses without becoming overwhelmed, effectively prioritize numerous projects and balance your own daily obligations? Join us as we talk about:

- Ways to identify & handle different boss' personalities/schedules
- Keys to increase your boss's productivity & support their goals
- Steps to improve your time management & proactively manage tasks
- Proven solutions to reduce stress & deliver beyond your expectations
- Communication practices for top admins: Increase effectiveness

Noon    Lunch in Hotel Restaurant
1:00 p.m. - 4:00 p.m.  "Honing Up on Your Leadership Skills"
Leadership development can build on the development of individuals to become leaders. It also needs to focus on the
interpersonal linkages between the individuals in the team. Key concepts we'll explore:
• Experiential learning
• Self efficacy
• Visioning
• Attitude

5:30 p.m. - ??  Evening at Maize Valley Winery

7:30 a.m. - 8:30 a.m.  Breakfast served in the restaurant. Redeem coupon as part of registration

9:00 a.m. - 10:00 a.m.  Region V Business Meeting
Terri Kowal, Region V Director
Lanaii Benne, Region V Director

10:00 a.m. - Noon  Crucial Conversations
Round Table Discussion

Noon  Adjourn