



*Celebrate Your Role
Re-Energize
Gain New Skills*

*April 20th, 21st and
22nd, 2022
8:55am to
12:30pm*

Live Online via Zoom

*\$99/person or \$79/person
if registered by 3/14/22*



VIRTUAL ADMINISTRATIVE PROFESSIONALS CONFERENCE

“Making A Difference”

The 2022 Administrative Professionals Virtual Conference is created to celebrate the role. The day is set up as an opportunity to re-energize yourself while gaining new skills and techniques to assist you in playing a vital role in the success of your organization. This virtual conference will provide you tools on how to bring your “BEST” self to work and home and give you tools you can implement back at the office.

KEYNOTE SPEAKERS:
Diane Amundson & Kristen Brown

BREAKOUT SESSIONS: Authenticity and Professional Presence: How to make a professional impression while being your true self, Master Meeting Minutes, Managing Multiple Priorities, There is a better way: Technology for Efficiency, Excel Tips and Tricks, Creating Your Own Graphic Design, The Ultimate Balancing Act: Tips for eating healthy with a busy lifestyle



WWW.RCTCBWE.COM
851 30th Avenue SE | Rochester MN 55904 | 507-280-3157

Wednesday, April 20th, 2022

8:55 am – 9:00 am	Welcome	Kristi Kiehne, Conference Host Rochester Community and Technical College
9:00 am – 10:00 am	Opening Keynote	<i>Making a Difference Across Generations: Strategies to Improve Your Communication with All Generations</i> Diane Amundson
10:00 am – 10:15 am	Break	
10:15 am – 11:15 am	<i>Authenticity and Professional Presence: How to make a professional impression while being your true self.</i> Nicky Espinosa	
11:15 am – 11:30 am	Break	
11:30 am – 12:30 pm	<i>Master Meeting Minutes</i> Cara Schmidt	

Thursday, April 21st, 2022

8:55 am- 9:00 am	Welcome	Kristi Kiehne, Conference Host Rochester Community and Technical College
9:00 am – 10:00 am	<i>Managing Multiple Priorities</i> Lynne Ryan	
10:00 am – 10:15 am	Break	
10:15 am- 11:15 am	<i>There is a better way: Technology for Efficiency</i> John Bayerl	
11:15 am- 11:30 am	Break	
11:30 am- 12:30 pm	<i>Microsoft Excel: Tips and Tricks</i> Cara Schmidt	

Friday, April 22nd, 2022

8:55 am- 9:00 am	Welcome	Kristi Kiehne, Conference Host Rochester Community and Technical College
9:00 am- 10:00 am	<i>Creating Your Own Graphic Design</i> Jamie Bjerke	
10:00 am- 10:15 am	Break	
10:15 am- 11:15 am	<i>The Ultimate Balancing Act: Tips for eating healthy with a busy lifestyle</i> Elizabeth Bronk	
11:15 am- 11:30 am	Break	

11:30 am- 12:30 pm	Closing Keynote	<i>Energy NOW! Charge Up to Charge Ahead</i> Kristen Brown
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Breakout Session Overview

<p>4/20/22 Breakout 1 10:15 am – 11:15 am</p> <p>Authenticity and Professional Presence: How to make a professional impression while being your true self</p> <p>Nicky Espinosa</p>	<p>Sometimes it feels like we have to fit a mold to be successful in a professional setting. In this session you'll learn how to present a professional presence without sacrificing who you are. You'll learn where to hold back and where to stand out without losing credibility. We'll talk about knowing yourself, your organization and where your goals merge. Present by Nicky Espinosa, a Leadership Expert and Executive Coach specializing in helping ambitious, purpose-driven women become the leaders they are meant to be.</p>
<p>4/20/22 Breakout 2 11:30 am – 12:30 pm</p> <p>Master Meeting Minutes</p> <p>Cara Schmidt</p>	<p>After this session you will be able to confidently record meeting minutes that lead to greater productivity, clear team communications, and meaningful connections. You will be introduced (or reintroduced) to OneNote and explore free meeting planning and minute taking applications.</p>
<p>4/21/22 Breakout 1 9:00 am – 10:00 am</p> <p>Managing Multiple Priorities</p> <p>Lynne Ryan</p>	<p>Working with several people who all believe their needs and wants are priority can often be difficult and create a very stressful situation. In your desire to please everyone, we often over promise and under deliver. In this session, we'll uncover strategies to ease the stress and accomplish more. Outcomes include:</p> <ul style="list-style-type: none"> Defining a priority Asking good questions to help determine deadlines Saying yes and maintaining commitments Managing upwards and across Finding peace in the madness
<p>4/21/22 Breakout 2 10:15 am – 11:15 am</p> <p>There is a better way: Technology for Efficiency</p> <p>John Bayerl</p>	<p>Have you ever said to yourself, "there has to be a better way to do this!" If so, then chances are there is. New technology is available every day and everywhere. In this session you will learn about technology and applications that can help you with simple and repetitive tasks. We will be exploring AI Assistants and new technologies that will help you organize your work and hey, maybe even your home life.</p>

<p>4/21/22 Breakout 3 11:30 am – 12:30 pm</p> <p>Microsoft Excel: Tips and Tricks</p> <p>Cara Schmidt</p>	<p>Microsoft Excel is a powerful tool that can be used in a variety of creative ways. In this session, Cara will show tips and tricks for Excel, including how formulas and conditional formatting can be set up to help get and stay organized.</p>
<p>4/22/22 Breakout 1 9:00 am – 10:00 am</p> <p>Creating Your Own Graphic Design</p> <p>Jamie Bjerke</p>	<p>Have you ever wanted to learn how to create your own graphic designs? Join Jamie to learn how to use Canva, a simple yet hearty tool to create invitations, flyers and social post graphics. By the end of this workshop, you will learn how to create your own brand portfolio and apply it to Canva templates for professional-looking graphics on any publication.</p>
<p>4/22/22 Breakout 2 10:15 am – 11:15 am</p> <p>The Ultimate Balancing Act: Tips for eating healthy with a busy lifestyle</p> <p>Elizabeth Bronk</p>	<p>Join Registered Dietitian Elizabeth Bronk as she shares nutritional strategies for balancing family, work, health, and all that life throws your way! This breakout session will cover:</p> <ul style="list-style-type: none"> • Healthy eating tips • Meal planning shortcuts for the working professional • Quick, family-friendly meal ideas • Structuring systems to help make the healthy choice the easy choice!

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9.0 Contact Hours

Live Online via Zoom



Registration Form

Registration Deadline is 4/19/2022

\$99/person or \$79/person if registered by 3/14/22

To pay with credit card, please register online at: [Virtual Administrative Professionals Conference: Making A Difference - Minnesota State Colleges and Universities \(rschooldtoday.com\)](https://rschooldtoday.com)

To be invoiced for payment fill out the form below and email to workforceeducation@rctc.edu or fax to 507-

Name:	(Last)	(First)	(M.I.)
Social Security Number: <small>Not required, for identification only</small>		<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth:
Home Address:		Apt/Unit #:	PO Box #:
City, State, Zip:		Phone:	
E-mail Address:		<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
		Alt. Phone:	
Dietary Needs: _____		<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Payment Required At Time Of Registration (does not qualify for financial aid)			
Student Signature:		Date:	
Verification from Employer: Send a letter, email (workforceeducation@rctc.edu), or fax (507-280-3168) to authorize invoicing for the class			
<input type="checkbox"/> Check #:	Mail registrations with check payment to: RCTC c/o Business & Workforce Education - 851 30th Ave SE - Rochester, MN 55904		
<input type="checkbox"/> Company Billing	Attn:	PO/Voucher #:	
Company Name:		Work Phone:	
Company Address:		City, State, Zip:	

280-3168 and our office will send you an invoice – Please fill out the company billing section.



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