



Celebrate Your Role
Re-Energize
Gain New Skills
Network

ADMINISTRATIVE PROFESSIONALS CONFERENCE

“Get it Done”

The 2018 Administrative Professionals 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 conference will provide you an opportunity to network with other professionals while attending educational sessions that relate directly to your position.

KEYNOTE SPEAKERS:
 Brenda Elsagher & Jack Stahlmann

BREAKOUT SESSIONS: (3 Tracks - Technology | Self-Improvement | Professional)
 Microsoft Office Productivity Hacks, The Do's and Don'ts of LinkedIn, Different Strokes for Different Folks, Getting Started with OneNote, Beyond the Basics: Sexual Harassment, Managing Office Politics, Unleash the Power of Excel, Discover Your Personal Brand, Ready-Set-Goal-Setting



WWW.RCTC.EDU/WORKFORCE
 851 30th Avenue SE | Rochester MN 55904 | 507-280-3157



April 18, 2018

8:15am to 4:45pm
6.0 Contact Hours

RCTC Heintz Center

\$125/Person
Includes Lunch

Agenda

Wednesday, April 18th, 2018

7:45 am – 8:15 am	Registration and Networking		
8:15 am – 8:30 am	Welcome	Cassie Ray, Conference Host Rochester Community and Technical College	
8:30 am – 9:30 am	Opening Keynote	<i>Your glasses Are on Top of Your Head, There's Humor in the Details</i> Brenda Elsagher	
9:30 am – 9:45 am	Break		
9:45 am – 11:15 am	Breakout Sessions 1		
	Technology Track	Self-Improvement Track	Professional Development Track
	<i>Microsoft Office Productivity Hacks</i> Liz Sundet	<i>The Do's and Don'ts of LinkedIn</i> Dave Wheeler	<i>Different Strokes for Different Folks</i> Catherine Davis
11:15 am – 12:30 pm	Lunch, Networking, and Vendor Fair		
12:30 pm – 1:45 pm	Breakout Sessions 2		
	Technology Track	Self-Improvement Track	Professional Development Track
	<i>Getting Started with OneNote</i> Liz Sundet	<i>Beyond the Basics: Sexual Harassment</i> Terri Allred	<i>Managing Office Politics</i> Cecilia Stanton
1:45 pm – 2:00 pm	Break		
2:00 pm – 3:15 pm	Breakout Sessions 3		
	Technology Track	Self-Improvement Track	Professional Development Track
	<i>Unleash the Power of Excel</i> Tricia Olinger	<i>Discover Your Personal Brand</i> Sarah Miller	<i>Ready-Set-Goal-Setting</i> Sueli Horner
3:15 pm – 3:30 pm	Break		
3:30 pm – 4:30 pm	Closing Keynote	<i>The Intangible "It" Factor of Communication</i> Jack Stahlmann	
4:30 pm – 4:45 pm	Closing Remarks	Cassie Ray, Conference Host Rochester Community and Technical College	

Breakout Session Overview

Technology Breakout 1
9:45 am – 11:15 am

Microsoft Office Productivity Hacks
Liz Sundet

Ever wonder how some admins get such great looking presentations out of PowerPoint? Is shopping around for available meeting times and rooms taking up most of your day? Do you want to work with your files while you are at home or traveling, but don't want to have to go through the download/upload processes required to do this? There are ways to make your life more productive and enjoyable with a few simple steps. This session will cover some of the tips and tricks that are available, but go underutilized in the workplace because few people know about it or understand how to use them. Be prepared to learn what's available and make your workplace more productive.

Self-Improvement Breakout 1
9:45 am – 11:15 am

The Do's and Don'ts of LinkedIn
Dave Wheeler

LinkedIn is the fastest growing professional networking site. Whether you are job hunting, gathering leads or networking in your industry; having a professional, eye-catching LinkedIn profile is vital. It is important to highlight your experience, skills, and interests as well as seek professional recommendations and endorsements from other professionals. In this session, participants will review good LinkedIn profiles as well as not so good profiles. Learn how to make your profile stand out from others and build a network that assists you in your industry.

Professional Development Breakout 1
9:45 am – 11:15 am

Different Strokes for Different Folks
Catherine Davis

"They have no work ethic." "Why do they need so much attention?" "They just don't get it." People have been saying things like this for years about their co-workers from other generations. However, it is our differences in perspectives and experiences that make our workplace great. During this session, participants will learn about the differences in the various generations in today's workplace. By understanding what makes other generations tick, we can work to build bridges between groups and create even stronger teams and organizations.

Technology Breakout 2
12:30 pm – 1:45 pm

Getting Started with OneNote
Liz Sundet

You may have heard of OneNote, but to you it's just another Microsoft product that seems to only be an extension of the capabilities of a word document. However, OneNote can aid in productivity and collaboration across your organization. This session will give an overview of what is OneNote and some helpful ways in which to use it to transform it from "just another notebook" to a "world of ideas!"

Self-Improvement Breakout 2
12:30 pm – 1:45 pm

Beyond the Basics: Sexual Harassment

Terri Allred

Nearly every business has a policy prohibiting sexual harassment, mandatory training for employees, and internal grievance procedures in place designed to address it. Most training programs aim to educate employees about the employer's sexual harassment policies and procedures, as well as the conduct that is explicitly prohibited. Sexual harassment training is often designed to improve employees' attitudes about the seriousness of harassment and increase belief that their organization also takes it seriously.

Recent studies, however, suggest that these types of trainings do little to actually reduce the occurrence of sexual harassment or increase the likelihood that it will be reported and effectively handled if it does occur. Upon completion of this session, participants should be able to:

- Learn how to motivate and reward positive and respectful workplace behaviors
- Identify and respond to problematic attitudes and behaviors that create a culture of objectification
- Learn how to empower your employees to intervene in questionable conversation and behavior as effective "bystanders"

Professional Development Breakout 2
12:30 pm – 1:45 pm

Managing Office Politics

Cecilia Stanton

This workshop addresses the issue of office politics head on! Participants will walk away with an understanding of how to spot the politics and be equipped with skills for managing themselves in political situations. The workshop will give participants an opportunity to make decisions about who and how they want to be. Finally, participants will learn powerful skills, techniques and multiple ways to manage the situations to a positive end. Upon completion of this session, participants should be able to:

- Understand that office politics is a reality – and learn to spot the signals of political tactics
- Learn that there are ways to engage and to disengage with these situations
- Learn tools and techniques to make powerful choices about each situation as they arise
- Gain confidence and skills in managing yourself through politically charged situations.
- Learn powerful and effective diplomacy and negotiation skills.

Technology Breakout 3
2:00 pm – 3:15 pm

Unleash the Power of Excel

Tricia Olinger

Unleash the power of Excel! This presentation will focus on advanced topics that will elevate your Excel use to produce professional reports and spreadsheets. Topics covered include PowerPivot tables and charts, data analysis tools, conditional formatting, and how to manipulate data to help in the day-to-day decision making process.

<p>Self-Improvement Breakout 3 2:00 pm – 3:15 pm</p> <p>Discover Your Personal Brand Sarah Miller</p>	<p><i>"All knowledge starts with the understanding of self." – Your personal brand matters.</i></p> <p>All eyes are on you... for 3 seconds. That is how long it takes people to form an impression, whether in real life or online. How can you make an unforgettable impression that fast – one that will transform your business, project, or brand long-term? The question is no longer IF you have a personal brand, but if you choose to guide and cultivate the brand or to let it be defined on your behalf.</p>
<p>Professional Development Breakout 3 2:00 pm – 3:15 pm</p> <p>Ready-Set-Goal-Setting Sueli Horner</p>	<p>Setting goals is central to achieving success, whether at work or in our personal lives. In order to meet our goals, it is imperative that we understand how to set achievable goals and learn how to execute our goals. During this session, participants should be able to:</p> <ul style="list-style-type: none"> • Learn how to revitalize old goals • Differentiate between personal and professional goals • Understand how to set achievable goals • Learn how to execute goals • Recognize barriers to unachievable goals

Vendor Fair Sneak Peek

Stop by The Vendor Fair During Lunch and check out all the amazing Vendors for Personal or Professional. Here are just a few.

Rodan and Fields- Alexis Simmons
Hy-Vee- Kaitlin Anderson
Beauty Counter- Dana Bergner
A New Beginning- Cody Cooper
Mary Kay Cosmetics- Brenda Hahn
Plexus- Jamie Schroeder
Young Living Essential Oils & Norwex- Paula Theisen

ADMINISTRATIVE PROFESSIONAL CONFERENCE

April 18, 2018 | 8:15am to 4:45pm | 6.0 Contact Hours
RCTC Heintz Center | \$125/Person with lunch

Registration Form



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			
Registration Information: For registration and cancellation policies, please refer to our website: http://www.rctc.edu/workforce/information_pages/registration_information.html			
<input type="checkbox"/>	Check #:	By providing a check payment, you authorize RCTC to use the information from your check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction. We will use your check to make an electronic fund transfer, funds may be withdrawn from your account the same day we receive payment, and you will not receive your check back from your financial institution. 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:

We will email you in early April for your breakout choices.