



*Celebrate Your Role*  
*Re-Energize*  
*Gain New Skills*  
*Network*

# ADMINISTRATIVE PROFESSIONALS CONFERENCE

*“Navigating the Future”*

The 2020 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:  
 Chris Heeter & Janel Anderson

BREAKOUT SESSIONS: (3 Tracks - Technology | Self-Improvement | Professional)  
 Excel for Data Analytics, The Stupid Side of The Rock: Self Care and The Wild Benefits for You...and Everyone Around You, Building Powerful Relationships Through Communication, Outlook Tips and Tricks, Top 10 Applications for Administrative and Executive Assistants, Managing Multiple Priorities, Intro to Access, Meditation is Not Just for Mondays, Lean for Administrative Professional's



*April 15, 2020*  
*8:15am to 4:45pm*  
*6.0 Contact Hours*  
*RCTC Heintz Center*  
*Room HB117*  
*\$125/Person*  
*Includes Lunch*



[WWW.RCTC.EDU/WORKFORCE](http://WWW.RCTC.EDU/WORKFORCE)  
 851 30th Avenue SE | Rochester MN 55904 | 507-280-3157

# Agenda

## Wednesday, April 15<sup>th</sup>, 2020

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>From Diva Dogs to Do-overs: A Dog Musher's Perspective on Personalities, Behind the Scenes Leadership, and Unleashing Your Wild Side</i> Chris Heeter	
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>Excel for Data Analytics</i> Tricia Olinger	<i>The Stupid Side of The Rock: Self Care and The Wild Benefits for You...and Everyone Around You</i> Chris Heeter	<i>Building Powerful Relationships Through Communication</i> Erica Roelike
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>Outlook Tips and Tricks</i> Dennis Kronebusch	<i>Top 10 applications for Administrative and Executive Assistants</i> Tricia Olinger	<i>Managing Multiple Priorities</i> Lynne Ryan
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>Intro to Access</i> Dennis Kronebusch	<i>Meditation is Not Just for Mondays</i> Janel Anderson	<i>Lean for Administrative Professional's</i> Rob Ronnenberg
3:15 pm – 3:30 pm	Break		
3:30 pm – 4:30 pm	Closing Keynote	<i>Deliver Change Head On</i> Janel Anderson	
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

### Excel for Data Analytics

Tricia Olinger

This session will discuss using Excel features and functions for gathering and analyzing basic data. Participants will learn how to create pivot tables, charts, and spark lines. Other topics covered are functions and formulas, clean up and group data, and how to remove duplicates.

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

### The Stupid Side of The Rock: Self Care and The Wild Benefits for You...and Everyone Around You

Chris Heeter

Join keynote speaker, Chris Heeter, for a deep dive into stress management and finding joy in your every day. Accompanying the sled dogs will be a journey into the world of whitewater canoeing. Whether or not you'd ever choose to paddle a river, these analogies hit home for all of us, most especially administrative professionals: how you show up; how to maintain composure in the swirl of deadlines and differing priorities, the absolute necessity of giving and receiving support; the no-frills power of positivity; and finding your doghouse in order to stay connected to your Wild essence. You'll wrap up the morning with memorable stories and tools for staying afloat—personally and professionally.

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

### Building Powerful Relationship Through Communication

Erica Roelike

Have you ever wondered why you can meet some people and have an instant connection and others, it's like you are living on two different planets? We all have. The good news is that the reason is based in science and the better news is that we can learn the communication code that allows us to create deeper connection with people, even those who are different than us. In this presentation we will discuss the science behind personalities and communication styles and how we can adjust our approach to get the most out of every interaction, whether it's with our families, businesses, or our communities.

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

### Outlook Tips and Tricks

Dennis Kronebusch

We know how to send email and the basic tasks in Microsoft Outlook. This presentation will introduce productivity features that you not be aware of using in your daily use of Outlook. Attendees will be able to take away a new appreciation of some of the features available in Outlook and increase your personal workflow of communication in your job.

<p>Self-Improvement Breakout 2 12:30 pm – 1:45 pm</p> <p><b>Top 10 Applications for Administrative and Executive Assistants</b></p> <p>Tricia Olinger</p>	<p>Join us to learn the top applications to make your life easier! Participants will be able to identify productivity applications that can be used at work or home including Slack, Clubhouse, and Wunderlist, just to name a few. We will also cover how to research and determine if an app is safe and right for you.</p>
<p>Professional Development Breakout 2 12:30 pm – 1:45 pm</p> <p><b>Managing Multiple Priorities</b></p> <p>Lynn 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"> <li>▪ Defining a priority</li> <li>▪ Asking good questions to help determine deadlines</li> <li>▪ Saying yes and maintaining commitments</li> <li>▪ Managing upwards and across</li> <li>▪ Finding peace in the madness</li> </ul>
<p>Technology Breakout 3 2:00 pm – 3:15 pm</p> <p><b>Introduction to Access</b></p> <p>Dennis Kronebusch</p>	<p>During this session, we will explore the different parts of a Microsoft Access Database.</p> <p>A database is a collection of information that is related. MS Access allows you to manage your information in one database file. Within MS Access, there are four major objects: Tables, Queries, Forms and Reports. Tables store your data in your database, Queries ask questions about information stored in your tables, Forms allow you to view data stored in your tables and Reports allow you to print data based on queries/tables that you have created.</p>
<p>Self-Improvement Breakout 3 2:00 pm – 3:15 pm</p> <p><b>Meditation is Not Just For Mondays</b></p> <p>Janel Anderson</p>	<p>Meditation has been shown to reduce stress, improve concentration, increase self-awareness, improve cardiovascular health and slow aging. It's the miracle drug of our time -- without the drug!</p> <p>Janel will share some of the research behind why meditation is so helpful and then she will take you on a guided meditation where she will literally walk you through a mediation. All you have to do is get comfortable, listen and find a calm and peaceful state, one breath at a time. Janel will lead a guided meditation that will leave participants primed and ready to absorb all the educational and relationship benefits of the conference. She will record the guided mediation and send it to any of the participants who would like to replay the audio. Whether you have been mediating for decades or you've never closed your eyes and uttered an "Om," you will leave the session calm, refreshed and able to tap into the tremendous power of meditation any time you want.</p>

Professional Development Breakout 3  
2:00 pm – 3:15 pm

## Lean for Administrative Professional's

Rob Ronnenberg

Ever have a day where you sit down at your desk in the morning with expectations of getting a bunch of work done and then all of a sudden you look up to see the day is over and it's time to go home but you don't feel like you've accomplished anything you set out to do when you started? Do you find more and more days are disappearing like this while you feel like you live at work?

While we can't often change the work we have to do, we can make changes to how we do the work and how we let it affect us. In Lean for Administrative Professional's we'll review the little ways people work that eat up small chunks of time or create mental distractions causing us to be less effective than we could be. These little mental interruptions create stress, inefficiency, and can be overall defeating to a positive attitude. Learning how to Lean or eliminate waste can be just the trick you've been looking for to take your productivity and peace of mind to the next level.



# ADMINISTRATIVE PROFESSIONAL CONFERENCE

April 15, 2020 | 8:15am to 4:45pm | 6.0 Contact Hours  
RCTC Heintz Center | \$125/Person with lunch



## Registration Form

**Registration Deadline is 4/1/2020**

- To pay with credit card, please register online at: [https://mnscu.rschooltoday.com/public/getclass/category\\_id/394/program\\_id/52/subcategory\\_id/1776](https://mnscu.rschooltoday.com/public/getclass/category_id/394/program_id/52/subcategory_id/1776)
- To be invoiced for payment fill out the form below and email to [workforceeducation@rctc.edu](mailto:workforceeducation@rctc.edu) or fax to 507-280-3168 and our office will send you an invoice – Please fill out the company billing section.

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	
<b>Payment Required At Time Of Registration</b> (does not qualify for financial aid)			
Student Signature:		Date:	
<b>Verification from Employer:</b> Send a letter, email ( <a href="mailto:workforceeducation@rctc.edu">workforceeducation@rctc.edu</a> ), 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"/> <b>Company Billing</b>	Attn:	PO/Voucher #:	
Company Name:		Work Phone:	
Company Address:		City, State, Zip:	