

# 2024 ADMINISTRATIVE PROFESSIONALS CONFERENCE

THURSDAY, JULY 18  
8 a.m. - 3:15 p.m. ET



FORUM EVENTS CENTER  
11313 USA Parkway  
Fishers, IN 46037



## Lindsay Boccardo | Unleash My Career

### Big Bright Future: Making the Case for Optimistic & Loving Leadership

When the wind blows, some people build walls, and some people build windmills. There is a question that pulls at the hearts of humans: are things getting better or worse? Is the ship going down or are we about to launch into a new stratosphere of opportunity? Let's discover together what has changed in our lifetime and how we can adapt and continue to live with hope and excitement despite the doom and gloom we see on the news.

#### Session highlights:

- Three major factors that have changed our day-to-day quality of life in the last century (that impact you every day at work)
- The extraordinary power of the human mind to process change
- The role you get to play as an optimistic and loving leader

### Level Up: Create Your Big Bright Future with Coaching Skills

Leadership has changed dramatically – where we used to have top-down authority, we now see leaders creating conversations with those they are leading. Younger generations grew up in a world where opportunities to speak their mind were available to them, and now they expect the same to be true at work. Listening and collaborating in teams are now the benchmarks of a progressive workplace culture.

The purpose of this session is to introduce participants to the critical skills they need to build their emotional intelligence and collaborate with their teams and executives.

#### Session highlights:

- How to use curiosity to discover more efficient solutions
- The three levels of listening
- How to ask open-ended empowering questions

# 2024 ADMINISTRATIVE PROFESSIONALS CONFERENCE



## Dawn Monroe | Dawn Monroe Training

### Integrate to Elevate: Microsoft 365 Apps

*Harness the Power of Microsoft 365: OneNote, Planner, Bookings & Forms*

Are you looking to increase your productivity and streamline your workflows in Microsoft 365? The popular suite has many applications that are intended to work together. This integration of products can offer huge timesavers for those in the know. Together we will explore a variety of Microsoft's supporting programs that can improve your productivity and workflows. Connect the dots to streamline processes and more fully utilize the tools available in this powerful suite. If you are already spending your days in Outlook, Teams, Word and Excel, this session will catapult you to the next level of efficiency.

#### Session highlights:

- OneNote: Digital Notetaking for Teams and Outlook
- Planner: Task Management for Teams and Outlook
- Bookings: Appointment Scheduling for Outlook & Teams
- Forms: Surveys, Forms & Polls for Outlook, Teams & Excel

### Microsoft Outlook: Dance of the Delegates

*Manage Multiple Email and Calendar Accounts*

Collaborate with confidence when administering multiple Microsoft Outlook accounts. A delegate can send items on behalf of another, including creating and responding to meeting requests. Adjust sharing permissions so they work for your specific needs. This session focuses on Email, Calendars, Tasks, and includes a handy tip sheet.

#### Session highlights:

- Delegate Access
- Change Sharing Permissions
- Manage Email Overwhelm: Categories, Folders, Rules
- Conquer Calendars: Meetings, Invites, Views & Tricks
- Tackle Tasks: Outlook Tasks, Microsoft Planner, To-Do

### Making Magic with Canva

*Practical Tips for Admin Pros*

Discover the power of Canva's design tools to elevate your administrative game and to capitalize on emerging trends. Explore this fun and user-friendly application to create engaging collateral that is consistent with your organization's message. In this hands-on session, you'll learn the ins and outs of Canva to customize your content for more visually appealing and impactful materials.

#### Session highlights:

- Intro to Canva
- Create Consistently with Brand Kit & Team Collaboration
- Save Time with Templates: Newsletters, Flyers, Workbooks
- Resize Designs for Multiple Platforms
- Make Magic: What's NEW
- Edit Easily with Background Remover, Magic Eraser/Edit
- Generate Content with AI and Bulk Import
- Manage Links & Table of Contents for PDFs

# 2024 ADMINISTRATIVE PROFESSIONALS CONFERENCE

THURSDAY, JULY 18  
8 a.m. - 3:15 p.m. ET



FORUM EVENTS CENTER  
11313 USA Parkway  
Fishers, IN 46037

---

8 – 8:30 a.m.	Registration & Breakfast
8:30 – 9 a.m.	Welcome & IHA Update
9 – 9:15 a.m.	2024 Administrative Professional Excellence Award
9:15 a.m. – 12:15 p.m.	Session 1 - Big Bright Future: Making the Case for Optimistic and Loving Leadership Session 2 - Level Up: Create Your Big Bright Future with Coaching Skills <i>Lindsay Boccardo</i>
12:15 – 12:45 p.m.	Lunch
12:45 – 3 p.m.	Session 1 - Integrate to Elevate: Microsoft 365 Apps Session 2 - Microsoft Outlook: Dance of the Delegates Session 3 - Making Magic with Canva <i>Dawn Monroe</i>
3 – 3:15 p.m.	Raffle & Wrap-Up