

CELEBRATING ADMINISTRATIVE PROFESSIONALS WEEK

Office Personnel Seminar



Wednesday, April 27, 2016
8 a.m. - 3:30 p.m.

Chippewa Valley Technical College
620 W. Clairemont Avenue

*Continental Breakfast
and Lunch Included!*

ANYONE WHO WORKS IN AN OFFICE ENVIRONMENT
WILL GAIN VALUABLE KNOWLEDGE FROM THIS
INFORMATION-PACKED SEMINAR

To register go to
www.cvtc.edu/seminars
and click on Business Training



Office Personnel Seminar April 27, 2016

AGENDA

- 8 a.m. Registration/Continental Breakfast/Networking
- 8:45 a.m. Welcome/Introduction
- 9 a.m. Keynote
- 9:45 a.m. Break
- 10 a.m. Concurrent Sessions (*Choose One*)
 The Winning Team: Leveraging People for Success.... *Chip Lutz*
 How to be Indispensable as an Employee *Cheryl Skoug*
 Outlook Tips & Tricks *Suzanne Blau*
 Time Management and Organization *Trish Campbell*
- 11:05 a.m. Concurrent Sessions (*Choose One*)
 Speak the Language: Leading the Generations..... *Chip Lutz*
 How to be Indispensable as an Employee *Cheryl Skoug*
 Outlook Tips & Tricks *Suzanne Blau*
 Time Management and Organization *Trish Campbell*
- 12:10 p.m. Luncheon
- 1:15 p.m. Concurrent Sessions (*Choose One*)
 Online Tools & Apps for Productivity..... *Andrew Taylor*
 DeStress at Your Desk *Heidi Dix*
 Excel Tips & Tricks *Suzanne Blau*
 Diversity in the Workplace *Kristi Hagen*
- 2:20 p.m. Concurrent Sessions (*Choose One*)
 Online Tools & Apps for Productivity..... *Andrew Taylor*
 DeStress at Your Desk *Heidi Dix*
 Excel Tips & Tricks *Suzanne Blau*
 Credit for Prior Learning *Franki Larrabee*
- 3:30 p.m. Wrap-up & Door Prizes

KEYNOTE PRESENTATION

EAT THE CAKE! *Working with less stress and more fun!*



Do you get stressed at work?
Do you ever wish that you could laugh more, stress less and still get the job done? You can....you just have to take time out to eat the cake! Join Chip as he shares the critical attitudes needed to unplug from the status quo and plug in to what's really important in life. You'll laugh, you'll learn and you'll never look at cake the same! Get prepared for a low calorie but high content program!

Chip Lutz works with leaders who want to lead better, get more done, and leave a legacy. A retired Naval Officer, under his command as Commanding Officer of two different Naval facilities, both his teams received national recognition for setting new standards of service while maintaining high morale and high retention among team members.

He also knows about meeting critical objectives during stressful conditions – having served as the Director of Security for Naval District Washington, DC during September 11th, 2001 – where he was responsible for the safety and security of 25 thousand people on 6 different Naval installations in the National Capital Region.

Currently, Chip is the President of Unconventional Leadership and also the Past President of the Association for Applied and Therapeutic Humor and the Wisconsin Chapter of the National Speaker's Association. Chip has earned the Certified Speaking Professional Designation from the National Speaker's Association.

BOOST YOUR CAREER WITH THESE VALUABLE SKILLS

What is Credit for Prior Learning? - Do you want to get credit for your work experience and training? In this session, attendees will learn what credit for prior learning is and the steps in the application process. The cost and benefits of credit for prior learning will also be discussed.

DeStress at Your Desk - Across the country, companies and employees are embracing yoga, mindfulness, and meditation to increase productivity and reduce stress in the workplace. Yoga provides both physical exercise and meditation to create alert, healthy, and productive employees. Stress in the workplace can lead to lost work days or an inability to work long hours. Meditation, mindfulness training, and yoga improve mental and physical health. In today's increasingly competitive workplace, this program will help support employees to successfully face the daily challenges and demands of their positions. This one hour workshop will introduce a variety of tools that are accessible at and away from the office for overall health and wellbeing.

Diversity in the Workplace - This presentation will help participants understand HOW CULTURE AFFECTS LEADERSHIP and HOW LEADERSHIP AFFECTS CULTURE. Additionally, this workshop will lead participants through an exploration of culture through the lens of diversity with a focus on the workplace.

Excel 2013 Tips & Tricks - In Excel Tips & Tricks, you will learn tips and shortcuts to vastly increase efficiency and get the full power out of Excel. There are tips for working with the Ribbon and Quick Access toolbar, navigating workbooks, and selecting cells, rapid data entry and editing, working with formulas, formatting data, working with charts, sorting data, and much more. *This session is limited to the first 27 registrants.*

How to be Indispensable as an Employee - Are you an indispensable employee? What sets employees apart in the workplace? Quality employees are always in demand. Being viewed as a strong contributor with a loyal, "can-do" attitude, will improve the likelihood of your advancement within the organization. Do you have an eye for detail? Are your goals in line with those of your organization? Are you the best fit for the position? This session will outline how to become an indispensable employee to an organization.

Online Tools & Apps for Productivity - While many of us use the same big technology tools to connect our workplaces and be productive, there are a plethora of smaller applications that can make daily tasks a bit easier. This session will introduce you to a variety of productivity tech tools, many of them free! *This session is limited to the first 27 registrants.*

Outlook Tips & Tricks - In Outlook Tips & Tricks, you'll learn a variety of time-saving techniques to maximize efficiency and productivity in Microsoft Outlook. This hands-on training covers tips for organizing and sending email, working with tasks, scheduling appointments, and maintaining contact lists. Also included is email etiquette and Outlook customization. A quick reference guide to shortcut keys will be also provided. *This session is limited to the first 27 registrants.*

Speak The Language: Leading The Generations - How do the X, Y, and millennial generation want their leadership? Just like people want their Krispy Kreme donuts...HOT AND NOW! This interactive program helps leaders understand the dynamics of all the generations in the workplace and how to connect, communicate, and care for them.

The Winning Team: Leveraging People For Success - Everyone wants to be on a winning team! Why? Because everyone wants to be a winner! This program helps leaders understand how to build, motivate, and keep a team running at its optimum potential and also how to breathe life into that legacy team. Success is a multiplier! Set your team up today.

Time Management and Organization - Do you have difficulty finding time in your day/week to complete activities and projects with no time for leisure, or struggle staying organized with the various activities? Time management is a skill that develops over time and takes practice and dedication. Join the Time Management presentation and learn new tricks to efficiently manage your time, set priorities, and stay organized.