



# **Administrative Professionals Conference**

*½ Way To Administrative Professionals Day Celebration!*

## **Tricks & Treats!**

**THURSDAY, OCTOBER 31, 2019**

**9:00AM – 3:00PM @ NORTHCENTRAL TECHNICAL COLLEGE**

### **STRATEGIES FOR MANAGING CHANGE**

In work and life changes are inevitable, numerous in nature and accelerating in frequency and pace. How do you react to change? Do you embrace it, fear it, avoid it or do you seek it out?

In this session, with John Burgess, you will learn:

- Examine how to recognize the signs of change
- Identify
- Understand the stages of the Change Cycle
- Explore ways to develop strategies that will help you transition and thrive in an ever changing world.



### **EXCELLING WITH EXCEL - TRICKS & TREATS!**

***No costume needed for these tricks and treats!***

Join Ian Taylor as he helps participants learn about Excel tips and tricks. We will also cover preparation tips for the Microsoft Office Certiport Certification Testing, including Lynda.com resources. *OPTIONAL: Bring your laptop to follow along!*

This session will review:

- Excel basics
- Lynda.com resources
- Microsoft Office Certiport Certification Voucher
- and MORE!



# 2019 Administrative Professionals Conference

## Northcentral Technical College

### Center for Health Sciences Bldg - CHS1004

## Thursday, October 31, 2019

### 9:00am – 3:00pm

CONFERENCE AGENDA			
9:00 am	-	9:30 am	Registration and IAAP Connections & Coffee <i>(This is an opportunity for networking and connecting with your peers)</i>
9:30 am	-	9:45 am	Welcome
9:45 am	-	10:45 am	<b>LEADING CHANGE!</b> <i>Part 1</i>
10:45 am	-	11:00 am	Break
11:00 am	-	12:00 pm	<b>LEADING CHANGE!</b> <i>Part 2</i>
12:00 pm	-	1:00 pm	<b>LUNCH &amp; Connect with your peers</b> <i>(lunch is provided)</i>
1:00 pm	-	2:30 pm	<b>EXCELLING WITH EXCEL – TRICKS &amp; TREATS</b> <i>Participants will receive amazing tricks for using Excel <b>AND</b> treats of 1 year access to Lynda.com <b>AND</b> FREE voucher for Microsoft Certiport Certification Testing AND opportunity for Credit for Prior Learning.</i>
2:30 pm	-	2:45 pm	Break
2:45 pm	-	3:00 pm	Closing, Evaluations & Door Prizes

**Conference Registration:** *(includes all sessions, materials, lunch, door prizes and MORE!)*

*Join us for this day of valuable professional development!*

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**Standard Registration Rate: \$65**

**IAAP Member Rate: \$50**

**NTC Staff Rate: \$50**

**Student Rate/BPA Member Rate: \$25**

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**[CLICK HERE TO REGISTER:](#)**

<https://www.ntc.edu/calendar/2019/10/31/administrative-professionals-conference-half-way-admin-day>

Event Sponsor:



FOR MORE QUESTIONS ABOUT THIS EVENT, CONTACT LESLIE WILLIAMS AT 715.803.1301 OR [CE@NTC.EDU](mailto:CE@NTC.EDU)