



THE NATIONAL COUNCIL ON TEACHER RETIREMENT PRESENTS

# ADMINISTRATIVE ASSISTANT WORKSHOP

InterContinental Buckhead Atlanta, Atlanta, GA | June 6-8, 2022 | PRELIM AGENDA

## MONDAY, JUNE 6

6:30 p.m. (ET)

Welcome Reception and Dinner at hotel

## TUESDAY, JUNE 7

8:00 a.m. (ET)

Group Breakfast

8:50 – 9:00 a.m.

### Welcome from the National Council on Teacher Retirement

- Dean Kenderdine, Executive Director, NCTR
- Robyn Wheeler, Assistant Executive Director, NCTR

9:00 – 10:45 a.m.

### Introductions and General Roundtable Discussion

10:45 – 11:00 a.m.

Break

11:00 a.m. – Noon

### Assessment of the Returned to Work Environment – Experience the New Normal

*A group discussion of system work environments and experience now that we are months into the post COVID presumably now endemic world. What is the assessment of the tools/technologies/strategies that have been implemented during pandemic (i.e., Zoom meetings, board meeting technologies) and are they here to stay?*

Noon

Lunch

1:00 – 2:00 p.m.

### Leadership in the Executive Suite

*In the relatively, still new environment, what have we learned about the demands of supporting your Executive Director/Administrative Team? Join us for a candid and friendly discussion with the Executive Director of Georgia TRS.*

2:00 – 3:00 p.m.

### Board Meetings and Retreats

*What are systems now doing and what considerations have changed for planning and conducting in-person meeting events?*

3:00 – 3:15 p.m.

Break



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## TUESDAY, JUNE 7 (continued)

3:15 – 4:15 p.m.	<p><b>The Evolving Role of An Administrative Assistant</b>  <i>The assumption has been the role of the Administrative Assistant would change after the pandemic. Has it? What does this experience suggest for the future and how do we ensure the ability to evolve, adapt, and communicate during what remains a challenging time?</i></p>
4:15 – 4:30 p.m.	Wrap Up
6:00 p.m.	Group Dinner

## WEDNESDAY, JUNE 8

8:00 a.m. (ET)	Group Breakfast
9:00 – 10:00 a.m.	<p><b>Scheduling Madness!</b>  <i>What is the latest in scheduling? How do you manage multiple calendars in an efficient manner? Let's talk about how we can work smarter, not harder and avoid mass email clutter for planning purposes.</i></p>
10:00 – 11:00 a.m.	<b>Actuarial: Understanding Your Pensions Valuation Report</b>
11:00 – 11:15 a.m.	Break
11:15 – 12:15 p.m.	<p><b>Being the Best You in Today's Professional Environment</b>  <i>Tips of the trade – how to define your goals and enhance work productivity.</i></p>
12:30 – 1:30 p.m.	Lunch
1:30 – 2:30 p.m.	<p><b>Succession Planning</b>  <i>The Administrative Assistant is a key position. What are systems doing to ensure business continuity? How are systems identifying key personnel that may be able to take on the role in the case of a vacancy? Are critical functions and responsibilities being documented that would assist the next person in that role?</i></p>
2:45 – 3:45 p.m.	<b>Round Robin – What's on your mind?</b>
3:45 – 4:00 p.m.	<p>Wrap Up  <i>Dinner on your own</i></p>