



# ADMINISTRATIVE ASSISTANT WORKSHOP

Madison, WI | June 4-6, 2023 | AGENDA

## SUNDAY, JUNE 4

6:30 p.m. (CT) Welcome Reception and Dinner  
*(Top of the Park, located in hotel, 7<sup>th</sup> floor)*

## MONDAY, JUNE 5 *(All workshop sessions In Doty Room)*

8:00 a.m. (CT) Group Breakfast *(Vilas Room)*

8:50 – 8:55 a.m. **Welcome from the National Council on Teacher Retirement**

- *Robyn Wheeler, Assistant Executive Director, NCTR*

8:55 – 9:55 a.m. **Roundtable: Introductions & Update on Post-Covid Work Environment**

9:55 – 10:10 a.m. Break

**Why Can't You Do What I'm Thinking? – Navigating Work with Different Personalities and Work Styles**

All this work sure would be easier if I didn't have to deal with all these people! Why does he act like that? Why does she send those emails?

10:15 – 12:15 p.m. We've all encountered people in the workplace who act, work, and communicate differently than us. Despite our best efforts, we can't get them to change and do it the right way - *my way!* While we might not be able to change those around us, we can certainly change how we interact with them with better understanding of personality types and a few tools to have those difficult conversations.

- *Julie Laperouse, Speaker/Trainer, Screaming Peacock*
- *Heather Speizman, Screaming Peacock*

12:15 – 1:00 p.m. Lunch *(Vilas Room)*

**Becoming Replaceable – Beginning the Unthinkable Task of Teaching Someone Else How To Do Your Job**

1:00 – 2:00 p.m. Succession planning is much more than planning for retirement or another exit. Good succession planning is happening all the time with cross-training, documentation, and regular conversations on how work flows through your team.

- *Julie Laperouse, Speaker/Trainer, Screaming Peacock*
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2:00 – 2:10 p.m. Break



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## **I'm Leaning So Far In, I'm Falling On My Face – *Finding Sanity and Joy in the Modern Work World***

The realities of the modern American workplace have exceeded anyone's wildest imagination - checking email at all hours, immediate response expectations, and don't forget about the demands for any minute you have left from your family, community, spiritual life, exercise group, and book club!

**2:15 – 4:15 p.m.**

You know you enjoy your life and yourself more when you're in the best mental space possible, but sometimes it just seems impossible! Paying attention to what is truly important to you, not anyone else, and filling the rest of your bucket around those pillars is where we will start this important conversation. Guaranteed to leave with some of the weight off your chest and a smile on your face!

- Julie Laperouse, Speaker/Trainer, Screaming Peacock
- Heather Speizman, Screaming Peacock

4:15 p.m.

Wrap Up for the Day

**6:00 p.m.**

### **Group Dinner at State House**

*(Located at the Edgewater Hotel, transportation to be provided)*

## **TUESDAY, JUNE 6** *(All workshop sessions In Doty Room)*

|                    |   |
|--------------------|---|
| 8:00 a.m. (CT)     | Group Breakfast <i>(Vilas Room)</i>   |
| 9:00 – 10:00 a.m.  | <b>Cyber Security Session – <i>Expecting the Unexpected</i></b> <ul style="list-style-type: none"> <li>• Amy Timmons, Sr. Vice President, Sr. Consultant, Administration and Technology Consulting, Segal</li> </ul>  |
| 10:00 – 11:00 a.m. | <b>Open Discussion: New Technology</b><br>A time to share with your peers new technology being used – do you have a new board platform, what are you using to enhance your day-to-day priorities such as scheduling meetings or managing files? Let's share what is working, what is challenging.   |
| 11:00 – 11:15 a.m. | Break   |
| 11:30-12:00p.m.    | <b>Open Discussion: Board Meetings</b><br>Are your Board meetings in-person, hybrid, or completely virtual post-Covid? Let's discuss frequency, how you handle board meetings, are you paperless, using a new platform that you love? How does your system handle the times there is a need for security in your board room? Let's share best practices, what is working, what could be better! |
| 12:00 – 1:00 p.m.  | Lunch   |
| 1:30 – 3:00 p.m.   | <b>Team Building Activity</b>   |
| 3:15 p.m.          | Wrap Up for the Day; Dinner on Your Own   |