

# Administrative Assistant Workshop

The FIDI Hotel, New York, NY  
 June 9-11, 2024  
 PUBLIC AGENDA



Sunday, June 9	
6:30 p.m. (ET)	Welcome Reception and Dinner
Monday, June 10	
7:30 a.m. (ET)	Group Breakfast
8:30 a.m.	Meet in Lobby; Walk to New York City TRS
8:45 – 8:50 a.m.	<p><b>Welcome from the National Council on Teacher Retirement</b></p> <ul style="list-style-type: none"> <li>• <i>Dean Kenderdine, Executive Director, NCTR</i></li> <li>• <i>Patricia Reilly, Executive Director, New York City TRS</i></li> <li>• <i>Robyn Wheeler, Assistant Executive Director, NCTR</i></li> </ul>
9:00 – 10:00 a.m.	<b>Roundtable: Introductions</b>
10:00 – 10:10 a.m.	Break
10:15 – 12:15 p.m.	<p><b>Managing Your Career from Early Career to Succession Planning</b></p> <p>Whether you are looking to contribute at the next level or planning to take it to the house, we'll cover career development strategies for coming into a role or going out. This hands on, working session will equip participants with a first run on a personal plan for career development – or a knowledge transfer document for succession planning. Topics and tools in this session include:</p> <ul style="list-style-type: none"> <li>• How to be high potential</li> <li>• New employee development planning</li> <li>• Knowledge transfer for succession planning</li> </ul> <p><b>Presented by</b> <i>Devin Lemoine, President/Owner, Success Labs</i></p>
12:15 – 1:00 p.m.	Group Lunch
1:00 – 2:30 p.m.	<p><b>Communicating with Influence in a Dynamic Environment</b></p> <p>Communication is leadership in action. Good communication reduces conflict, improves relationships, and builds influence. Poor communication increases tension, lowers trust, and decreases influence. Topics and tools in this session include:</p> <ul style="list-style-type: none"> <li>• Ways to be a better communicator</li> <li>• Identifying the relationships most important to success</li> <li>• Talking in type – communicating with stakeholders in a way that works for them</li> <li>• Dealing with difficult stakeholders</li> </ul> <p><b>Presented by</b> <i>Devin Lemoine, President/Owner, Success Labs</i></p>
2:30 – 2:40 p.m.	Break

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Monday, June 10 (continued)	
2:40 – 4:10 p.m.	<p><b>Managing Stress &amp; Creating Boundaries</b></p> <p>As an executive assistant in a high stress, fast-paced environment, it’s easy for work and life to snowball and you might even find yourself spun out or feeling burnt out. In this session we’ll stop and do a gut check on how you are doing, consider opportunities to take better care of yourself, learning to saying “no,” and going from crazy busy to ready mode. Topics and tools in this session include:</p> <ul style="list-style-type: none"> <li>• Identify opportunities for better self-care</li> <li>• Setting better boundaries</li> <li>• Ways to say “no”</li> </ul> <p><b>Presented by</b> <i>Devin Lemoine, President/Owner, Success Labs</i></p>
4:15 – 4:30 p.m.	Wrap Up for the Day
5:00 p.m.	Meet in Lobby; Depart for Group Dinner
<b>6:15 p.m.</b>	Dinner Cruise
Tuesday, June 11	
7:30 a.m. (ET)	Group Breakfast
8:30 a.m.	Meet in Lobby; Walk to New York City TRS
9:00 – 10:00 a.m.	<p><b>The Rapidly Evolving Technological Landscape</b></p> <p>It's crucial to explore how we integrate and leverage various tools to enhance collaboration and efficiency. This interactive discussion will delve into how technology shapes our roles and workflows, focusing on areas such as cloud computing, collaboration platforms like SharePoint and Microsoft Teams, virtual board meetings, managing public comments, and C-Suite scheduling.</p> <p>As we navigate the ever-changing technological landscape, it's imperative to continuously explore ways to optimize our use of technology in our professional roles. By sharing experiences and learning from each other's strategies, we can collectively enhance collaboration, efficiency, and productivity in our work environments. Let's leverage this discussion as an opportunity to share insights and inspire innovation in our use of technology.</p> <p><b>Presented by</b></p> <ul style="list-style-type: none"> <li>• <i>Daniel Mardakhayev, Service Desk Lead, New York City TRS</i></li> <li>• <i>Richard Santana, Senior Operations Technician, New York City TRS</i></li> </ul>
10:00 – 10:25 a.m.	Break

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Tuesday, June 11 (continued...)	
10:30 – 11:30 a.m.	<p><b>Experience the Power of Artificial Intelligence (AI)</b></p> <p>In today's dynamic professional environment, the conversation surrounding Artificial Intelligence (AI) is no longer a mere speculation, but rather a tangible reality that is shaping our workplaces. As executive assistants, staying ahead of the curve is essential to thriving in this ever-evolving landscape.</p> <p><b>Presented by:</b></p> <ul style="list-style-type: none"><li>• <i>Ericc Diaz, IT Manager, New York City TRS</i></li><li>• <i>Nate Haws, Associate Principal Consultant &amp; AI Researcher, Linea Solutions</i></li></ul>
11:30 – 11:50 a.m.	Group Debrief
Noon – 1:00 p.m.	Group Lunch
1:30 – 3:30 p.m.	<b>Team Building Activity – Scavenger Hunt</b>
3:30 p.m.	Wrap Up for the Day; Dinner on your own