

# Administrative Assistant Workshop

Co-Hosted with Chicago TPF

June 22-24, 2026

PRELIMINARY AGENDA



## Monday, June 22

6:30 p.m. (CT) Welcome Reception and Dinner (JW Marriott Chicago)

## Tuesday, June 23

7:30 a.m. (CT) Group Breakfast (JW Marriott Chicago)

8:30 a.m. Meet in Lobby; transportation provided to Chicago TPF

### 8:45 – 9:00 a.m. Welcome from the National Council on Teacher Retirement & Chicago TPF

- *Carlton Lenoir, Executive Director, Chicago TPF*
- *Dean Kenderdine, Executive Director, NCTR*
- *Robyn Wheeler, Assistant Executive Director, NCTR*

### 9:00 – 10:00 a.m. A Roundtable Discussion: What's New in Your Role as an Executive Assistant

The executive assistant role keeps changing, and this session is a chance to talk about it together. Join your peers for an open, informal discussion about what's new in your role, what's challenging, and what's working well. Share experiences, swap ideas, and learn from one another in a supportive, judgment-free space. Come ready to connect, reflect, and leave with fresh perspectives and reassurance that you're not navigating these changes alone.

### 10:00 - 11:15 a.m. What Happened to My Day? Prioritization and Time Management

You are doing *things* and *stuff* every minute, but often find yourself asking, "What did I actually DO today?" In our busy world, it takes active focus on priorities to avoid being sucked into the whirlwind of emails and chats and zooms. Learn the fundamentals of productivity and how to help yourself feel good about your on and off time in this pen-to-paper workshop.

**Presented by:** *Julie Laperouse, Screaming Peacocks*

### 11:15 – Noon Why High Performers Burn Out

Explore why high-performing professionals are particularly vulnerable to burnout and how to recognize its emotional, cognitive, and physical warning signs. Screaming Peacock will equip attendees with strategies to prevent, manage, and recover from burnout.

**Presented by:** *Julie Laperouse, Screaming Peacocks*

12:00 – 1:00 p.m. Lunch

### 1:00 – 1:30 p.m. Mindful Reset

*In this session, Screaming Peacock partners with mindfulness expert Rachel Tenenbaum to explore mindfulness as a practical professional advantage, not a luxury.*

*Participants walk away with:*

- *Greater awareness of how their mind operates under pressure*
- *Tools to interrupt reactivity earlier*
- *A practical way to reset and refocus during the day*
- *A felt experience of what "clear" actually feels like*

**Presented by:** *Rachel Tenenbaum, Screaming Peacock Partner*

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## Tuesday, June 23 (continued)

1:30 – 2:45 p.m.	<p><b>Why Can't You Do What I am Thinking</b></p> <p>Superstar doers are people who excel at their jobs, but when they get promoted, they often realize the skills that deemed them a rising star are not the same skills required to thrive at the next level. We'll talk about how to continue highlighting your "doer" strengths while building capacity as a leader, manager and coach.</p> <p><i>Presented by: Julie Laperouse, Screaming Peacocks</i></p>
2:45 – 3:00 p.m.	Break
3:00 – 4:00 p.m.	<p><b>Institutional Knowledge: Passing the Torch without Losing the Flame</b></p> <p>Every organization has people who seem to know how everything works – the history, the relationships, the shortcuts, and the hard-earned lessons that keep the business moving. In this session, Screaming Peacock explores how experienced employees can intentionally share that institutional knowledge to strengthen the organization and prepare the next generation of talent. Participants will learn practical ways to mentor and coach colleagues, support leadership pipeline development, and contribute to team continuity by helping develop high-potential employees and future supervisors. The goal isn't to replace expertise – it's to multiply it, ensuring that years of experience continue to benefit the organization long into the future.</p> <p><i>Presented by: Julie Laperouse, Screaming Peacocks</i></p>
4:00 p.m.	<b>Wrap up of Day One</b>
5:30 p.m.	Meet in hotel lobby for transportation to dinner
6:30 p.m.	Group Dinner (Offsite)

## Wednesday, June 24

7:30 a.m. (CT)	Group Breakfast
8:30 a.m.	Meet in Lobby; Transportation provided to Chicago TPF
9:00 – 10:15	<p><b>Partnering with the Executive Director &amp; Your Board</b></p> <p><i>Moderator: Robyn Wheeler, Assistant Executive Director, NCTR</i></p> <ul style="list-style-type: none"><li>• <i>Carlton Lenoir, Executive Director, Chicago TPF</i></li><li>• <i>Tammie Vinson, Board Trustee, Chicago TPF</i></li></ul> <p>Administrative assistants play a critical role in supporting effective leadership by serving as a trusted bridge between executive directors and board members. This session offers an open and candid conversation with an executive director and a board trustee about working relationships, communication expectations, and navigating sensitive situations. In a supportive, welcoming environment, administrative assistants will gain practical insight into anticipating leadership needs, building trust, and strengthening alignment between leadership and governance.</p>

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## Wednesday, June 24 (continued)

10:15 – 10:30 a.m.	<b>Break</b>
10:30 – Noon	<b>AI in Action: Everyday Solutions for Administrative Assistants</b> <i>Presented by Erric Diazz, Chief AI Officer, New York City TRS</i>  Fast. Practical. Built for real work. AI in Action dives into how administrative assistants supporting executive leadership and boards can put AI to work right away. Learn how to quickly draft executive-level communications, distill complex materials into clear summaries, prepare board-ready documents, and reclaim time from routine tasks—all while protecting confidentiality and using sound judgment. Leave with concrete tools, smart examples, and confidence to use AI as a trusted support partner.
12:00 -1:00 p.m.	Group Lunch
1:00 – 1:30 p.m.	<b>System Tour</b>
1:30 – 2:30 p.m.	<b>GROUP DISCUSSION: The Real Work of Board Meetings: The Nitty Gritty (LET’S SHARE!)</b>  Successful board meetings rely on the behind-the-scenes work of administrative assistants. This open group discussion creates space to talk honestly about what it really takes to support boards. Share tips, challenges, and practical lessons related to calendars, meeting materials, minutes, technology, and board dynamics. The emphasis is on conversation, idea sharing, and learning from one another, so every administrative assistant leaves with new insights and usable takeaways.
2:30 – 3:00 p.m.	<b>Wrap-Up for the Day: What Are Your Taking Back to Your Role?</b>  Let’s close by bringing it all together. This informal conversation is a chance to reflect on the past two days and share what’s sticking. Let’s share one idea, tool, or mindset shift you’re excited to take back with you in your role.
	End of Workshop, dinner on your own