

NAEOP 2020 Virtual Conference Sessions

<p style="text-align: center;">Don't Panic in the Pandemic – in LIFE</p> <p>Gervonder Brown July 23, 12:30-1:30 pm</p> <p>The opportunity to Reset – Recharge - Refocus during the pandemic. This session will provide participants with principle-based strategies to survive the storm, the panic, in a time of uncertainty.</p>	<p style="text-align: center;">Generationally Speaking</p> <p>Georgette Council, CEOE July 22, 12:30-1:30 pm</p> <p>In this workshop we will explore the five (5) generations currently engaged in the workplace. We will identify characteristics and gain a better understanding of the generations, improve communications and teamwork, accept personal responsibility in working together, and provide tips and suggestions for overcoming generational differences.</p>	<p style="text-align: center;">The 5 P's of Life</p> <p>Dr. Baron Davis July 21, 2:00-3:00 pm</p> <p>Each of us at birth was created for a reason. That reason is rooted in our innate desire to be fully self-actualized or to realize our fullest and greatest potential. Our creation is not an accident, it is a well-orchestrated concert of events that are played to divine perfection, allowing us all to achieve and fulfill the purpose of our creation. Each person has a pathway that they must follow. Along this pathway, we will discover our passions and purpose which will lead us to promise and a premier life.</p>
<p style="text-align: center;">LEARN About Using Google Tools</p> <p>Casey Ellisor July 22, 12:30-1:30 pm</p> <p>Make the switch to Google. We will explore using Google Tools in an educational office setting and how you can use your knowledge of Microsoft Office to begin using Google Suite.</p>	<p style="text-align: center;">Opening Session</p> <p>Sam Glenn July 20, 12:00-1:00 pm</p> <p>For 20 years, Sam Glenn has been traveling the country captivating audiences from every industry with his inspirational talks that focus on recharging attitudes for success. In addition to being an award winning inspirational speaker, Sam is a gifted performance artist and author of 18 incredible books on personal and professional development. Join us as Sam kick starts the 2020 Virtual Conference!</p>	<p style="text-align: center;">Shifting our Perspectives: Developing a Diverse and Inclusive Mindset</p> <p>Dr. Helen Grant July 21, 2:00-3:00 pm</p> <p>In this lighthearted but impactful session, participants will explore ways to understand, appreciate and accept views and opinions that are different from their own and how to use that diversity as a strength in the workplace. We will look at some of the obstacles to diverse and inclusive mindset and ways to overcome those obstacles.</p>
<p style="text-align: center;">How Do We Survive the "New Normal?"</p> <p>JoAnn Greenwell, CEOE July 23, 12:30-1:30 pm</p> <p>Many of us are experiencing a new normal. We are working from home, spending a whole lot of time in Zoom meetings, and wondering when the grocery store might have toilet paper back in stock. We are settling into work with mixed emotions. I don't know about you, but as a mom, wife, and office professional, it's pretty much ingrained in me to make sure that those around me are faring well. So what about ourselves? Let's talk about things we can do to ensure that we stay well and remain well, both mentally and physically.</p>	<p style="text-align: center;">Followership: A New Concept in Leading</p> <p>Mary Guest, CEOE July 23, 12:30-1:30 pm</p> <p>Leadership has been a "hot topic" for years and leaders have been in the spotlight. Often leaders forget how they got there! Now it is time to look at the importance and influence of followers (members). Leaders can't lead, if there isn't anyone to follow. There are different "styles" of followers. Some styles of followers support organizations to rise up and become the best; while others undermine organizations causing them to fail. What is your style? Join us in learning about the different styles of followers and the characteristics they exhibit. Discover what your style is and how you can influence the leaders of your organization. You will be surprised to learn just how important you are!</p>	<p style="text-align: center;">PSP – What Do I Do With All These Certificates?</p> <p>Dena Henricks, CEOE July 23, 12:30-1:30 pm</p> <p>Do you want to picture the possibilities of earning your PSP certification? If so, this is the briefing for you! During this session, an overview will be provided of the PSP certification and application process, as well as detailing recent updates to the program. We will discuss the various certification levels and determine where you best fit. Attaining your PSP certification attests to your desire to be the best educational office professional possible by recognizing your commitment to professional development and our associations. This session will get you well on your way to accept the PSP possibilities, and to become the difference to other office professionals in your office and associations.</p>
<p style="text-align: center;">Leading Ourselves through Personal Change</p> <p>Dr. John Kmiec July 23, 11:00 am - 12:00 pm</p> <p>Change can be hard! Very hard! This is especially true when our hearts and heads don't agree on which way to go, and the path to change is unfamiliar. Learn how and why our feelings can run away from our best-laid plans and goals, and what we can do to make meaningful changes in our personal and professional lives go a lot smoother. In this virtual, live presentation, Dr. John Kmiec of The University of Southern Mississippi College of Interdisciplinary Studies and Professional Development will guide us through a lively discussion about how we can make the changes most important to us.</p> <p>Topics will include:</p> <ul style="list-style-type: none"> · Perspectives of Change · Problems Making Personal Change · Three-Part Change Framework · Six Sources of Influence · Personal Change Challenge 	<p style="text-align: center;">How to Create an Effective Remote Presentation</p> <p>Jennifer Lewis, CEOE July 23, 11:00 am - 12:00 pm</p> <p>Learn how to restructure your content, engage your learners and use different content types to create effective remote presentations.</p>	<p style="text-align: center;">Microsoft Teams – Discover How to Use Teams to Connect Remotely</p> <p>Jennifer Lewis, CEOE July 23, 12:30-1:30 pm</p> <p>Learn how to use different aspects of Teams. Discover group chat, customize workspaces, integrate with Calendar and other Office apps for collaboration, and find out about using Teams for phone calls.</p>
<p style="text-align: center;">Emotional Intelligence: Why Do We Care?</p> <p>Dr. Deidra Minor July 22, 12:30-1:30 pm</p> <p>Employers assert emotional intelligence is just as important as the technical skills needed for job success. Employers seek employees with skills such as self-awareness, emotional control, self-motivation, empathy, and relationship skills. The key concepts of EI can be linked to participant-centered learning. The following actionable strategies with specific "how-to's" will be shared with participants:</p> <ul style="list-style-type: none"> · Active Listening · A Vocabulary for Feelings · Developing Self Awareness · Showing Empathy as being "with" others · Managing Emotions and Self-regulation 	<p style="text-align: center;">Following Your Career Path</p> <p>Paula Rosenberger, CEOE July 23, 11:00 am - 12:00 pm</p> <p>If you are in your dream job, this is not the workshop for you! Define your ultimate career goals. Learn the tools needed to navigate through the hiring process from A-Z (application to extra zeros \$ in your paycheck). We will explore tips and tricks to land and nail interviews. In addition, how does your membership and involvement in professional associations enhance your opportunities?</p>	<p style="text-align: center;">The Power of Positivity</p> <p>Laurie Sampson July 22, 12:30-1:30 pm</p> <p>Not every day is sunshine and roses, but you have the ability to find something good in nearly any situation. Positivity is a superpower that opens possibilities, calms an anxious spirit, and simply helps you feel good. During this session, we'll explore the research behind the health benefits of having a positive attitude, techniques to help you choose positivity, and address how to deal with toxicity.</p>

Remarkable Influence

Rhonda Scharf
July 23, 11:00-12:00 pm

Come experience this engaging and unique way to learn influence skills and tools to help you become the best you can be in your workplace and in your life. Learn 100+ secrets to make you stand out at work, what is influence and what do I do to ensure I don't manipulate, and the top 10 attributes to be remarkable, just to name a few.

Sometimes You're the Windshield – Sometimes You're the Bug

Rhonda Scharf
July 24, 11:00 am - 12:00 pm

Sometimes life gets the better of us, and we ask, "Whose life is it anyway?" When you stop living for yourself, and live only for everyone else, something is missing! In this humorous keynote, Rhonda shares that not only do we all experience this feeling – it's okay to be frustrated! Learn how to stay away from contagious negativity, look at life through a positive focus, and stop blaming others (whether it is the economy, government, organizations or just bad luck!) For those people that do this naturally they will learn additional skills to keep on top! Take control of your own life is the message – and through realistic, easy and fun approaches to change, Rhonda leaves everyone laughing about life.

Master Planning, the Art of the Process

Will Simon
July 22, 12:30-1:30 pm

This session will explore the integral parts of the strategic planning process with an all-inclusive approach. It will cover various roles and initiatives that must be established to create, maintain, and/or improve the strategic planning process. There is no one-size fits all solution to planning and this session will describe methods to tailor the process to the vision and mission established.

Virtual Yoga

Paige Strickland
July 22, 11:00-12:00 pm

This mind/body class utilizes basic Yoga movements to improve your flexibility, posture, and balance while strengthening the core. This is a great class to relieve stress and relax your mind!

Parliamentary Procedure

Brian Weston
July 21, 2:00-3:00 pm

In this session we will use "Robert's Rules of Order" to discuss the best Parliamentary Procedure to use to run effective, orderly meetings with maximum fairness to all members.