



*Celebrate Your Role
Re-Energize
Gain New Skills*

*April 14th, 15th and
16th, 2021*

*8:55am to
12:30pm*

9.0 Contact Hours

Live Online via Zoom

*\$99/person or \$79/person
if registered by 3/12/21*



ADMINISTRATIVE PROFESSIONALS CONFERENCE

“Navigating the Future”

The 2021 Administrative Professionals Virtual Conference is created to celebrate the role. The day is set up as an opportunity to re-energize yourself while gaining new skills and techniques to assist you in playing a vital role in the success of your organization. This virtual conference will provide you tools on how to bring your “BEST” self to work and home and give you tools you can implement back at the office.

KEYNOTE SPEAKERS:

James Robilotta & Kevin Brennan

BREAKOUT SESSIONS: Excel for Data Analytics, Lean Office for Administrative Professional's, Tips and Technology for Teleworking, Outlook Tips and Tricks, Find Your Third Place: Chasing “Work/Life Balance” During the Madness, Refresh- A Stress Busting Session, The Value of Learning



Center for Business and Workforce Education

WWW.RCTCBWE.COM

851 30th Avenue SE | Rochester MN 55904 | 507-280-3157

Agenda

Wednesday, April 14th, 2021

8:55 am – 9:00 am	Welcome	Cassie Ray, Conference Host Rochester Community and Technical College
9:00 am – 10:00 am	Opening Keynote	<i>Living Imperfectly: Punch Imposter Syndrome In The Face</i> James Robilotta
10:00 am – 10:15 am	Break	
10:15 am – 11:15 am	<i>Excel for Data Analytics</i> Tricia Olinger	
11:15 am – 11:30 am	Break	
11:30 am – 12:30 pm	<i>Lean Office for Administrative Professional's</i> Rob Ronnenberg	

Agenda

Thursday, April 15th, 2021

8:55 am- 9:00 am	Welcome	Cassie Ray, Conference Host
9:00 am – 10:00 am	<i>Refresh – A Stress Busting Session</i> Ashley Kuemper	
10:00 am – 10:15 am	Break	
10:15 am- 11:15 am	<i>Technology and Tips for Teleworking</i> Tricia Olinger	
11:15 am- 11:30 am	Break	
11:30 am- 12:30 pm	<i>Find Your Third Place: Chasing "Work/Life Balance" During the Madness</i> James Robilotta	

Agenda

Friday, April 16th, 2021

8:55 am- 9:00 am	Welcome	Cassie Ray, Conference Host
9:00 am – 10:00 am	<i>The Value of Learning</i> Tricia Olinger & Tara Hammill	
10:00 am – 10:15 am	Break	
10:15 am- 11:15 am	<i>Outlook Tips and Tricks</i> Dennis Kronebusch	
11:15 am- 11:30 am	Break	
11:30 am- 12:30 pm	Closing Keynote	<i>Living Above the Line: How Our Thinking Governs Our Experience</i> Kevin Brennan

Breakout Session Overview

4/14/21
Breakout 1
10:15 am – 11:15 am

Excel for Data Analytics

Tricia Olinger

This session will discuss using Excel features and functions for gathering and analyzing basic data. Participants will learn how to create pivot tables, charts, and spark lines. Other topics covered are functions and formulas, clean up and group data, and how to remove duplicates.

4/14/21
Breakout 2
11:30 am – 12:30 pm

Lean Office for Administrative Professional's

Rob Ronnenberg

Ever have a day where you sit down at your desk in the morning with expectations of getting a bunch of work done and then all of a sudden you look up to see the day is over and it's time to go home but you don't feel like you've accomplished anything you set out to do when you started? Do you find more and more days are disappearing like this while you feel like you live at work?

While we can't often change the work we have to do, we can make changes to how we do the work and how we let it affect us. In Lean for Administrative Professional's we'll review the little ways people work that eat up small chunks of time or create mental distractions causing us to be less effective than we could be. These little mental interruptions create stress, inefficiency, and can be overall defeating to a positive attitude. Learning how to Lean or eliminate waste can be just the trick you've been looking for to take your productivity and peace of mind to the next level.

4/15/21
Breakout 1
9:00 am – 10:00 am

Refresh- A Stress Busting Session

Ashley Kuemper

Come ready to relax. In this no PowerPoint, immersive session, you will get a chance to experience multiple stress management techniques in an active format. Afterward, we will have an open format discussion on each of the techniques and learn how to apply them in daily life. You will leave this session feeling more relaxed than when you came and you will be equipped with the skills to help you manage your stress.

4/15/21
Breakout 2
10:15 am – 11:15 am

Technology and Tips for Teleworking

Tricia Olinger

Have you added a home office to your laundry room? Do you find yourself thinking about the sink of dirty dishes while trying to answer e-mails? Are cats walking across your keyboard? If so, you will want to attend this session. Focusing on the adage of balancing work and family we will discuss strategies to not only survive teleworking but to thrive in it.

<p>4/15/21 Breakout 3 11:30 am – 12:30 pm</p> <p>Find Your Third Place: Chasing "Work/Life Balance" During the Madness James Robilotta</p>	<p>Hold the eye rolls, this is a conversation about balance that is both realistic and worthwhile! The truth is, work cannot run our lives AND work is not the only source of our balance issues. In this session James offers an alternative to traditional methods (things like, find one hour of your week and hold it sacred) and, instead, uses the "Third Place Principle" as a way for us to gain more control and purpose. We all crave more balance, and this introspective session will help audiences understand how a Third Place can add more stability at work and home, create more impactful stories, and, most importantly, generate a more fulfilling life.</p>
<p>4/16/21 Breakout 1 9:00 am – 10:00 am</p> <p>The Value of Learning Tricia Olinger & Tara Hammill</p>	<p>How many days in the last week have you learned a new skill or some type of knowledge? For many, the answer would be most days. In this session you will learn (yes, another learning opportunity...) how to harness that learning to use as a tool for advancement or even college credit! We will discuss different types of learning, how to document that learning, and ways to demonstrate mastery of the skills or content learned.</p>
<p>4/16/21 Breakout 2 2:00 pm – 3:15 pm</p> <p>Outlook Tips and Tricks Dennis Kronebusch</p>	<p>We know how to send email and the basic tasks in Microsoft Outlook. This presentation will introduce productivity features that you not be aware of using in your daily use of Outlook. Attendees will be able to take away a new appreciation of some of the features available in Outlook and increase your personal workflow of communication in your job.</p>

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Registration Form

Registration Deadline is 4/7/2021

\$99/person or \$79/person if registered by 3/12/21

- To pay with credit card, please register online at:
https://mnscu.rschooltoday.com/public/costoption/class_id/185667/public/1/sp/
- To be invoiced for payment fill out the form below and email to workforceeducation@rctc.edu or fax to 507-280-3168 and our office will send you an invoice – Please fill out the company billing section.

Name:	(Last)	(First)	(M.I.)
Social Security Number: <small>Not required, for identification only</small>		<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth:
Home Address:		Apt/Unit #:	PO Box #:
City, State, Zip:		Phone:	
E-mail Address:		<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
		Alt. Phone:	
Dietary Needs:		<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Payment Required At Time Of Registration (does not qualify for financial aid)			
Student Signature:		Date:	
Verification from Employer: Send a letter, email (workforceeducation@rctc.edu), or fax (507-280-3168) to authorize invoicing for the class			
<input type="checkbox"/> Check #:	Mail registrations with check payment to: RCTC c/o Business & Workforce Education - 851 30th Ave SE - Rochester, MN 55904		
<input type="checkbox"/> Company Billing	Attn:	PO/Voucher #:	
Company Name:		Work Phone:	
Company Address:		City, State, Zip:	