

## 2024 ADMINISTRATIVE PROFESSIONALS CONFERENCE

# THE ADMINISTRATIVE CONNECTOR: NURTURING HOLISTIC EXCELLENCE

Empowering Administrative Professionals  
for Balanced Success

**INFO &  
REGISTRATION**



**WWW.RCTCBWE.COM**  
**507-280-3157**



RCTC Heintz Center  
1926 Collegeview Road SE Rochester

**APRIL 24**

**8:00AM-  
3:30PM**

**\$165**



**MINNESOTA STATE**

*Rochester Community and Technical College,  
A member of Minnesota State*

# 2024 ADMINISTRATIVE PROFESSIONALS CONFERENCE

## THE ADMINISTRATIVE CONNECTOR: NURTURING HOLISTIC EXCELLENCE *"Empowering Administrative Professionals for Balanced Success"*

In today's dynamic work environments, administrative professionals are the backbone of organizational efficiency. To thrive in their roles and achieve sustainable success, it's crucial for them to adopt a holistic approach that integrates personal well-being and leadership excellence.

By embracing a holistic approach to work, administrative professionals can unlock their full potential, foster meaningful connections, and drive positive change within their organizations. "The Administrative Connector: Nurturing Holistic Excellence" empowers attendees to thrive personally and professionally, ultimately enhancing organizational effectiveness and success.

Two different tracks will be offered for breakout sessions:

- **Well-Being:** Different ways to understand how our bodies and minds perform optimally and ways to curb stress.
- **Organizational Excellence:** Leadership is a constant and not something dictated by role or title.

**Keynote Speakers:** Tawonda Burks and Christine Bright

**Breakout Session Speakers:** Stephanie Bohlman, Kristi Ackley, Bethany von Steinbergs, Ayodeji Oyebola, Maria Serbus

Fee includes breakfast, lunch and snack.

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### REGISTRATION



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### QUESTIONS

507-280-3157

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8:00 - 8:30	Registration and Breakfast	
8:30 - 8:45	Welcome	
8:45 - 9:45	Keynote "Purpose, Pitfalls and Pathways" with Tawonda Burks	
9:45 - 10:00	Break	
10:00 - 11:00	"Yeah, no. How to set boundaries and not get fired." with Stephanie Bohlman	"Discovering Our Innate Potential" with Bethany von Steinbergs
11:00 - 11:15	Break	
11:15 - 12:15	"Yeah, no. How to set boundaries and not get fired." with Stephanie Bohlman	"Calm the Chaos: Tools for Stress Management in Daily Life" with Maria Serbus
12:15 - 1:15	Lunch	
1:15 - 2:15	"Embracing Genuine Gratitude: A Practical Guide for Administrative Professionals" with Kristi Ackley	"Leadership: Your Move" with Ayodeji Oyebola
2:15 - 2:30	Break	
2:30 - 3:15	Keynote "Bubble Baths to Brain Hygiene: Healing and thriving with a brain-based approach" with Christine Bright	
3:15 - 3:30	Closing Remarks	

Green = Well-Being Track

Blue = Organizational Leadership Track

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## SESSION DESCRIPTIONS

### **“Purpose, Pitfalls and Pathways” with Tawonda Burks**

Tawonda will discuss the purpose of being intentional, pitfalls that may challenge us and pathways to overcome.

### **“Yeah, no. How to set boundaries and not get fired.” with Stephanie Bohlman**

Burnout is a symptom of unfair labor practices. Yet, saying no at work is terrifying. In this interactive workshop you will learn how to spot burnout, how to set boundaries at work, and how to say no. You will work on a values based project to learn about your current work habits. You will take home boundary setting tools that you can begin implementing right away. Self-care is more than just a day at the spa.

### **“Discovering Our Innate Potential” with Bethany von Steinbergs**

During this empowering session, participants will be encouraged to find meaning and purpose from the discovery of their own uniqueness. Self-awareness and self-empowerment are foundational components to personal and professional success. Participants will be challenged to do deeper exploration into “what is right about them” through the educational and motivational content delivered by the presenter and brief conversations they will have with one another throughout the workshop.

### **“Calm the Chaos: Tools for Stress Management in Daily Life” with Maria Serbus**

Maria will lead the group through stress management techniques that you can use in everyday routines to manage stress, and find more joy & calm. This interactive workshop will allow you to reconnect with your body’s stress signals and use it to use a mindbody tool to ground & center. Learn how stress is impacting your body and feel empowered you can do something to manage and return to balance!

### **“Embracing Genuine Gratitude: A Practical Guide for Administrative Professionals” with Kristi Ackley**

In this session, we delve into the science of gratitude tailored specifically for administrative professionals. Join us as we explore how to authentically lean into the “gratitude trend” without it feeling fake, forced, or entangled in toxic positivity. Discover the art of starting and maintaining a genuine gratitude journal, exploring the profound connection between mind and body when you opt for the traditional method of journaling by hand. Learn the subtle yet transformative effects of this practice on your overall well-being and productivity. Furthermore, we’ll discuss the tangible shift in workplace engagement that occurs when professionals incorporate the “3 good things” reflection into their end-of-day routine. Explore practical strategies to infuse positivity and mindfulness into your daily work life, enhancing productivity and fostering a more fulfilling professional environment. Join us for an insightful session filled with actionable tips and meaningful discussions, and embark on a journey towards embracing gratitude in its purest form.



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## SESSION DESCRIPTIONS

### **“Leadership: Your Move” with Ayodeji Oyebola**

Everyone is a leader, but few are in leadership positions, and even fewer understand their leadership responsibilities. This session will provide participants with some insights into individual roles in ensuring organizational excellence. The session will also help participants reflect on their roles as leaders in their jobs and personal lives.

### **“Bubble Baths to Brain Hygiene: Healing and thriving with a brain-based approach” with Christine Bright**

Today, you learned all sorts of incredible ways to take care of yourselves. Let's reflect on how all of these practices can help us heal and thrive in workplaces and beyond. We will learn about how brains develop and work, reflect on how today's sessions help us keep access to all parts of our brains, and understand how doing this work in community can amplify the impacts for you and others.

## SPEAKERS



### **Ayodeji Oyebola with Emmright Consulting**

Ayodeji Oyebola is the founder of Emmright Business Management and Consulting Services, a company that focuses on enhancing individual and organizational capabilities as well as improving community outcomes. Ayo holds a Doctor of Education in Leadership from Saint Mary's University of Minnesota and is skilled in strategic planning, leadership development, organizational development, etc.



### **Bethany von Steinbergs with Flourish Consulting LLC**

Bethany von Steinbergs is the founder of Flourish Consulting LLC, a boutique consulting firm dedicated to engaging and developing talent within organizations. She has 22 years of experience using the CliftonStrengths® tool as a means for understanding and unlocking human potential.



### **Christine Bright with Center for Healing and Justice Through Sport**

Christine likes to learn and draw connections between the things she learns. She has worked in sport, especially the intersection of sport, racial equity and gender equity for many years and loves to use those things along with her knowledge of the brain to help change systems to work for more people.

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## SPEAKERS



### **Kristi Ackley with Growth By Design**

Kristi is a Partner with Growth By Design, an NLP Practitioner, Navy veteran, and travel enthusiast. You can read her whole bio at [designgrowlead.com/whoweare](https://designgrowlead.com/whoweare)



### **Maria Serbus with Maria Serbus LLC**

Maria Serbus is a coach, consultant, speaker & the host of the Unleash Your Potential Podcast. Maria's mission is to support high achievers overcome overwhelm & self doubt through mind-body practices to embrace unshakeable confidence & create a life they love.



### **Stephanie Bohlman with Bohlman Consulting LLC**

Dr. Stephanie Bohlman is a critical scholar who studies communicating across differences and the interplay of power, privilege, and oppression. She is also the founder of Bohlman Consulting LLC which serves people and organizations who are ready to dismantle systems in order to rebuild equitable organizations for all. Dr. Bohlman currently works at Winona State University as the Director in the Center for Student Success.



### **Tawonda Burks with ELOCINA**

Tawonda serves as Director of Rochester Area Economic Development, Inc (RAEDI), reinforcing her leadership and expertise in operations and small business ownership. Tawonda, an passionate entrepreneur and leader of ELOCINA has been enhancing small businesses with management, consulting and educational services since 2012. She's academically accomplished with a BS in Business Administration, an MBA, and is advancing her education with an doctorate degree in Educational Leadership. Her dedication to community and professional development is strong through her active board memberships and commitment to continuous learning. By tapping into networking, she stay connected to business trends, nurturing a supportive environment for entrepreneurs and strengthening the entrepreneurial community. Her personal mission is to spread financial literacy, empowering individuals with knowledge to make informed economic decisions.