

Wednesday
April 19th, 2023

Registration 8:00am-8:30am
8:30am-4:00pm

5.5 Contact Hours

NEW LOCATION
Empire Events Center
Rochester, MN



ADMINISTRATIVE PROFESSIONALS' CONFERENCE "The Evolving Assistant"

Administrative Professionals' Conference: The Evolving Assistant is created to celebrate the assistant 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 conference will provide you an opportunity to network with other professionals while attending educational sessions that relate directly to your position.

OPENING KEYNOTE: Kathy Kasten

Success Architects, Team Cornerstones-Today We Celebrate You!

CLOSING KEYNOTE: Jason Hunt

Becoming a Person of Influence

BREAKOUT SESSIONS: Lost in Translation?...Open the Door to Great Conversations: How Different Types of People Communicate with Each Other; SMART (Stress Management and Resiliency Training); Building a Trauma Informed Workplace; Doing More in Zoom and Microsoft Teams; Learn calming, mind clearing, Samadhi meditation; Exploring Google Workspace



WWW.RCTC.EDU/WORKFORCE
851 30th Avenue SE | Rochester MN 55904 | 507-280-3157



Early Bird: \$139
(Jan 12th-Mar 7th)

Regular: \$149
(Mar 8th-April 12th)

Includes
Breakfast/Lunch/Snacks

Agenda

Wednesday, April 19th, 2023

8:00 am – 8:30 am	Registration/Breakfast/Networking	
8:30 am – 8:35 am	Welcome/Opening Remarks Grand A	<i>Kristi Kiehne, Conference Host-RCTC</i>
8:35 am – 9:45 am	<i>Opening Keynote</i> Grand A	Success Architects, Team Cornerstones – Today We Celebrate You! Kathy Kasten
9:45 am – 10:00 am	Break/Networking	
	Breakout Session 1	
	Grand A	Grand C
10:00 am – 11:00 am	<i>Lost in Translation?...Open the Door to Great Conversations: How Different Types of People Communicate with Each Other</i> Kathy Kasten	<i>SMART (Stress Management and Resiliency Training)</i> Pam Whitfield
11:00 am – 11:15 am	Break/Networking	
	Breakout Session 2	
	Grand A	Grand C
11:15 am – 12:15 pm	<i>Building a Trauma Informed Workplace</i> Terri Allred	<i>Doing More in Zoom and Microsoft Teams</i> Shawn Martin
12:15 pm – 1:15 pm	Lunch/Networking	

Breakout Session 3		
	Grand A	Grand C
1:15 pm – 2:15 pm	<i>Learn calming, mind clearing, Samadhi meditation</i> Steve Troutman	<i>Exploring Google Workspace</i> Dennis Kronebusch
2:15 pm – 2:30 pm	<i>Break/Networking/Snack</i>	
2:30 pm – 3:45 pm	<i>Closing Keynote Grand A</i>	<i>Becoming a Person of Influence</i> Jason Hunt
3:45 pm – 4:00 pm	Closing Remarks	<i>Kristi Kiehne, Conference Host-RCTC</i>

Session Overview	
Opening Keynote 8:35 am – 9:45 am Success Architects, Team Cornerstones – Today We Celebrate You! Kathy Kasten	<p>Description: You are on the front line for others every day. You get things done so big and little moments can happen. People interactions, technology, organizational skills, research, conflict resolution and many other areas are a part of your job.</p> <p>With such a vital role to play, how do you also create a space for respect, realistic expectations, work/life balance, networking, time management, training, compensation discussions, goals, recharge time, and career planning?</p> <p>Join Kathy for a fun and interactive session that will help you clarify some of your biggest needs and create small next steps to help you prioritize, set boundaries, build even better relationships, and create positive transformational results. Are you ready for more joy and fulfillment while serving others?</p>

<p>Breakout 1 10:00 am – 11:00 am</p> <p>Lost in Translation?...Open the Door to Great Conversations: How Different Types of People Communicate with Each Other</p> <p>Kathy Kasten</p>	<p>Description: Are you ready to lower stress and improve productivity? Do you want to learn to interact more effectively with different personality types? Are you ready to understand yourself and others better?</p> <p>Join bestselling, award-winning author, Kathy Kasten – CEO and Founder of Lion Crest Leadership, for an interactive experience that will demonstrate the importance of learning why people communicate the way they do. When you recognize and adapt to others, you bridge the gap between communication and connection. This is a secret key to success in life, business, and relationships. Experience for yourself why Kathy’s clients rave about this amazing tool!</p>
<p>Breakout 1 10:00 am – 11:00 am</p> <p>SMART (Stress Management and Resiliency Training)</p> <p>Pam Whitfield</p>	<p>Description: Learn tools and tips to manage stress and increase resilience in your daily life. Pam will explain the science behind stress and resilience, then teach five simple techniques based in neuroscience and mindfulness research from Dr. Amit Sood of the Mayo Clinic.</p> <p>Each core practice is designed to take only 2-3 minutes of your time each day, but it will shift your mindset and improve relationships. Your brain is your most valuable real estate, so let’s learn how to spend more time in your mind’s penthouse and less time in the basement.</p>
<p>Breakout 2 – Business Acumen 11:15 am – 12:15 pm</p> <p>Building a Trauma Informed Workplace</p> <p>Terri Allred</p>	<p>Description: Acknowledging and effectively intervening in stress and trauma builds a resilient workforce better able to manage crisis in our lives, organization, and community. For this reason, it is important to develop a trauma-informed workplace and leaders who understand the role of trauma in the complex ecosystem of their workforce.</p> <p>In this workshop, participants will learn what it means to be a trauma-informed workplace and how to be a trauma-informed leader. These principles are applicable to any size or type of organization and create a strengths-based framework grounded in the understanding of and response to the impact of trauma to approach relationships.</p> <p>Additionally, participants will also learn some strategies for managing their own experiences of stress and trauma and explore how colleagues can better support others during times of stress and trauma.</p>

<p>Breakout 2 11:15 am – 12:15 pm</p> <p>Doing More in Zoom and Microsoft Teams</p> <p>Shawn Martin</p>	<p>Description: There's more to Zoom and Teams than telling someone "You're muted." Workspaces, chat, and file sharing are all tools you can use to enhance your online collaboration. In this session, you'll see how you can use these as well as implementing Channels and adding Apps to centralize your team's work, eliminate issues with document versioning, increase your efficiency, and collaborate with people throughout your organization.</p>
<p>Breakout 3 1:15 pm – 2:15 pm</p> <p>Learn calming, mind clearing, Samadhi meditation</p> <p>Steve Troutman</p>	<p>Description: Mindful guided meditation (Vipassana) is very popular and effective, however, calming meditation (Samadhi) is also very effective. In this "how to" session you will learn basics and some best practices of the ancient Samadhi meditation approach, including techniques for dealing with "monkey mind" interruptions. We will take time to meditate and practice what you have learned.</p>
<p>Breakout 3 1:15 pm – 2:15 pm</p> <p>Exploring Google Workspace</p> <p>Dennis Kronebusch</p>	<p>Description: In this Google Workspace training, you will learn about the many free apps (Gmail, Docs, Sheets, Slides, Drive, Contacts, Calendar, and more) that Google makes available on the web and how to put them to work for business, hobbies, and personal projects. You will get an overview of the most popular Google apps and how they fit together to support each other and make things easier for you—from sending email messages to creating business and personal documents to sharing files and more.</p>
<p>Closing Keynote 2:30 pm – 3:45 pm</p> <p>Becoming a Person of Influence</p> <p>Jason Hunt</p>	<p>Description: We all want to live lives that matter, but just how do we make a positive difference? Some believe that you must have an impressive title to do so, but that is a mistake. The best leaders recognize that no matter where you are in the organization, you have influence - and intentionally using that influence to make a positive difference makes you a leader. This is a highly engaging and powerful session on leadership, breaking this complicated subject down into four simple components: A heart that cares, a head that connects, hands that collaborate, and feet that show courage. Whatever your vocation or aspiration, master these four and watch your influence lead to a greater positive impact in the lives of others — at home, at work, and in every other area of life.</p>

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Registration Form

Registration Deadline is 4/12/23

- To pay with credit card, please register online at:
https://mnsu.rschoolday.com/public/getclass/category_id/394/program_id/52/subcategory_id/1776
- To be invoiced for payment:
Fill out the form below and email to Kristi.Kiehne@rctc.edu and our office will send you an invoice (Please complete

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:			
Dietary Needs: _____			
Payment Required At Time Of Registration (does not qualify for financial aid)			
Signature:		Date:	
Cancellation Policy-NO refunds will be provided			
Verification from Employer: Send a letter, email (Kristi.Kiehne@rctc.edu) 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 Box 50 - Rochester, MN 55904	
<input type="checkbox"/>	Company Billing	Attn:	PO/Voucher #:
	Company Name:		Work Phone:
	Company Address:		City, State, Zip:

the company billing section).