



*Go from Good to Great and
Make an Investment in **YOURSELF!***

at the

2009 Southwest Area Professional Days

*Providing Professional Development
Opportunities for the
Educational Office Professional*



November 13-15, 2009

San Mateo Marriott

Located five minutes from the San Francisco International Airport



IMPORTANT DETAILS

Dates

November 13-15, 2009

Location

San Mateo Marriott Hotel

1770 South Amphlett Blvd.
San Mateo, CA 94402

For Reservations,
Call 1-650-653-6000
Or Register Online at
<http://www.marriott.com>

Room Rates:

Regular Room: \$89.00 + Taxes,
Single or Double Occupancy
Group Code: naenaea
Jr. Suite: \$109.00 + Taxes
Single or Double Occupancy
Group Code: naenae

Reduced Parking Rates

**Free Shuttle from
SF Airport or Amtrak**

**Conference Registration
Includes:**

All workshop materials

Meals (Continental Breakfast and
Lunch on Saturday and
Sunday Brunch)

Networking opportunities with
educational office professionals from all
over the United States

SCHEDULE OF ACTIVITIES

REGISTRATION

Open 3:00—6:00 pm: Friday, November 13
7:30—8:15 am: Saturday, November 14

CONFERENCE SCHEDULE

Friday, November 13, 2009

6:00 pm—10:00 pm
**SAN FRANCISCO'S PREMIER BAY ATTRACTION
PIER 39**
(Cost is not included with conference registration)
Join us for an evening of fun—Roundtrip transportation available.
See additional information on adjoining page

Saturday, November 14, 2009

8:30 am—9:00 am, Opening Presentation

9:00 am—10:00 am
**“HOW TO THRIVE WHEN YOU’RE BOMBARDED,
BROKEN AND READY TO BAIL OUT”**
Presenter: Dr. Arlene Kaiser
Educator and Nationally Recognized Speaker
Arlene Kaiser Productions

10:15 am—12 Noon *and*
1:30 pm—4:00 pm

**“SELF DISCOVERY—UNDERSTANDING
YOURSELF AND OTHERS”**
Presenter: Michael Vantrease
Senior Vice President, Learning and Development
Bank of the West

12:00 Noon—1:15 pm: Luncheon

“RECOGNIZING EXCELLENCE”
Luncheon program with a special focus on the excellence in
each of us. Learn more about networking and discovering
more about making the investment in our own personal and
professional development.
Win special prizes and have a great time too!

Sunday, November 15, 2009

8:30 am—11:45 am, General Session
“HUMOR IN THE WORKPLACE”
Presenter: Linda Sockwell, CEO
Executive Assistant, Westwood Jr. High School, Frisco, Texas

HOT Topics Headline Workshops

“HOW TO THRIVE WHEN YOU’RE BOMBARDED, BROKEN AND READY TO BAIL OUT”

Presenter: Dr. Arlene Kaiser, Arlene Kaiser Productions

We are in the midst of discouraging and challenging times. If ever there was a time needed for hope, it is now. This presentation gives practical and simple strategies to thrive. Arlene Kaiser will share her experience of wanting to bail as a teacher and administrator, and how she turned the negatives into positives through a five-step process. The content is rich, and Arlene is a master at involving her audience through her enthusiastic approach.



SELF-DISCOVERY: UNDERSTANDING YOURSELF AND OTHERS

Presenter: Michael Vantrease

Senior Vice President, Learning and Development, Bank of the West

Participants in this workshop will explore their own personality preferences in order to understand their own and other people’s perspectives. There are four primary ways people differ from each other—our “mental preferences” - including Sensing, Intuition, Thinking and Feeling. The workshop is based on the work done in temperament and motivation by David Keirsey (Co-author of *Please Understand Me*) and recent developments based on the work of Carl Jung and Isabel Myers.

This workshop will include completion of the Myers-Briggs Type Indicator (MBTI) questionnaire, one of the most widely used personality instruments.

“Whatever the circumstances of your life, the understanding of type can make your perceptions clearer, your judgments sounder, and your life closer to your heart’s desire.” Isabel Briggs Myers



Special Friday Night Tour Invitation



Join us for an evening of fun at the LEGENDARY PIER 39

There is something for everyone at PIER 39, San Francisco's Premier Bay Attraction, a festival marketplace with more than 110 stores, 12 Bay view restaurants, and a variety of fun-filled attractions for all ages including, our world-renowned sea lions, street performers and live daily entertainment. Attendees will have plenty of time for sightseeing, dinner and shopping. Roundtrip transportation will be available for \$20 and will pickup and return to the hotel

HUMOR IN THE WORKPLACE

*Presenter: Linda Sockwell, CEO
(Texas) NAEOP Past
President and
nationally recognized
workshop presenter*



What a great way to conclude our professional development days—with laughter & learning. This interactive exciting session will show us how humor can put an appealing polish on our professional presence. Also learn how to win the respect of your co-workers and develop the confidence that comes from knowing how to put other people at ease.

Conference Registration Form

National Association of Educational Office Professionals (NAEOP)

Southwest Area Professional Development Days

November 13-15, 2009 * San Mateo Marriott

Name: _____

School or School District: _____ Job Title: _____

Mailing address: _____ Zip: _____

Daytime Telephone: (____) _____ Cell Phone: (____) _____ FAX: (____) _____

E-mail address: _____

Special Friday Night Tour:

Tour to Pier 39 (Roundtrip transportation) \$ 20.00 _____

Conference Registration:

(Includes full conference registration, all conference materials, and the following meals: continental breakfast and lunch on Saturday, and Sunday Brunch)

NAEOP Member: Early Bird Registration Received On or Before September 15th \$ 109.00 _____
NAEOP # _____

NAEOP Member: Registration Received After September 15th \$ 119.00 _____
NAEOP # _____

Retiree Registration: \$ 109.00 _____

Non-NAEOP Member: \$ 154.00 _____
Non-NAEOP Member registration also includes one-year membership in NAEOP

Additional Guest Meals:

Saturday Lunch _____ @ \$ 35.00 _____

Sunday Brunch _____ @ \$ 35.00 _____

TOTAL ENCLOSED: Please make check payable to: SWAPDD \$ _____

Is this your first NAEOP Inservice/Workshop? [] YES [] NO

Are you a NAEOP Member? [] YES [] NO

Do you have any special dietary needs? [] YES [] NO

If yes, please specify: _____

*National Association of
Educational Office Professionals (NAEOP)
MISSION STATEMENT*

The mission of the National Association of Educational Office Professionals, the only national professional association for educational office personnel, is to provide professional growth opportunities, leadership, and service for employees in education through a specifically-designed certification program, quality training, a network for sharing information and ideas, recognition of achievements and fellowship.

Disclaimer Statement: The use of the name/logo of the National Association of Educational Office Professionals (NAEOP) pertains to the endorsement of the curriculum and training materials only. NAEOP does not endorse any other curricular/administrative decision for the program.



How to Register for Conference

Complete this Registration Form and mail a copy to the conference registrar listed below.

Make your check payable to SWAPDD:

Kathryn Miller
SWAPDD Registrar
2733 Hempstead Lane; Bakersfield, CA 93309
Work: (661) 861-5250 Home: (661) 835-7946
Email: kamiller@kern.org

Still have questions?

Darrin Reed
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