

**Jill Averyhart, CEOE
President**

Aspiring Board Members- What is being in an AEOP leadership position all about? Maybe you think you don't have the time to run for an elected or appointed position in your association(s) right now. Maybe you want to know the responsibilities of a position before speaking up and throwing your hat into the ring. Come join us for an interactive workshop to discuss strategic planning, communication, creative problem solving and leadership aspirations.

Infographics for Everyone! - Did you know 70% of all your sensory receptors are in your eye? People remember 10% of what they hear, 20% of what they read and a whopping 80% of what they see and do! This is why infographics can be a great tool for everyone. They are easy to digest, fun to share and extremely engaging. Find out how you can use Infographics.

Cross the Line – It begins with the premise: “With everything, there's a line. On one side of the line is a greater chance to make good things happen (better results, better relationships, more opportunities). On the other side, there's less of a chance. And with each line, you have a choice. You want to cross the line, or you don't. You want that better chance at making good things happen (meaningful things) or you settle with the lesser chance. Your choice.” This presentation outlines the 3 common challenges to crossing the line (the obstacles, the people, the work) and the 4 ways to overcome those challenges (choose to commit, work hard, focus, be resilient).

Are You Really Listening? - Listening is one of the most important skills you can have. How well you listen has a major impact on your job effectiveness, and on the quality of your relationships with others. Given all the listening we do, you would think we'd be good at it, but research suggests we only remember between 35-50 percent of what we hear. Clearly, listening is a skill we can all benefit from improving. By becoming a better listener, you can improve your productivity, as well as your ability to influence and persuade. What's more, you'll avoid conflict and misunderstandings. All of these are necessary for workplace success!

**Mary Guest, CEOE
President Elect**

Another Meeting? Please don't waste my time! - Learn to facilitate effective meetings through process and people management. This session will give you the tools to chair meetings with confidence. Learn the 7 basic motions that will get you through 99% of your meetings. At the completion of this session, you will know how to structure your meetings to honor the time and energy of your members.

Emotional Intelligence = Success -What is that one intangible thing that can help you be successful in both your professional and personal relationships? Most likely, it is emotional intelligence. This session will define E.I., examine the four abilities that constitute E.I., and help you understand how you can improve your E.I. and become a star performer. It isn't so much your I.Q. that makes you successful, but it's your E.Q.!

Leadership or Followership – Which is it? - In recent years, leadership has been defined by many as a relationship of influence. To have a relationship, there must be at least two parties

involved, in this case, leaders and followers. Leaders cannot lead if no one is following. In this session, you will discover what type of follower you are, and how important your influence is as a member. The power of your influence can determine the success, or failure, of your team or organization.

**Paula Rosenberger, CEOE Vice
President**

Follow Your Career Path - 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 zero's \$\$ 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 to make your dreams come true?

**Charlotte Zeller
Secretary/Treasurer**

How to Think Like Leonardo da Vinci, Seven Steps to Genius Every Day - Each person is born with the potential to develop multiple talents, loves, and abilities so that we can evolve in every aspect of our lives. This concept shows how IQ is a number on a scale and that an excess of information doesn't equal knowledge nor can it replace experience. Everyone can find the capabilities inside themselves to utilize their "genius" every day. This interactive session provides opportunities to awaken the creative juices inside each participant.

**Susan Belliston, CEOE
Immediate Past President**

Service with a Smile - In our school offices we communicate through many avenues: in person, on the phone and the written word. The way we greet and fulfill daily service requests can and will impact outcomes either in a positive or negative way. In this presentation we will explore various ways, both orally and in written format, that will help you deliver excellent customer service.

Internet Safety -- Internet safety is becoming more important to each of us individually at home and in our workplace. We will discuss various safety practices and resources for safety while using the internet and email.

**Georgette Council, CEOE
Mid Atlantic Area Director**

The Winds of Change - Accepting that change is inevitable is one of the first steps to daily happiness. Acceptance, combined with a positive attitude, make change and transition easier to deal with. There are many opportunities that present themselves as a result of changes in our

lives. Finding that opportunity amongst the challenge is the key. In this session you will learn how to consciously embrace change.

Effective Gatekeeping for the Office Professional - This presentation provides useful information for office professionals who serve as gatekeepers for their supervisors. Information on effective and efficient ways to protect the time and reputation of the supervisor will be shared. Attendees will come away with tools and resources for building appropriate relationships based on mutual respect and trust and will have the opportunity to share best practices for serving on the "front lines."

Dena Henricks, CEOE
North Central Area Director

Mindsets: Growth vs. Fixed - We will discuss the differences between growth and fixed mindsets and how that affects who we are today. We all have a little of both mindsets and we will explore how each one plays a role in our personal and professional lives.

Bonnie Miller, CEOE
Northeast Area Director

Time Saving Tips – Microsoft Word, Excel and Outlook - Who doesn't want to be efficient and develop a stylish document? Ever wonder what all those "paste" options really do in Microsoft Word? Curious why your exported Excel document formulas are not converting properly? Do you have standing meetings and are not able to schedule them with the reoccurring feature in Outlook, because they are not in a sequential order? Frustrated and tired of scheduling them one at a time? Than this session is for you. During this session, you will be provided with instructions and guidance on many helpful hints to enable you to edit documents quickly, update formulas in a jiff and schedule meetings in a flash. Quick reference handouts provided during this session. Computers are recommended for attendees, but not mandatory.

To Do List - #1 – Take Care of S.E.L.F. - According to a national survey on anxiety in the workplace, 79 percent of workers in the United States suffer from stress and anxiety daily. More than half reported that stress and anxiety most often affects their performance at work, relationships with coworkers, and their quality of work. We've all been stressed out at work or know someone that is. Whether it's the pressure to take on added responsibility and extra jobs, work long hours on a project that's due or a situation in our personal lives - we've all felt the weightiness of stress. We all need to find ways to reduce stress to maintain our health, so the workplace can be more efficient and productive. This session will provide a framework useful in warding off the negative effects of chronic exposure to stress. Participants will be provided with useful tools and resources such as the S.E.L.F. Structure, Safety Plan and Personal Care Plan.

Dante's Devil – Break Free - We want success, but then we get in our own way and success slips away from us. Over and over, we sabotage ourselves. How can we break free from the cycle? Based on a book written by Rev. Dr. David von Schlichten, D. Min., Ph.D., and his many years of experience as a pastor, teacher, writer, and father, this session provides a simple, basic, down-to-earth, inspiring and just plain common sense about how to break free from our selfmade

prisons. This session will provide a guide on how to obtain greater freedom, success, happiness and “what is really important – YOU!” As quoted by Dr. von Schlichten “Believe me, you will do yourself, your loved ones, and the world a favor if you take time to take care of yourself. Dare to be a little-selfish and feel no guilt!” Come join me as I guide you through ways to Break Free from self prisons!

Why Mindfulness Matters! - You have heard Mindfulness is important, but what does it really mean? Mindfulness is being “in the now” and focusing on what is happening in any given moment, including how you feel. The reason this is so important is because most of us spend a lot of our time thinking either about the past or the future. In other words we reflect on what has already happened or what might be coming up. Mindfulness helps you enjoy life in every way and when you are mindful you can appreciate everything more. It gives you the ability to understand yourself better, including emotionally, and to change unhelpful patterns of behavior into useful ones. We will explore mindfulness together and I will share tips on how to be in the “moment.” Mindfulness matters!

Amey Tamagni, CEOE
Northwest Area Director

Demystifying the PSP Process as a PSP Chair - Does the PSP application process seem overwhelming? By putting simple systems in place with your association, applicants and the National Registrar, the process can become smooth, seamless and a great way to harbor positive social interactions with your members. Yes, it can be done! Come and find out how.

Section 504; Access for all Students - Section 504 of the 1973 Rehabilitation Act, as amended, is a civil rights law that prohibits discrimination on the basis of disability. This law applies to public elementary and secondary schools, among other entities. What does this mean for your school? Who is eligible for a 504 secondary schools, among other entities. What does this mean for your school? Who is eligible for a 504 advantage? 504 is not the same as Special Education. Come and learn the differences.

Sue Hand, CEOE
South Central Area Director

Change is Good...You Go First - Mindset controls everything. Do you have the Right Attitude essential to successful change?

Malinda Larey, CEOE
Southeast Area Director

Life is a Highway - Our lives are a series of choices which determine our lives as an adult. Which road do we take? Do we follow the easy path or break out of our comfort zones and go cross country? How do we handle the pot holes along life's highway? Are we watching for ways to fill in the gaps? Join the journey as we learn to navigate the road to contentment and

acceptance in our lives. Learn to make choices that will lead you to a better place and more peaceful place.

Teresa Himmelberger, CEOE
Southwest Area Director

Bridging the Communication Gap - As you begin a new position, or transition to a new one, what are some of the most important things you can do to start the job off right? It seems like such a simple question with a very simple answer. Sadly, communication can break down from the very beginning if you do not have a list of items or information to talk about. Let's explore what an important list would look like.

Pam Sherts, CEOE
Education Partners Council Chairman

The Power of Positivity in the Workplace - Taking an active role to encourage a more positive workplace can prove to be a worthy investment of time and energy. Keep in mind it only requires a single person to provide the "spark" to start the movement toward change within your environment. This workshop addresses how you can be the catalyst for change in your educational organization.

Lisa McLaen, CEOE
Elementary Council Chairman

The Ways and the Means - Learn how establishing your systems and procedures will build credibility, career value, and consistency of customer support. This presentation will outline the steps needed in developing efficient systems and procedures and provides recommendations for documentation.

Beth Heyden, CEOE
High School/Career Technical Education Council Chairman

Google Apps & Extensions for Work - Through Google Chrome and Google Suite applications there are several different additional apps and extensions that can be used in conjunction with one another. From keeping with your district or organizations brand colors to using Google's version of mail merge there are many apps and extensions that can make your work life easier inside the world of Google. This presentation can be adapted to a short quick guide to a more indepth hands-on session.

Up Your PR Game - Get away from flyers or posters made in Word or Docs. Learn how to utilize various website applications that are available to you. Create eye catching flyers, posters and social media posts from your computer or mobile device to help you stand out.

Sharon Mena, CEOE
Higher Education Council Chairman

Creating an Event to be Remembered (Event Planning) - This presentation offers practical advice to create an exceptional event that is sure to be remembered. Learn how to plan from start to finish with timelines, checklists, and suggestions to take your event to the next level. Whether you are planning a luncheon or a workshop, learn what you can do to create a memorable experience for everyone.

The Paraprofessionals' Role in Student Success - This presentation examines the role the paraprofessional plays in students' success.

Brenda Spieker, CEOE
Middle School/Jr. High School Council Chairman

Kindness: Got some? Find some? - Learning to be kind in our everyday interactions at school, home and our community. This presentation will look at making a difference in our actions through kindness. There will be learning by an on-line presentation and interactive hands on activities.

Be a member! - Learn how to play an active role in your local, state and national office professional associations. Learn how to sign up, meet people and network. Learn what can motivate you to stay involved by having fun, programs to earn you more money and personal satisfaction. I will share an article I wrote about being a member.

Chandra Rozier, CEOE
Administrative Council Chairman

I Am A Survivor, Professionally - Participants will hear of ways to survive as an Educational Office Professional, by participating in group scenarios and discussions. The topics of surviving will be: 1.) Skills to survive multiple tasking, 2.) How to survive with limited supervision and 3.) Surviving the physical demands of your working environment. Each participant will make a take away survivor kit.