Enlighten

A UNIQUE VIRTUAL EVENT FOR THE SAVVY ADMINISTRATIVE PROFESSIONAL

2022 AGENDA

JUNE 16 - 17, 2022

JUNE 16

8:00 – 8:50 am | Explore Hopin, Set Your Schedule, Network
General - Attendees

9:00 – 9:50 am | Enlighten Kick-Off
General - Joan Burge

10:00 - 10:50 am | Effective Project Management for Administrative Professionals
Tech Skills - Rebecca Staton-Reinstein

10:00 - 10:50 am | Conflict and Communication in a Remote Workforce - You vs. Me vs. Tech
Power Skills - Karl Ahlrichs

11:00 - 11:50 am | Enlighten Your Future With the Next in Technology
Tech Skills - Corrine Hoisington

11:00 - 11:50 am | Activate Your Career Dreams! Figure Out What's Next
Power Skills - Madelyn Mackie

12:00 - 12:50 pm | LinkedIn To Win
Tech Skills - Dawn Monroe

12:00 - 12:50 pm | Kick Overwhelm to the Curb - 3 Steps to Overcoming Overwhelm
Power Skills - Annie Croner

1:00 – 1:30 pm | Video Networking
Networking - Attendees

1:30 - 1:50 pm | Wrap-up & Prize Presentation
General - Joan Burge

2:00 - 3:30 pm | Excel Tips for Working Smart Not Hard
Enhancer - Melissa Esquibel

2:00 pm + | Video Networking (Networking is open the entire time)
Networking - Attendees

8:00 – 8:50 am | Video Networking
Networking - Attendees

9:00 – 9:50 am | Power Hour – The Positive Power of You
General - Julie Reed

10:00 - 10:50 am | Admin as Tech Influencer
Tech Skills - Melissa Esquibel

10:00 - 10:50 am | The Invaluable Assistant: Hard-Hitting Ideas From the Field
Power Skills - Sandy Geroux

11:00 - 11:50 am | File Triage: Working Smarter in Word, Excel, and PowerPoint
Tech Skills - Neil Malek

11:00 - 11:50 am | Goal Setting: Shoot for the Moon
Power Skills - Kathy Tosoian

12:00 - 12:50 pm | CyberSecure Your UniWorkVerse
Tech Skills - Vonetta Watson

12:00 - 12:50 pm | Bolster Your Critical Thinking Skills
Power Skills - Sue Robach

1:00 – 1:30 pm | Video Networking
Networking - Attendees

1:30 - 1:50 pm | Wrap-up & Prize Presentation
General - Joan Burge

2:00 - 3:30 pm | Teach Your Executive How to Partner with You
Enhancer - Joan Burge

2:00 - 4:00 pm | Video Networking
Networking - Attendees