

# Enlighten

TRANSFORMATIVE SKILL-BUILDING  
FOR ADMINISTRATIVE PROFESSIONALS

## 2023 AGENDA

A LIVE VIRTUAL EXPERIENCE - JUNE 15 - 16  
TECH TRAINING | POWER SKILLS | COMMUNITY



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# JUNE 15

**SESSION TIMES ARE IN PACIFIC TIME.**

8:00 – 8:50 am | Settle In, Explore Hopin, Set Your Mind for Learning  
**General** - Attendees

9:00 – 9:50 am | Enlighten Kickoff Keynote: Business Trends Shaping the Administrative Role  
**General** - Joan Burge

10:00 - 10:50 am | LinkedIn Accelerator: A Roadmap to Building Your Professional Brand  
**Tech Skills** - Skevi Constantinou

10:00 - 10:50 am | Shifting From the Administrative Mindset to the Agile Mindset  
**Power Skills** - Brittnee Savage Alston

11:00 - 11:50 am | Working in Tandem with AI: A Non-Tech Exploration Into the Use of AI  
**Tech Skills** - Joan Burge

11:00 - 11:50 am | Strategic Calendar Management: How to Perform a Calendar Audit  
**Power Skills** - Tiffany Nguyen

12:00 - 12:30 pm | Self-Guided Video Networking  
**Networking** - Attendees

12:00 - 12:30 pm | Break

12:30 - 12:50 pm | Enlighten Giveaway  
**General** - Joan Burge

1:00 - 1:50 pm | Assistant Exchange | Stepping Up & Standing Out: How to Lead From Any Seat  
**Power Skills** - Kristin Sgroi

2:00 - 3:30 pm | Jaw-Dropping Excel Tips to Increase Your Skills, Confidence, and Accuracy  
**Tech Enhancer** - Vickie Sokol Evans

2:00 pm + | Self-Guided Video Networking (Open the entire time)  
**Networking** - Attendees

# JUNE

# 16

8:00 - 8:50 am | Self-Guided Video Networking

**Networking** - Attendees

9:00 - 9:50 am | Microsoft Teams: Master the Latest Features to Become a Power User

**Tech Skills** - Corinne Hoisington

9:00 - 9:50 am | The Secret to Successful Time Management Using the 888 Formula

**Power Skills** - Abigail Barnes

10:00 - 10:50 am | Assistant Exchange | New Tools, New Rules: Best Practices for Incorporating New Tech into Your Workflow

**Tech Skills** - Kristin Sgroi

11:00 - 11:50 am | Mastering Communication and Collaboration Apps and Platforms

**Tech Skills** - Tess Vismale

11:00 - 11:50 am | Chief of Staff Thinking: How to Demonstrate Yourself as a Leader & Strategic Partner

**Power Skills** - Jessica Vann

12:00 - 12:30 pm | Self-Guided Video Networking

**Networking** - Attendees

12:00 - 12:30 pm | Break

12:30 - 12:50 pm | Enlighten Giveaway

**General** - Joan Burge

1:00 - 1:50 pm | Acing Base: How to Streamline Communication with Executives

**Tech Skills** - Paige McPheely + Kathryn Morrill

1:00 - 1:50 pm | From Supporter to Strategist: Mastering Effective Problem-Solving as an Executive Assistant

**Power Skills** - Starla West

2:00 - 3:30 pm | Communicating with Power in a Virtual World

**Power Enhancer** - Chrissy Roth-Francis

2:00 - 5:00 pm | Self-Guided Video Networking (Open the entire time)

**Networking** - Attendees