

Enlighten

TRANSFORMATIVE SKILL-BUILDING
FOR ADMINISTRATIVE PROFESSIONALS

2023 AGENDA

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



[OFFICEDYNAMICS.COM](https://www.officedynamics.com)

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 - Natalie Turner & Miri Yeh

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