

June

Session times are in Pacific Time Zone

8:00 – 8:30 am	General Attendees		Explore Hopin, Set Your Schedule, Network
8:30 – 9:30 am	General Joan Burge		Elevate Your Career at the Enlighten Virtual Training Kickoff!
9:30 – 9:45 am	Networking Attendees		Break/Networking
9:45 – 10:45 am	Tech Skills Dawn Bjork		Stop Wasting Time in Excel! Tips & Shortcuts to Be More Productive
9:45 – 10:45 am	Power Skills Hilani Ellis		SOARe: Ignite Multidimensional Thinking
10:45 – 11:00 am	Networking Attendees		Break/Networking
11:00 – 12:00 pm	Tech Skills Julie Perrine		Power Up Your Procedures: Transform Your SOPs With Innovative Tools
11:00 – 12:00 pm	Power Skills Peggy Vasquez		How to Position Yourself for a Seat at the Table
12:00 – 12:15 pm	Networking Attendees		Break/Networking
12:15 – 12:45 pm	General Joan Burge		Wrap Up/Giveaway
12:45 – 2:15 pm	Tech Enhancer Mike Song		Get Control! of Your Digital Day: Microsoft 365 Tips and Tricks
12:45 pm +	Networking Attendees		Video Networking (Networking is open the entire time)

June

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Session times are in Pacific Time Zone

8:00 – 8:30 am	General Attendees		Explore Hopin, Set Your Schedule, Network
8:30 – 9:30 am	General Joan Burge		Embrace a Future-Focused Mindset: Mastering Strategic Anticipation
9:30 – 9:45 am	Networking Attendees		Break/Networking
9:45 – 10:45 am	Tech Skills Fiona Young		AI Chatbots for Assistants: A Practical Primer
9:45 – 10:45 am	Power Skills Kayla Hutchens		How to Gain Time With Your Busy Executive
10:45 – 11:00 am	Networking Attendees		Break/Networking
11:00 – 12:00 pm	Tech Skills Cynthia Farquhar		Get Control! of PowerPoint
11:00 – 12:00 pm	Power Skills Lisa Olsen		10 Keys to Unlock Administrative Brilliance
12:00 – 12:15 pm	Networking Attendees		Break/Networking
12:15 – 12:45 pm	General Joan Burge		Wrap Up/Giveaways
12:45 – 2:15 pm	Tech Enhancer Chrissy Scivicque		Mid-Year Career Reset: Reflect, Reassess, and Re-Energize!
12:45 pm +	Networking Attendees		Video Networking (Networking is open the entire time)