

CONFERENCE AT A GLANCE

SUNDAY, APRIL 22, 2012

11:30 am - 12:00 pm	REGISTRATION			
12:00 pm - 1:00 pm	LUNCH			
1:00 pm - 4:00 pm (WORKSHOPS)	Life Balance Neal Whitten, <i>The Neal Whitten Group</i>	Making Room for the Unexpected...Taping Into the Power of Serendipity Lori Silverman, <i>Partners For Progress</i>	Essential Leadership Skills Wendy Woods, <i>Watershed Training Solutions</i>	Microsoft Project 2010 Quick and Clean! Kathryn Pottruff, <i>Pottruff Consulting Inc</i>
4:30 pm - 5:30 pm	NEW MEMBERS ORIENTATION			
5:30 pm - 6:30 pm	WELCOME RECEPTION Interactive Presentation: Maximize Your Conference Networking Wendy Woods <i>Watershed Training Solutions</i>			

MONDAY, APRIL 23, 2012

7:30 am - 8:45 am	BREAKFAST office* Canada Exhibitor Hall Opens (8:30 am)			
8:45 am - 10:00 am	OPENING REMARKS AND KEYNOTE ARE YOU RELEVANT? - Ross Shafer			
10:00 am - 10:30 am	COFFEE BREAK / BOOK SIGNING			
	Interpersonal Communications	Professional & Personal Development	Project & Time Management	Technology Lab Each class is limited to 24 participants <i>Pre-registration is necessary</i>
10:30 am - 12:00 pm	Are You Too Soft? Neal Whitten, <i>The Neal Whitten Group</i>	How to Effectively Add Contributions In Meetings Lori Silverman, <i>Partners For Progress</i>	Time Management Frank Byrnes, <i>HPCI</i>	Time-Saving Techniques Using Powerpoint <i>Global Knowledge</i>
12:00 pm - 1:30 pm	LUNCH: TRADESHOW			
1:30 pm - 3:00 pm	How to Get Along With Anyone at Work Lori Silverman	Change Your World - Dramatically Increase Your Persuasive Power Kathryn Pottruff, <i>Pottruff Consulting Inc</i>	The Power of the Plan - Empowering the Leader Within You David Barrett, <i>Solutions Network Ltd</i>	Time-Saving Techniques Using Outlook <i>Global Knowledge</i>
3:00 pm - 3:15 pm	COFFEE BREAK			
3:15 pm - 4:45 pm	Partnering with your Boss Frank Byrnes, <i>HPCI</i>	Meditation for the Non Meditator Wendy Woods, <i>Watershed Training</i>	High Impact Business Writing	Time-Saving Techniques Using Word <i>Global Knowledge</i>
4:45 pm - 6:00 pm	NETWORKING RECEPTION ON "office*" EXHIBIT FLOOR!			
7:00 pm	FREE NIGHT TO EXPLORE TORONTO			



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TUESDAY, APRIL 24, 2012

7:30 am - 8:45 am	BREAKFAST office* Canada Exhibit Floor Opens (8:30 am)			
8:45 am - 10:00 am	KEYNOTE PRESENTATION POWER OF PERSUASION - Arlene Dickinson (Star of TV's Dragon's Den)			
10:00 am - 10:45 am	COFFEE BREAK / BOOK SIGNING			
	Interpersonal Communications	Professional Development	Project & Time Management	Technology Lab Each class is limited to 24 participants <i>Pre-registration is necessary</i>
10:45 am - 12:15 pm	Managing Up to Influence your Boss Gail Levitt	Career Planning for Administrative Professionals Michael Rosenberg, <i>OYG Inc</i>	Becoming A More Effective Gatekeeper Cathy Byrns, <i>Coach Cathy</i>	Time-Saving Techniques Using Powerpoint <i>Global Knowledge</i>
12:15 pm - 1:30 pm	LUNCH: TRADESHOW			
1:30 pm - 3:00 pm	Efficient Minute Taking Can be Fun! Cathy Byrns, <i>Coach Cathy</i>	Tips for Career Resiliency Gail Levitt	Google-licious: How to Find Anything on the Internet James Spellos	Time-Saving Techniques Using Outlook <i>Global Knowledge</i>
3:00 pm - 3:15 pm	COFFEE BREAK			
3:15 pm - 4:45 pm	CLOSING PLENARY HOT TECHNOLOGIES & WAY COOL TOOLS! James Spellos			Time-Saving Techniques Using Word <i>Global Knowledge</i>
6:00 pm - 11:30 pm	HOORAY FOR HOLLYWOOD! GALA DINNER EVENT			

WEDNESDAY, APRIL 22, 2012

7:30 am - 9:00 am	BREAKFAST			
9:00 am - 10:00 am (WORKSHOPS)	Power Excel for the Administrative Professional James Spellos, <i>Meeting U</i>	Communication Power Tools Cathy Byrnes, <i>Coach Cathy</i>	Influencing Without Authority Micheal Rosenberg, <i>OYG Inc</i>	Ten Ways to "LEAD": An Administrative Professional's Path to Success Gail Levitt, <i>Levitt Communications Inc</i>
12:00 pm - 1:30 pm	LUNCH AND CLOSING REMARKS			