

# 2026 ONLINE BROCHURE



JUNE 7-10, 2026 • TORONTO, ON

## The Future is AI – Administrative Intelligence

June 7-10, 2026, Toronto, ON | The Westin Harbour Castle Hotel



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## Thank You to the 2026 APC Advisory Board

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### Greetings from the Event Director

Welcome to the Administrative Professionals Conference of Canada—Canada’s largest and most anticipated event for administrative professionals.

I am delighted to invite you to APC, where more than 500 administrative professionals and executive assistants from across Canada come together to learn, connect, and elevate the profession.

This year’s theme, **AI: Administrative Intelligence**, is intentionally powerful. While artificial intelligence is rapidly transforming the workplace, APC is focused on something even more important—the intelligence, adaptability, and strategic insight you bring to your role. Administrative professionals are no longer just supporting the business; you are driving it forward, navigating change, and shaping the future of work.

Guided by your feedback, this year’s program features more technology- and AI-focused sessions than ever before, alongside practical tools, real-world strategies, and future-ready skills you can immediately apply in your role. Whether you’re looking to work smarter, strengthen your executive partnership, or future-proof your career, APC is designed to meet you where you are—and help take you where you want to go.

Of course, APC is about more than learning. It’s also about connection, inspiration, and community. One of the highlights of the conference is our **Networking Boat Cruise on Monday, June 8**—a unique opportunity to step away from the conference setting, connect with peers from across the country, and build meaningful relationships in a relaxed and memorable environment.

I extend my sincere thanks to our Advisory Board for their invaluable guidance, to our sponsors for their continued support, and to our speakers for sharing their expertise. Most importantly, thank you to the administrative professionals who make APC what it is. Your commitment to growth, excellence, and innovation is what drives this event forward each year.

I look forward to welcoming you to APC and sharing an inspiring, energizing, and future-focused experience together.

Amy Ruddell  
Vice President, Macgregor Communications  
aruddell@macgregorcom.com

## 2026 Keynote Speakers



### ELEVATE & EVOLVE: PREPARING FOR THE ADMIN ROLE OF THE FUTURE

CHRISSEY SCIVICQUE

PMP, PCM, CCMP FOUNDER, EAT YOUR CAREER

Monday, June 8 | 8:30am to 9:45am

As a modern administrative professional, you're navigating a fast-moving, constantly shifting workplace that looks nothing like it did just a few years ago. With evolving technologies, hybrid teams, and rising expectations, your role is more critical than ever. With all this change comes both challenge and opportunity. Now is the time to look ahead, tap into what's possible, and get mentally and strategically prepared to thrive. This is your moment to align, adapt, and take advantage of everything the new workplace has to offer. Learning Objectives: · Discover the critical skills that define the "admin of the future" based on global and emerging workplace trends. · Shift into an empowered, future-ready mindset that helps you spot and seize new opportunities. · Learn practical strategies to elevate your daily performance and increase your value. · Explore ways to expand your influence and impact in evolving environments. · Amplify your voice and redefine what success looks like in your role.



### CLOSER TOGETHER: THE POWER OF EMOTIONAL LITERACY AND TRUST IN HOW WE LEAD, COLLABORATE, AND LIVE.

SOPHIE GRÉGOIRE TRUDEAU

BESTSELLING AUTHOR OF CLOSER TOGETHER—AN AUDIBLE AWARD WINNER AND UPCOMING DOCUSERIES—CHAMPIONING EMOTIONAL LITERACY AND BELONGING.

Monday, June 8 | 3:00pm to 4:00pm

In a time when trust, belonging, and connection are in global decline, Sophie Grégoire Trudeau invites audiences to rebuild from the inside out. Drawing on neuroscience, emotional literacy, and her own journey through public life, Sophie reveals "the inner architecture of leadership"—how self-awareness and emotional regulation strengthen our ability to lead with empathy, authenticity, and presence. With her trademark warmth and storytelling, she explores why connection is not a soft skill but a strategic advantage: the foundation of trust, creativity, and resilience in modern organizations. Audiences leave inspired, motivated and equipped with practical tools to strengthen both mindset and culture. Sophie shares Olympian-level techniques for focus and confidence, shows how to transform self-criticism into self-leadership, and outlines her Four Pillars of Trust—Integrity, Intention, Capability, and Results—as a framework for personal and professional alignment. Through her emphasis on emotional literacy, she helps leaders and teams build trust and resilience, strengthen empathy, focus, and confidence, and move from burnout to balance—and from control to authentic connection—in both work and life.

## 2026 Keynote Speakers



### MEETINGS AND EMAILS AND DEADLINES OH MY! MAKING LIFE BETTER BY USING AI

PHIL BARTH

PMP, CEO, GREAT THINGS HAPPEN LLC

Tuesday, June 9 | 8:30am to 9:45am

Ever feel like you're holding the entire workplace together with calendar invites, last-minute requests, and a rapidly growing inbox? Administrative professionals are the frontline of productivity—and in an age of constant communication, the workload isn't slowing down. In this smart, practical, and yes—occasionally rubber-chicken-enhanced—session, author and keynote speaker Phil Barth shows how AI can help you bring order to the chaos. No hype. No technical jargon. Just real tools and real results. You'll learn how AI can: Organize projects and tasks before they become fires to put out Become a fast brainstorm partner for reports, ideas, problem-solving, or "where do I start?" moments Tailor communication to different personalities and audiences (including your DISC-style executives) The focus is simple: AI that saves time, reduces stress, and helps you support your team more effectively. And you'll laugh along the way—because even the busiest office runs better when humor shows up. By the end, you'll walk away with tools you can use immediately to work smarter, communicate clearer, and keep your sanity intact—even when the requests come in at 4:59 pm on a Friday.



### WE BECOME WHAT WE CELEBRATE


PETER KATZ

JUNO-NOMINATED SINGER AND SONGWRITER

Tuesday, June 9 | 3:00pm to 4:00pm

Splintered work forces, remote working environments and marketplace disruptions are making it harder than ever for workplaces to follow through on their mission, values, and goals. Building and transforming cultures needs to evolve through a series of processes and activities that will inspire employees to sustainable action. Fortunately, one of the most impactful solutions is also the most joy-filled — if we want to be aligned with our highest values, we need to celebrate them. In his newest keynote concert, Peter Katz shows audiences how to harness the remarkable power of celebration. Far from superficial pleasure, Katz's version of celebration is a co-created experience that can revolutionize individuals and teams before, during, and after their most pivotal moments. It is based on the goal of helping people realize that they are not alone and that rather than constantly focus on the negative, there is a human necessity to band together and relish in the potential moments of success that lie ahead. As a Juno Award-nominated and internationally recognized singer-songwriter, keynote speaker, and facilitator, Katz understands how to create the right container to identify and amplify our brightest milestones and propel ourselves towards our biggest wins yet. Audiences will learn: -How to co-author an elevated and growth-oriented company culture. -How to uncover the hidden victories within their organization. -Practical steps to create the right "container" for celebration to thrive, supercharging an organization's goals, mission, vision, and values. -Evergreen exercises for developing a deep sense of belonging and connection within teams (a critical ingredient for impactful celebration). -How to increase individual and collective resilience and give work a greater sense of purpose.



# Schedule at-a-glance

MONDAY, JUNE 8				
8:30AM - 9:45AM	<p><b>Keynote:</b>  <b>Elevate &amp; Evolve: Preparing for the Admin Role of the Future</b>                      Chrissy Scivicque,                      PMP, PCM, CCMP, Founder, Eat Your Career, CCS Ventures, LLC</p>			
TRACK	PATH TO POWER	POWERED BY AI	RECHARGE & REBALANCE	PRECISION & PLANNING
10:15AM - 11:15AM	<p><b>Wearing Prada in the Era of AI: The Evolution of the Ultimate Assistant</b>                      Banu Raghuraman,                      Perficient</p>	<p><b>Level Up with AI: Smarter Workflows, Faster &amp; Better Results</b>                      Rhonda Scharf,                      On The Right Track</p>	<p><b>Reboot, Recharge, and Reinvent Yourself - You've Got the Power</b>                      Rosita Hall,                      Rosita Hall Speaking and Training</p>	<p><b>Beyond the Basics: Advanced Microsoft 365 Tips for Power Admins (Outlook, Teams, OneDrive, and SharePoint)</b>                      Denise Tsamouris,                      Knack Training</p>
11:30AM - 12:30PM	<p><b>The Art &amp; Science of Persuasion</b>                      Ben Wise,                      Captivate</p> 	<p><b>Everything You Need to Know About Artificial Intelligence... But Didn't Know to Ask</b>                      James Spellos,                      Meeting U</p>	<p><b>The Key to Confidence: The Dual Role of Curiosity and Intuition in Creating Unshakable Confidence</b>                      Elissa Lansdell,                      Rockstar Communications</p>	<p><b>SharePoint: Everything In One Place</b>                      Greg Creech,                      Techedutainment Services, Inc.</p>
LUNCH				
1:45PM - 2:45PM	<p><b>The Invisible Leader: How Admins Quietly Drive Organizational Power</b>                      Faith Wood,                      Inspiring Minds Consulting Ltd.</p>	<p><b>So You're Already Talking to AI: Smarter Prompts, Cooler Tools, Real Productivity</b>                      James Spellos,                      Meeting U</p>	<p><b>Panel Discussion: Women's Wellness at Work: Understanding the Full Health Journey</b></p>	<p><b>The People Side of Project Management: How to Guide the Team without Direct Authority</b>                      Chrissy Scivicque,                      CCS Ventures, LLC</p>
3:00PM - 4:00PM	<p><b>Keynote:</b>  <b>Closer Together: The Power of Emotional Literacy and Trust in How We Lead, Collaborate, and Live</b>                      Sophie Grégoire Trudeau,                      Bestselling Author of Closer Together—an Audible Award winner and now an upcoming docuseries—and a champion of emotional literacy and belonging in a disconnected world</p>			

# Schedule at-a-glance


TUESDAY, JUNE 9				
8:30AM - 9:45AM	<p><b>Keynote:</b>  <b>Meetings and Emails and Deadlines Oh My! Making Life Better By Using AI</b>  <b>Phil Barth,</b>  <b>Great Things Happen LLC</b></p>			
TRACK	<b>PATH TO POWER</b>	<b>POWERED BY AI</b>	<b>RECHARGE &amp; REBALANCE</b>	<b>PRECISION &amp; PLANNING</b>
10:15AM - 11:15AM		<p><b>Copilot and Excel: Analysis, Functions, and more</b>                      Greg Creech,                      Techedutainment Services, Inc.</p>	<p><b>Reprogram Your Inner Voice: The Human Upgrade No AI Can Replace</b>                      Tania Cervoni,                      Canadian Management Centre</p>	<p><b>An Intro to Operational Excellence - Six Sigma for Admins</b>                      Banu Raghuraman,                      Perficient</p>
11:30AM - 12:30PM	<p><b>Think Smarter, Not Harder: Strategic Thinking for Admins</b>                      Rhonda Scharf,                      On The Right Track</p>	<p><b>AI as Your Executive Assistant: Practical Automation for Real Workdays</b>                      Faith Wood,                      Inspiring Minds Consulting Ltd.</p>	<p><b>Squeeze the Day!</b>                      Glynis Devine,                      She-Suite Leaders</p>	<p><b>Event Planning 101: Your Roadmap to Planning Events Like a Pro</b>                      Jennifer Hadley,                      J Hadley Productions</p>
<b>LUNCH</b>				
1:45PM - 2:45PM	<p><b>Mastering Digital Body Language in the Age of AI</b>                      Leslie Hughes,                      Punch!media</p>	<p><b>Panel Discussion: AI in Action: The Tools Admins Love and How They Really Use Them</b></p>	<p><b>Lighten Up to Level Up!</b>                      Phil Barth,                      Great Things Happen LLC</p>	<p><b>Hired! How To Get The Zippy Gig. Insider Secrets From A Top Recruiter.</b>                      Sheila Musgrove,                      TAG Recruitment Group Inc</p>
3:00PM - 4:00PM	<p><b>Keynote:</b>  <b>We Become What We Celebrate</b>  <b>Peter Katz,</b>  <b>JUNO-Nominated Musician &amp; Storyteller</b></p>			

# Workshops at-a-glance

<b>SUNDAY, JUNE 7</b>			
9:00AM - 12:00PM	<b>Admin Essentials for a Digital Workplace: What Matters, What Works &amp; What to Stop Doing</b> Jan Vilaca	<b>Generative AI Unleashed: Hands-On Exploration for Administrative Professionals</b> James Spellos	<b>Heroes Assemble: Unlock Your Personal Superpowers for Balance, Resilience &amp; Support</b> Amy Yackowski
	<b>Presentation Skills for Admins</b> Rhonda Scharf	<b>Next-Level Project Management: Deepen Your Expertise and Overcome Obstacles</b> Chrissy Scivicque	
<b>LUNCH</b>			
1:00PM - 4:00PM	<b>Critical Excel Tools for the Admin Professional</b> James Spellos	<b>Inner Power at Work: Navigating Triggers, Boundaries &amp; Burnout</b> Elissa Lansdell	<b>Lead with Confidence - Admin Leadership that drives Team Success</b> Jan Vilaca
	<b>Loop Essentials: Designing Dynamic Workspaces for Real-Time Collaboration</b> Denise Tsamouris	<b>Time Management Mastery: Strategies to Work Smarter &amp; Achieve More</b> Chrissy Scivicque	



## Workshops at-a-glance

WEDNESDAY, JUNE 10			
9:00AM -12:00PM	<b>CTRL+YOU: The Game Show Workshop for Admins Who Want to Outsmart AI Before It Outsmarts Them</b> Leslie Hughes Phil Barth	<b>Event Planning 101: Your Roadmap to Planning Events Like a Pro</b> Jennifer Hadley	<b>From Invisible to Indispensable: How to Build a Career That's About You (Not Just Your Boss's Calendar)</b> Glynis Devine
	<b>Microsoft Copilot and Office 365: New Productivity</b> Greg Creech	<b>The Tired To-Do-List Junkie</b> Jennifer Doheney	



## Session Descriptions, Monday, June 8

**10:15am to 11:15am**

**BEYOND THE BASICS:  
ADVANCED MICROSOFT  
365 TIPS FOR POWER  
ADMINS (OUTLOOK,  
TEAMS, ONEDRIVE, AND  
SHAREPOINT)**



**DENISE TSAMOURIS, KNACK  
TRAINING**

Take your Microsoft 365 skills to the next level. This rapid-fire session delivers advanced tips across Outlook, Teams, OneDrive, and SharePoint. Learn faster triage, clean sharing, confident file control, and repeatable collaboration patterns. Walk away ready to save time, reduce chaos, and become the go-to productivity expert for your team.

**10:15am to 11:15am**

**LEVEL UP WITH AI: SMARTER  
WORKFLOWS, FASTER &  
BETTER RESULTS**

**RHONDA SCHARF, CSP, HOF,  
GLOBAL SPEAKING FELLOW,  
CEO, ON THE RIGHT TRACK**



AI isn't the future. It's already on your desktop, in your inbox, and built into the tools you open every single day. The only question is: Are you taking advantage of it? This fast-paced, session provides you with the confidence and skills to utilize AI as your new digital sidekick. No jargon. No tech background required. Just real-world tips, practical demonstrations, and "I can use that today!" strategies that save time, reduce stress, and boost productivity.

**10:15am to 11:15am**

**REBOOT, RECHARGE, AND  
REINVENT YOURSELF -  
YOU'VE GOT THE POWER**

**ROSITA HALL, ROSITA HALL  
SPEAKING AND TRAINING**



Administrative Professionals continue to rise above constant change and challenge with remarkable resilience. In a world that moves at lightning speed, this session offers a refreshing reset. Join Motivation Sensation Rosita Hall for practical, uplifting strategies to help you reboot, recharge, and reinvent yourself—so you can embrace new beginnings and move forward with confidence and conviction.

**10:15am to 11:15am**

**WEARING PRADA IN THE  
ERA OF AI: THE EVOLUTION  
OF THE ULTIMATE ASSISTANT**

**BANU RAGHURAMAN,  
PERFICIENT**



It has been 20 years since Andy Sachs threw her phone into the fountain in Paris. In 2026, the "Dragon Lady" boss doesn't just demand the impossible—she demands it faster than an AI agent can deliver. Drawing lessons from the newly released *The Devil Wears Prada* sequel, this session analyzes the evolution of the assistant from "surviving the storm" to "becoming the storm." We will discuss how to handle high-stakes pressure without losing your soul, and how to prove that even in a tech-first world, intuition and taste are irreplaceable.

**11:30am to 12:30pm**

**EVERYTHING YOU NEED TO  
KNOW ABOUT ARTIFICIAL  
INTELLIGENCE...BUT DIDN'T  
KNOW TO ASK**

**JAMES SPELLOS, MEETING U**



Feel like you've just scratched the surface with AI tools, or perhaps you have barely begun to use it? Ready to go deeper into the possibilities Generative AI has to offer? This session provides a foundational understanding of the basics of using Generative AI tools for your professional needs. From understanding the latest models, becoming comfortable with the essentials of prompting, and learning about specialty AI tools that deliver results in a single application, this session is designed to move you to the next level, and equip you with the knowledge and tools to navigate the evolving landscape of AI with confidence.

**11:30am to 12:30pm**

**SHAREPOINT: EVERYTHING  
IN ONE PLACE**

**GREG CREECH, MCT, COMP  
CTT+, PRESIDENT/OWNER,  
TECHEDUTAINMENT SERVICES,  
INC.**



Most organizations use SharePoint as an internal website for departments, teams, projects, and a host of other reasons. This symposium demonstrates how to set up a SharePoint site and add content, including hyperlinks and documents. We will add functionality to our SharePoint site with

## Session Descriptions, Monday, June 8

a calendar, interactive lists, and storing documents in one place. We'll take a behind the scenes look from a SharePoint administrator. Enjoy knowing SharePoint puts everything for an organization in one place.

**11:30am to 12:30pm**  
**THE ART & SCIENCE OF PERSUASION**

**BEN WISE, HEAD OF PROGRAMMATIC MEDIA, GOOGLE CANADA, CAPTIVATE**



Contrary to popular belief, communication and persuasion are skills that can be learned, not innate talents reserved for a few. While many frameworks exist, the tactical skills to implement them effectively are often neglected. What do you say to open a meeting? How should you make your ask? How can you connect with people and build rapport quickly? This session aims to bridge that gap by incorporating research from psychology, behavioral science, and communication.

**11:30am to 12:30pm**  
**THE KEY TO CONFIDENCE: THE DUAL ROLE OF CURIOSITY AND INTUITION IN CREATING UNSHAKABLE CONFIDENCE**

**ELISSA LANSDELL, FOUNDER, ROCKSTAR COMMUNICATIONS**



A full 90% of women experience impostor syndrome. That means the vast majority regularly question their own qualifications, their worthiness and their very success. More than half admit to negative intrusive thoughts on a daily basis. With that kind of internal noise, and a higher statistical probability of perfectionism, it's a wonder women manage to accomplish anything. When the person you talk to most (you) and listen to most (also you) tells you terrible things on a daily basis, it results in fear, less desire to take risks, and self sabotage. Yet, when we shine a light on this self saboteur through a lens of curiosity and compassion, we can see the negative self talk for what it is - an biologically archaic way of keeping us safe. And when we realize we don't need that protection, we are unstoppable. Rockstar Communications Founder, Emotion Code Practitioner, TV host and Women's Advocate Elissa Lansdell takes her audience on a journey within, to unlock the power all women have to control their thoughts, their actions, and their destinies. Using tested communications techniques and a form of

applied kinesiology, Elissa puts women's power back where it belongs: in their own hands. Attendees will leave with a simple yet life changing technique to access their intuition anywhere and anytime. They'll also move forward with the ability to identify negative self talk and replace it with authentic, values driven messages that will influence and inspire, both at work and at home.

**1:45pm to 2:45pm**  
**PANEL DISCUSSION: WOMEN'S WELLNESS AT WORK: UNDERSTANDING THE FULL HEALTH JOURNEY**

Women's health journeys are diverse, dynamic, and deeply impactful—yet too often overlooked. Join this engaging panel as we shine a light on key topics including menopause, hormonal health, mental well-being, and the pressures women navigate while balancing career and care roles. Through shared stories, expert insights, and practical advice, this session will empower attendees to take charge of their wellness and build stronger support networks at work and beyond. Whether you're experiencing these transitions yourself or supporting others, you'll leave informed, validated, and inspired.

**1:45pm to 2:45pm**  
**SO YOU'RE ALREADY TALKING TO AI: SMARTER PROMPTS, COOLER TOOLS, REAL PRODUCTIVITY**

**JAMES SPELLOS, MEETING U**



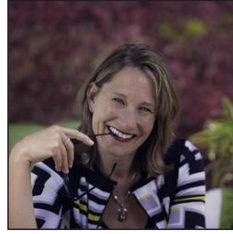
So you understand the foundations, but know there's so much more to learn about Generative AI, including keeping up with the seemingly daily AI updates? This deeper dive is your next level gateway. From advanced prompting for reasoning models, to better understanding of workflows and learning about AI Agents, from understanding how AI Avatars are created to learning the current state of AI image and video generation, you'll be guided beyond the basics to discover how you can best use Generative AI for your organization.

## Session Descriptions, Monday, June 8

**1:45pm to 2:45pm**

**THE INVISIBLE LEADER: HOW ADMINS QUIETLY DRIVE ORGANIZATIONAL POWER**

**FAITH WOOD, CPS, RELATIONSHIP EXPERT, INSPIRING MINDS CONSULTING LTD.**



Administrative professionals hold significant influence inside organizations, often without formal authority. This session reframes administration as a strategic leadership role, exploring how access, timing, information flow, and trust shape outcomes every day. Participants map their hidden influence, learn ethical boundary-setting strategies, and leave with tools to strengthen professional authority without becoming political or overexposed.

**1:45pm to 2:45pm**

**THE PEOPLE SIDE OF PROJECT MANAGEMENT: HOW TO GUIDE THE TEAM WITHOUT DIRECT AUTHORITY**

**CHRISSY SCVICQUE, PMP, PCM, CCMP, FOUNDER, EAT YOUR CAREER, CCS VENTURES, LLC**



Successful project management isn't just about tasks and to-do lists. Much of the time, you have a team to wrangle as well. As an assistant, this can be especially difficult as you may lack direct authority over the individuals on whom you're relying. As a result, you can't impose consequences on team members for failure to do what's asked of them. In order to be a successful project manager, you have to learn how to leverage your influence to direct your team, keep them focused and inspire them

## Session Descriptions, Tuesday, June 9

**10:15am to 11:15am**

**AN INTRO TO OPERATIONAL EXCELLENCE - SIX SIGMA FOR ADMINS**

**BANU RAGHURAMAN, PERFIICIENT**



Do you have office processes that feel "clunky" or prone to error? "Efficiency" is a common topic, but Six Sigma is a specific engineering discipline. Using the principles of Lean Six Sigma, we will learn to spot "Waste" in your daily operations. Lean Six Sigma offers various frameworks in its toolbox to improve current state and improve efficiencies. Leverage concepts that you can implement immediately from immediate quick wins to pioneering teams.

features and tons of options to explore. One of the most important items is selecting proofing options. After the settings, we will use the Editor to examine and suggest punctuation, grammatical, and other options based on your selections. Word processing has never been easier or more intelligent.

**10:15am to 11:15am**

**REPROGRAM YOUR INNER VOICE: THE HUMAN UPGRADE NO AI CAN REPLACE**

**TANIA CERVONI, SENIOR PRACTICE LEADER, CANADIAN MANAGEMENT CENTRE**



Even the most capable administrative professionals know that sometimes the hardest part of their job isn't what's on the to-do list, it's what's in their head. That small inner voice that says "You're not ready" or "What if you embarrass yourself?" can shape how they speak up, set boundaries, or take on new challenges. In this interactive session, participants explore how to notice and reprogram the quiet mental habits that hold them back. Drawing on insights from leadership development and mindset research, Tania Cervoni introduces a simple three-step approach: Recognize the unhelpful story, Reveal the truth beneath it, and Rewire through action. Through relatable examples, discussion, and

**10:15am to 11:15am**

**COPILOT AND EXCEL: ANALYSIS, FUNCTIONS, AND MORE**

**GREG CREECH, MCT, COMPTIA+, TECHEDUTAINMENT SERVICES, INC.**

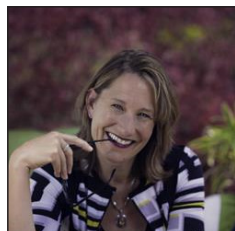


As a writer, we all need an editor and with Copilot and other applications you can have a terrific editor plus rewrite and generate text. Microsoft 365's Word app has tremendous editing

## Session Descriptions, Tuesday, June 9

reflection, participants learn practical ways to move past self-doubt, strengthen everyday confidence, and show up at work with more clarity and intention—the kind of upgrade no software can deliver.

**11:30am to 12:30pm**  
**AI AS YOUR EXECUTIVE ASSISTANT: PRACTICAL AUTOMATION FOR REAL WORKDAYS**



**FAITH WOOD, CPS, RELATIONSHIP EXPERT, INSPIRING MINDS CONSULTING LTD.**

Artificial intelligence is no longer experimental. It is quietly becoming the most powerful productivity tool available to administrative professionals today. This highly practical session shows participants exactly how to use AI as a daily work assistant for real administrative tasks: drafting executive-level correspondence, generating agendas and minutes, summarizing documents, managing workload prioritization, and preparing briefing notes. This is not a conceptual “future of AI” talk. This is a hands-on productivity session focused on immediate application. Participants will learn where AI saves time, where it introduces risk, and how to use it responsibly inside organizational boundaries.

**11:30am to 12:30pm**  
**EVENT PLANNING 101: YOUR ROADMAP TO PLANNING EVENTS LIKE A PRO**



**JENNIFER HADLEY, CEO, J HADLEY PRODUCTIONS**

Learn the essentials of planning smooth, successful events in this practical Event Planning 101 session designed for administrative professionals. Discover a simple framework, helpful tools, and real-world tips to stay organized, reduce stress, and confidently manage meetings, celebrations, and workplace gatherings of any size. Perfect for admins looking to strengthen their planning skills and elevate their impact.

**11:30am to 12:30pm**  
**SQUEEZE THE DAY!**



**GLYNIS DEVINE, CERTIFIED SPEAKING PROFESSIONAL (CSP), PRESIDENT & CHIEF EMPOWERMENT OFFICER, SHE-SUITE LEADERS**

Are you squeezing the BEST out of life? Or do you sometimes feel like you’re having the life squeezed out of you? As women, we wear a lot of hats; employee, colleague, leader, mother, daughter, sister, spouse, volunteer, coach, manager, mentor... and the list goes on. Women are SO good transforming into who and what the job or role needs – we’re master chameleons. The downside of this art is that we can sometimes lose ourselves – who we are and what matters to us. In Squeeze the Day!, Chief Juicer, Glynis E. Devine provokes you to start to ask the questions: · Who am I and what do I want? · What matters to me? · Where does it end? · What do I say ‘no’ to? · How do I begin? · How can I have more without doing more? This is a ‘feel-good’ session that’s jam-packed with next steps to an actionable blueprint! This is a don’t miss session that can help you squeeze the BEST out of life!

**11:30am to 12:30pm**  
**THINK SMARTER, NOT HARDER: STRATEGIC THINKING FOR ADMINS**



**RHONDA SCHARF, CSP, HOF, GLOBAL SPEAKING FELLOW, CEO, ON THE RIGHT TRACK**

Do you ever second-guess yourself when taking minutes? Do you wonder if you really are completing your minutes in the proper/legal way? How much is too much information, and how much isn’t enough when documenting decisions, discussions, and voting?

Minute Taking is a skill that needs to be learned and perfected. Just taking down what happens in the meeting isn’t going to be enough if your minutes end up in court. Learn how to protect your company and its officers.

## Session Descriptions, Tuesday, June 9

**1:45pm to 2:45pm**

**HIRED! HOW TO GET THE ZIPPY GIG. INSIDER SECRETS FROM A TOP RECRUITER.**

**SHEILA MUSGROVE, CEO & BEST-SELLING AUTHOR, TAG RECRUITMENT GROUP INC**



80% of Resumes FAIL Within 11 Seconds! Yes, it's true. Sheila Musgrove, an award-winning recruitment firm owner & international best-selling author of "Hired! How To Get The Zippy Gig. Insider Secrets From A Top Recruiter.", has decoded what makes a resume kick-a\$\$ and how the heck to get through an interview without having a rambling, out of body experience.

**1:45pm to 2:45pm**

**LIGHTEN UP TO LEVEL UP!**

**PHIL BARTH, GREAT THINGS HAPPEN LLC**



Humour is a powerful tool that can improve productivity, reduce stress, and foster stronger connections at work. In "Lighten Up to Level Up," Phil Barth shares how incorporating humor into professional environments can lead to personal and team growth. In this engaging and laughter-filled session, Phil will demonstrate the importance of humor in the workplace through personal stories and research-backed insights. Whether it's defusing tense situations, building rapport with colleagues, or overcoming challenges, humour can help individuals at all levels navigate the complexities of modern work life. Participants will leave equipped with strategies to "lighten up" while leveling up their careers by using humour as a vehicle for leadership, communication, and stress management. And to help them remember this message, every participant will leave with one of Phil's signature rubber chicken / business cards, a fun reminder to keep things light.

**1:45pm to 2:45pm**

**MASTERING DIGITAL BODY LANGUAGE IN THE AGE OF AI**

**LESLIE HUGHES, CM, LINKEDIN PROFILE WRITER, PUNCH!MEDIA**



As AI reshapes how we communicate, authenticity is at risk. This session explores the new rules of Digital Body Language, showing administrative professionals how to detect signals in digital and AI-generated messages, avoid misinterpretation, and ensure their communication builds clarity and trust.

**1:45pm to 2:45pm**

**PANEL DISCUSSION: AI IN ACTION: THE TOOLS ADMINS LOVE AND HOW THEY REALLY USE THEM**

Curious which AI tools are actually making a difference in an admin's day? In this dynamic panel, administrative professionals and tech-savvy leaders reveal their favourite AI platforms—from scheduling assistants to writing tools to workflow automations—and share real examples of how these solutions save time, reduce errors, and boost productivity. Learn what's worth trying, what to avoid, and how to confidently integrate AI into your daily work. You'll leave with a curated list of must-have tools and practical tips you can implement immediately.



## Workshop Descriptions, Sunday, June 7

**9:00am to 12:00pm**

**ADMIN ESSENTIALS FOR A DIGITAL WORKPLACE: WHAT MATTERS, WHAT WORKS & WHAT TO STOP DOING**

**JAN VILACA, CERTIFIED SUCCESS COACH, CREATE YOUR VIRTUAL INFLUENCE, COACHING & CONSULTING**



In today's hybrid workplace, an administrative professional's digital presence is no longer optional — it directly reflects their credibility, leadership potential, and professional brand. Whether supporting executives, coordinating complex projects, or managing day-to-day operations, how admins show up online shapes how others perceive their influence, capability, and readiness for growth. At the same time, administrative professionals are expected to navigate more technology than ever before. Office 365, email platforms, cloud storage, workflow apps, AI tools, LinkedIn, social media, and constant digital communication have transformed the role into a fast-moving blend of organization, visibility, and technical adaptability.

**9:00am to 12:00pm**

**GENERATIVE AI UNLEASHED: HANDS-ON EXPLORATION FOR ADMINISTRATIVE PROFESSIONALS**

**JAMES SPELLOS, MEETING U**



Step into the dynamic world of Generative AI with this hands-on workshop designed to elevate your understanding and practical skills. Perfect for those with basic to intermediate experience, we'll dive into popular Large Language Models such as ChatGPT, Claude, Gemini, along with the latest visual, audio and other productivity tools. showcasing how these tools can revolutionize the way you work, create, and innovate. You'll explore applications you can use in your daily administrative work, experiment with various tools, and discover new ways to bring your ideas to life. By the end of the session, you'll have the knowledge and confidence to harness the power of Generative AI in your day-to-day projects.

**9:00am to 12:00pm**

**HEROES ASSEMBLE: UNLOCK YOUR PERSONAL SUPERPOWERS FOR BALANCE, RESILIENCE & SUPPORT**

**AMY YACKOWSKI, PAINTED PORCH STRATEGIES**



Every great hero has a unique power—and so do you. Administrative professionals often carry immense responsibility while supporting everyone else, yet rarely get the space to focus on their own well-being. This interactive workshop helps you tap into your personal “superpowers” so you can navigate stress, set healthy boundaries, and build the support systems you need to thrive. Through guided discussions, reflection exercises, and practical tools, you'll discover your elemental strengths, learn how they shape the way you respond under pressure, and explore strategies for staying balanced—even when demands are high. Whether you work independently or within a larger organization, this session gives you the clarity, confidence, and resilience to show up as your strongest self.

**9:00am to 12:00pm**

**NEXT-LEVEL PROJECT MANAGEMENT: DEEPEN YOUR EXPERTISE AND OVERCOME OBSTACLES**

**CHRISSE SCIVICQUE, PMP, PCM, CCMP, FOUNDER, EAT YOUR CAREER, CCS VENTURES, LLC**



If you've been managing projects for a little while, you know how challenging it can be, especially as an administrative professional. If you've never had any formal project management training, it's likely you've experienced times where your limited knowledge of the process has hindered your success. Sure, anyone can stumble their way through project management, but with the help of this session, you'll gain the real-world tools required to take your PM work to the next level.

## Workshop Descriptions, Sunday, June 7

**9:00am to 12:00pm**

### **PRESENTATION SKILLS FOR ADMINS**

**RHONDA SCHARF, CSP, HOF, GLOBAL SPEAKING FELLOW, CEO, ON THE RIGHT TRACK**



Chances are, you never planned to become a public speaker.

Yet here you are, great at your job and being asked to get on your feet and talk in public. No fear! This workshop is tailored specifically to meet the needs of busy admins like you. Overcome stage fright, refine your delivery, and craft compelling messages that command attention. This session provides practical strategies for success in every speaking scenario. Join us to unlock your full potential and enhance your professional presence.

**1:00pm - 4:00pm**

### **CRITICAL EXCEL TOOLS FOR THE ADMIN PROFESSIONAL**

**JAMES SPELLOS, MEETING U**



Excel is the most used desktop software, yet many people only know how to harness a fraction of its' potential. Not only a tool for budgeting, Excel is the perfect tool for many list management needs within an organization. This session is your opportunity to explore a wide range of functionalities that Excel has to offer, and take home with you tools to save you and your organization time and money. As an extra, this class will also show how the latest Large Language Models, such as ChatGPT, CoPilot, Claude and others, can enhance how you create and analyze spreadsheets, as well as automating basic Excel tasks.

**1:00pm - 4:00pm**

### **INNER POWER AT WORK: NAVIGATING TRIGGERS, BOUNDARIES & BURNOUT**

**ELISSA LANSDELL, FOUNDER, ROCKSTAR COMMUNICATIONS**



**TRIGGERS ARE OUR TEACHERS**

What boundaries haven't you set — or had breached? **EMOTIONAL LADDER** Where do you lead from? What would it look like to climb a rung? **EMOTION TAGGING** (Putting it all together) How to communicate from a place of emotional and audience awareness. Participants will learn to:

- Recognize emotional signals (in themselves and others) as useful leadership data
- Respond from a

grounded emotional place — not react from fear or defensiveness · Navigate emotionally charged conversations with more clarity, empathy, and confidence · Use presence and conviction to land messages with impact — even in high-stakes or low-trust moments

**1:00pm - 4:00pm**

### **LEAD WITH CONFIDENCE - ADMIN LEADERSHIP THAT DRIVES TEAM SUCCESS**

**JAN VILACA, CERTIFIED SUCCESS COACH, CREATE YOUR VIRTUAL INFLUENCE, COACHING & CONSULTING**



With over a decade as an Executive Assistant, Jan knows that technical skills open doors—but human skills keep them open. This workshop helps professionals build confidence, communication, and emotional intelligence to lead with calm authority, quiet imposter syndrome, and foster trust and collaboration. Real tools. Real growth. Transform from support role to strategic, people-first leader.

**1:00pm - 4:00pm**

### **LOOP ESSENTIALS: DESIGNING DYNAMIC WORKSPACES FOR REAL-TIME COLLABORATION**

**DENISE TSAMOURIS, KNACK TRAINING**



This hands-on workshop helps participants move beyond the basics of Microsoft Loop to design connected, living systems for initiative knowledge and collaboration. The session explains how Loop components and workspaces serve as a single source of truth across Teams and Outlook. Participants learn when to use components for flexible, real-time collaboration and when to use pages or workspaces to organize structure, navigation, and content lifecycle. Using guided activities, participants create practical examples such as decision logs, initiative status pages, and live meeting notes that update automatically wherever they are shared. The workshop covers workspace design principles, permission strategies, lifecycle planning, and how to minimize duplication with files and Lists. By the end, participants have a clear framework for choosing Loop over traditional tools and a working setup that scales across a team or an organization. Note: Participants using GCC licenses should be aware that some Loop features and integrations may not yet be supported in their environment.

## Workshop Descriptions, Sunday, June 7

**1:00pm - 4:00pm**

**TIME MANAGEMENT MASTERY: STRATEGIES TO WORK SMARTER & ACHIEVE MORE**

**CHRISSEY SCIVICQUE, PMP, PCM, CCMP, FOUNDER, EAT YOUR CAREER, CCS VENTURES, LLC**



This program delivers a comprehensive, modern approach to time management that goes far beyond the basics. You'll learn how to take control of your time, energy, and focus through timeless principles, proven productivity frameworks, and practical tools that empower you to work with clarity and confidence. From mastering daily priorities to optimizing workflows and leveraging technology, you'll develop strategies to achieve lasting efficiency without sacrificing quality or well-being.

## Workshop Descriptions, Wednesday, June 10

**9:00am to 12:00pm**

**CTRL+YOU: THE GAME SHOW WORKSHOP FOR ADMINS WHO WANT TO OUTSMART AI BEFORE IT OUTSMARTS THEM**

**LESLIE HUGHES, CM, LINKEDIN PROFILE WRITER, PUNCH!MEDIA**

**PHIL BARTH, PMP, KEYNOTE SPEAKER**

Join hosts Phil Barth and Leslie Hughes for a high-energy, game-show-style workshop where Administrative Professionals learn to use AI tools like ChatGPT and Copilot to save time, improve communication, and streamline daily tasks. Through live challenges, team competitions, and practical demos, participants gain prompts, templates, and confidence to use AI effectively the very next day.



into confident, efficient event planning. Drawing on more than 20 years of experience in corporate, nonprofit, and association event production, Jennifer walks participants through a clear, easy-to-follow framework designed specifically for the realities of administrative roles. She presents the six core phases of event planning—Discovery, Pre-Planning, Logistics, Communication, Execution, and Evaluation—breaking each down into practical steps and real-world applications. Attendees learn how to define event purpose, build timelines, manage budgets, communicate effectively with stakeholders, troubleshoot common issues, and elevate the attendee experience without adding unnecessary stress or complexity. This session emphasizes strategies that empower administrative professionals to stay organized, anticipatory, and in control, even when event tasks are added unexpectedly to an already full workload.

**9:00am to 12:00pm**

**EVENT PLANNING 101: YOUR ROADMAP TO PLANNING EVENTS LIKE A PRO**

**JENNIFER HADLEY, CEO, J HADLEY PRODUCTIONS**



Administrative professionals are the unsung engines behind many of the meetings, celebrations, trainings, and organizational gatherings that keep workplaces running smoothly. In this practical, engaging session, Jennifer Hadley introduces attendees to the foundational skills, systems, and strategies that transform everyday coordination

**9:00am to 12:00pm**

**FROM INVISIBLE TO INDISPENSABLE: HOW TO BUILD A CAREER THAT'S ABOUT YOU (NOT JUST YOUR BOSS'S CALENDAR)**

**GLYNIS DEVINE, CERTIFIED SPEAKING PROFESSIONAL (CSP), PRESIDENT & CHIEF EMPOWERMENT OFFICER, SHE-SUITE LEADERS**



TRIGGERS ARE OUR TEACHERS What boundaries haven't you set — or had breached? EMOTIONAL LADDER Where do you lead from? What would it look like to climb a rung? EMOTION TAGGING (Putting it all together) How to communicate from a place of emotional and audience awareness. Participants will learn to: • Recognize emotional signals (in themselves and others) as useful

## Workshop Descriptions, Wednesday, June 10

leadership data · Respond from a grounded emotional place — not react from fear or defensiveness · Navigate emotionally charged conversations with more clarity, empathy, and confidence · Use presence and conviction to land messages with impact — even in high-stakes or low-trust moments

**9:00am to 12:00pm**  
**MICROSOFT COPILOT**  
**AND OFFICE 365: NEW**  
**PRODUCTIVITY**

**GREG CREECH, MCT, COMP**  
**CTT+, PRESIDENT/OWNER,**  
**TECHEDUTAINMENT**  
**SERVICES, INC.**



Microsoft's Copilot and Microsoft 365 suite have constant changes with new productivity features almost daily. With Copilot's artificial intelligence our Microsoft 365 apps have many new features and enhancements to existing features. This interactive workshop will explore using Copilot in Word, Excel, PowerPoint, Teams, and Outlook. We encourage participants to share their productive ways of using these applications with Copilot and other AI apps. While we will focus on the professional, paid version of Copilot, the Microsoft 365 apps have many improvements because of AI; we will learn how AI has enhanced some of our favorite features. We will work with Word and using Copilot as an editor and content generation. In Excel, we will create charts, tables, insert columns using functions, and analyze data with PivotTables. We'll develop a presentation using Copilot for content and design. A terrific feature of Copilot and AI is summarizing information based on the app or website; this feature is

particularly useful in summarizing Outlook emails, meetings, and so much more. We'll use Copilot to draft emails and coach us through creating an email. With Copilot and Teams, we'll review how Copilot creates meeting recaps with a video, transcription, and AI notes.

**9:00am to 12:00pm**  
**THE TIRED TO-DO-LIST**  
**JUNKIE**

**JENNIFER DOHENEY,**  
**FOUNDER, WELLOGA**



This hands-on workshop helps participants move beyond the basics of Microsoft Loop to design connected, living systems for initiative knowledge and collaboration. The session explains how Loop components and workspaces serve as a single source of truth across Teams and Outlook. Participants learn when to use components for flexible, real-time collaboration and when to use pages or workspaces to organize structure, navigation, and content lifecycle. Using guided activities, participants create practical examples such as decision logs, initiative status pages, and live meeting notes that update automatically wherever they are shared. The workshop covers workspace design principles, permission strategies, lifecycle planning, and how to minimize duplication with files and Lists. By the end, participants have a clear framework for choosing Loop over traditional tools and a working setup that scales across a team or an organization. Note: Participants using GCC licenses should be aware that some Loop features and integrations may not yet be supported in their environment.

# Pricing

PACKAGES	INDIVIDUAL	INDIVIDUAL	GROUP+3	INDIVIDUAL	GROUP+3
	<b>SUPER EARLY BIRD</b> Until February 13	<b>EARLY BIRD</b> Until April 24	<b>EARLY BIRD</b> Until April 24	<b>REGULAR</b> After April 24	<b>REGULAR</b> After April 24
<b>Full Conference Pass</b> <small>(4 Days, includes both symposia days &amp; 3 workshops)</small>	\$2,468	\$2,958	\$2,662	\$3,287	\$2,958
<b>3 Day Combo Pass</b> <small>(includes both symposia days &amp; 2 workshop)</small>	\$2,126	\$2,296	\$2,066	\$2,835	\$2,552
<b>2 Day Combo Pass</b> <small>(includes 1 day symposia and 2 workshops)</small>	\$1,748	\$2,098	\$1,888	\$2,331	\$2,098
<b>2 Day Symposia</b> <small>(both symposia days only)</small>	\$1,496	\$1,796	\$1,616	\$1,995	\$1,796
<b>1 Day Conference Pass</b> <small>(1 symposia day only)</small>	\$819	\$983	\$885	\$1,092	\$983
<b>1 Workshop Pass</b> <small>(choose 1 workshop only, cost per 1/2 day workshop)</small>	\$562	\$671	\$604	\$746	\$671



# Networking



**Networking Reception**  
 June 8<sup>th</sup>, 2026 4:00PM – 5:30PM

**NETWORKING RECEPTION**  
**Monday, June 8, 4:00 – 5:30PM**

Mix and mingle with fellow APC Canada attendees, sponsors and speakers at the 26th APC Networking Reception. Enjoy your drink of choice while you connect with fellow attendees, play a few games and win some prizes!



**Dinner & Networking Cruise**  
 June 8<sup>th</sup>, 2026 7:00PM – 11:00PM

**DINNER CRUISE ON LAKE ONTARIO**  
**Monday, June 8th, 7:00PM – 11:00PM**

**Fee : \$125 per person (plus tax)**

Step aboard the Obsession III for an unforgettable evening on the water — an exclusive APC Signature Social Experience designed to relax, connect, and celebrate our community in true Toronto style. Cruise Lake Ontario as the sun sets over the city skyline, enjoy exceptional food stations prepared onboard by professional chefs, and network with fellow APC attendees in a stunning floating venue.



**More Social Events**  
*Coming Soon!*