

2026 EVENT GUIDE



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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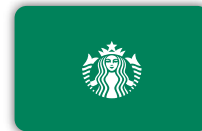
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JUNE 7-10, 2026 • TORONTO, ON



Greetings from the Event Director

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

We are thrilled to have you here at APC, joining more than 500 Executive Assistants and Administrative Assistants from across the country for several days of learning, connection, inspiration, and professional growth.

This year’s theme, *AI: Administrative Intelligence*, reflects the exciting evolution of the administrative profession. While artificial intelligence is transforming the workplace, this conference is ultimately about your intelligence—your adaptability, strategic thinking, leadership, and ability to drive organizations forward in times of change.

Throughout the conference, you’ll experience our most technology- and AI-focused program ever, developed directly from attendee feedback. From practical tools and emerging technologies to leadership development and career-enhancing strategies, each session is designed to help you work smarter, strengthen your impact, and prepare for the future of work.

We also encourage you to take full advantage of the networking opportunities throughout the event—including our Networking Boat Cruise on Monday evening. APC has always been about more than education; it’s about building relationships, sharing experiences, and connecting with a community of professionals who understand the important work you do every day. If you haven’t purchased your ticket yet, a limited number of tickets may still be available—please check with the Registration Desk for details.

A sincere thank you goes to our Advisory Board for their guidance, our sponsors for their continued support, and our speakers for sharing their expertise and insights. Most importantly, thank you for being here and for investing in your professional growth and future.

We hope you leave APC feeling energized, empowered and inspired.

Enjoy the conference!

Amy Ruddell

Event Director

Administrative Professionals Conference of Canada

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 style="text-align: center;">Metropolitan Ballroom Keynote: Elevate & Evolve: Preparing for the Admin Role of the Future Chrissy Scivicque, PMP, PCM, CCMP, Founder, Eat Your Career, CCS Ventures, LLC</p>			
TRACK	PATH TO POWER Harbour A	PRECISION & PLANNING Harbour B	RECHARGE & REBALANCE Harbour C	POWERED BY AI Peir 2 & 3
10:15AM - 11:15AM	<p>Wearing Prada in the Era of AI: The Evolution of the Ultimate Assistant Banu Raghuraman, Perficient</p>	<p>Beyond the Basics: Advanced Microsoft 365 Tips for Power Admins (Outlook, Teams, OneDrive, and SharePoint) Denise Tsamouris, Knack Training</p>	<p>Reboot, Recharge, and Reinvent Yourself - You've Got the Power Rosita Hall, Rosita Hall Speaking and Training</p>	<p>Level Up with AI: Smarter Workflows, Faster & Better Results Rhonda Scharf, On The Right Track</p>
11:30AM - 12:30PM	<p>The Art & Science of Persuasion Ben Wise, Captivate</p>	<p>SharePoint: Everything In One Place Greg Creech, Techedutainment Services, Inc.</p>	<p>From Admin to Strategic Partner — Building Your Influence and Confidence around the Boardroom Table Jan Vilaca, The Influence Co. & Tasty Road Trips Inc.</p>	<p>Everything You Need to Know About Artificial Intelligence... But Didn't Know to Ask James Spellos, Meeting U</p>
LUNCH - Metropolitan Ballroom				
1:45PM - 2:45PM	<p>The Invisible Leader: How Admins Quietly Drive Organizational Power Faith Wood, Inspiring Minds Consulting Ltd.</p>	<p>The People Side of Project Management: How to Guide the Team without Direct Authority Chrissy Scivicque, CCS Ventures, LLC</p>	<p>Panel Discussion: Women's Wellness at Work: Understanding the Full Health Journey Karen Roy Jennifer Dohoney Jennifer Arthurton</p>	<p>So You're Already Talking to AI: Smarter Prompts, Cooler Tools, Real Productivity James Spellos, Meeting U</p>
3:00PM - 4:00PM	<p style="text-align: center;">Metropolitan Ballroom Keynote: 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 now an upcoming docuseries—and a champion of emotional literacy and belonging in a disconnected world</p>			
4:00PM - 5:30PM	NETWORKING RECEPTION - Metropolitan Ballroom			


Schedule at-a-glance

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

Workshops at-a-glance

SUNDAY, JUNE 7			
9:00AM - 12:00PM	Harbour A	Harbour B	Harbour C
	<p>Admin Essentials for a Digital Workplace: What Matters, What Works & What to Stop Doing Jan Vilaca, The Influence Co. & Tasty Road Trips Inc.</p>	<p>Generative AI Unleashed: Hands-On Exploration for Administrative Professionals James Spellos , Meeting U</p>	<p>Next-Level Project Management: Deepen Your Expertise and Overcome Obstacles Chrissy Scivicque, CCS Ventures, LLC</p>
1:00PM - 4:00PM	Pier 2 & 3	Pier 7 & 8	
	<p>Presentation Skills for Admins Rhonda Scharf, On The Right Track</p>	<p>Heroes Assemble: Unlock Your Personal Superpowers for Balance, Resilience & Support Amy Yackowski, Painted Porch Strategies</p>	
LUNCH - Pier 4 & 5			
1:00PM - 4:00PM	Pier 2 & 3	Harbour B	Harbour C
	<p>Lead with Confidence - Admin Leadership that drives Team Success Jan Vilaca, The Influence Co. & Tasty Road Trips Inc.</p>	<p>Critical Excel Tools for the Admin Professional James Spellos, Meeting U</p>	<p>Time Management Mastery: Strategies to Work Smarter & Achieve More Chrissy Scivicque, CCS Ventures, LLC</p>
	Pier 7 & 8		
	<p>Loop Essentials: Designing Dynamic Workspaces for Real-Time Collaboration Denise Tsamouris, Knack Training</p>		

Workshops at-a-glance

WEDNESDAY, JUNE 10			
9:00AM - 12:00PM	Pier 4 & 5 - Breakfast		
9:00AM - 12:00PM	Harbour A	Harbour B	Harbour C
	Microsoft Copilot and Office 365: New Productivity Greg Creech, Techedutainment Services, Inc.	Event Planning 101: Your Roadmap to Planning Events Like a Pro Jennifer Hadley, J Hadley Productions	The Tired To-Do-List Junkie Jennifer Doheney, WELLOGA
9:00AM - 12:00PM	Pier 2 & 3	Pier 7 & 8	
	CTRL+YOU: The Game Show Workshop for Admins Who Want to Outsmart AI Before It Outsmarts Them Leslie Hughes, Punch!media Phil Barth, Keynote Speaker	From Invisible to Indispensable: How to Build a Career That's About You (Not Just Your Boss's Calendar) Glynis Devine, She-Suite Leaders	



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

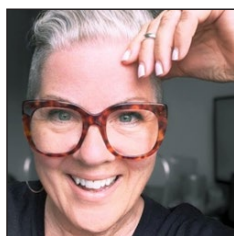
BEN WISE, HEAD OF PROGRAMMATIC MEDIA, GOOGLE CANADA, CAPTIVATE



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 FROM ADMIN TO STRATEGIC PARTNER — BUILDING YOUR INFLUENCE AND CONFIDENCE AROUND THE BOARDROOM TABLE

JAN VILACA, CERTIFIED SUCCESS COACH, THE INFLUENCE CO. & TASTY ROAD TRIPS INC.



After more than a decade as an Executive Assistant, Jan understands exactly how administrative professionals think, lead, and adapt. Having since built multiple successful businesses and a national coaching practice, she brings first-hand insight into how transferable administrative and administration skills can become the foundation for strategic leadership. This session helps participants reframe their role from “supporting” to “strategically contributing.”

Learning Objectives:

- Reframe your mindset from support to strategic contribution using growth-mindset principles.
- Develop techniques to articulate professional self-value and advocate for self with confidence.
- Strengthen your executive presence to lead and communicate with influence.

1:45pm to 2:45pm

PANEL DISCUSSION: WOMEN'S WELLNESS AT WORK: UNDERSTANDING THE FULL HEALTH JOURNEY



KAREN ROY, FOUNDER, NOT CRAZY, JUST MENOPAUSE



JENNIFER DOHENEY, FOUNDER, WELLOGA



JENNIFER ARTHURTON, FOUNDER, OLD CHICKS KNOW SH*T

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

CHRISSE 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, COMPTT+, 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

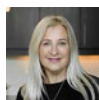
reflection, participants learn practical ways to move past self-doubt, strengthen everyday confidence, and show up at work with more clarity and intention—the kind of upgrade no software can deliver.

10:15am to 11:15am

FIRESIDE CHAT: THE POWER OF PARTNERSHIP. HOW SENIOR EAS BUILD TRUST, INFLUENCE AND EXECUTIVE PRESENCE



MODERATOR: LEANNE THOMPSON, SENIOR EXECUTIVE ASSISTANT TO CHAIRMAN OF THE BOARD AND THE PRESIDENT AND CHIEF EXECUTIVE OFFICER, HYDRO OTTAWA GROUP OF COMPANIES



DONNA VENDITTI, EXECUTIVE ASSISTANT TO MARK BASCIANO, MOUNTAINVIEW HOMES



TERRY ROY, MANAGER, EXECUTIVE ADMIN EXCELLENCE. EA TO CEO MIKE MCKEE, CRO ANDREA EATON & VP FINANCE ROBERT SHANAHAN, ATACCAMA



JEANETTE MORRISON, RETIRED OFFICE MANAGER

Join senior executive assistants for an intimate fireside conversation about the relationships that define success at the top. Panelists share the playbook they use to build trust, influence decision-making, and navigate high-stakes moments with confidence—offering attendees both inspiration and actionable guidance for career growth.

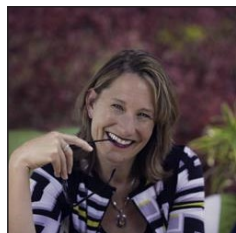
Learning Objectives:

- Managing up with confidence
- Executive presence for EAs
- Navigating high-stakes relationships

11:30am to 12:30pm

AI AS YOUR EXECUTIVE ASSISTANT: PRACTICAL AUTOMATION FOR REAL WORKDAYS

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



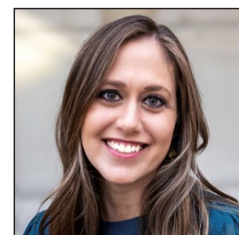
Artificial intelligence is no longer experimental. It is quietly becoming the most powerful productivity tool available to administrative professionals today. This highly practical session shows participants exactly how to use AI as a daily work assistant for real administrative tasks: drafting executive-level

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!

Session Descriptions, Tuesday, June 9

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.

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 a 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



MODERATOR: FAITH WOOD, CPS, RELATIONSHIP EXPERT, INSPIRING MINDS CONSULTING LTD.



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



BANU RAGHURAMAN, PERFICIENT



DANIELLE DICKENSON, EXECUTIVE BUSINESS PARTNER, KONZORTIA CAPITAL

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

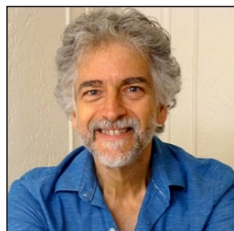


In today's hybrid workplace, an administrative professional's digital presence is no longer optional — it directly reflects their credibility, leadership potential, and professional brand. Whether supporting executives, coordinating complex projects, or managing day-to-day operations, how admins show 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

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.



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.



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 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.



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



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

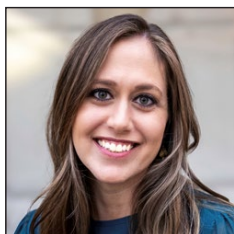


Join hosts Phil Barth and Leslie Hughes for a high-energy, game-show-style workshop where Administrative Professionals learn to use AI tools like ChatGPT and Copilot to save time, improve communication, and streamline daily tasks. Through live challenges, team competitions, and practical demos, participants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

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 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.

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 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

Workshop Descriptions, Wednesday, June 10

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.



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Hockley Valley Resort is a premier year-round destination, nestled in the heart of Ontario's scenic countryside just 45 minutes from Toronto. Offering 108 guest rooms, extensive meeting facilities, full-service spa, championship golf course, ski runs and terrain park, and 10 km of mountain biking trails, the resort caters to the diverse needs of both leisure and corporate guests. With a steadfast commitment to delivering exceptional experiences and creating unforgettable memories, Hockley Valley Resort offers its guests a welcoming, natural setting, ensuring a memorable stay.



At Matched Promotions & Events, we are a proud Canadian family owned promotional products distributor dedicated to helping businesses build meaningful connections through high quality branded merchandise. With a strong focus on personalized service, creativity, and reliability, we work closely with our clients to deliver customized promotional solutions that reflect their brand and values. We believe in building lasting relationships based on trust, integrity, and exceptional customer care. From corporate apparel and branded giveaways to event merchandise and marketing products, we provide thoughtfully selected products designed to leave that lasting impression. Supporting local communities and Canadian businesses is at the heart of what we do with a hands-on approach to ensure every order is handled with care, attention to detail, and pride.

Come say hello! Spin the wheel to receive great prizes, enter our raffle draw for an amazing gift basket with IPAD, grab a catalogue and learn about our rewards program! We look forward to meeting you!

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The National Menopause Show is Canada's leading public education and empowerment event for Women experiencing peri-menopause and menopause. Our multi day event is centered around the idea of support and education, drawing world class doctors to lead healthy aging, backed by science education.

2026 CONFERENCE SPONSORS

ASSOCIATION PARTNERS



The Association of Administrative Professionals (AAP) is a voluntary Canadian chartered non-profit organization administered by its members for its members. AAP provides opportunities for its members to learn, grow and thrive. Consisting of administrative professionals from a wide variety of roles and titles, AAP assists its members in the continuing development of administrative skills and professional growth resulting in increased employment opportunities and advancement in the workplace since 1951. AAP sponsors the Canadian Certified Administrative Professional (CCAP) and Canadian Certified Administrative Professional Associate CCAPA certifications. Both programs are vehicles available to members interested in advancing their professional development either through Universities and Colleges across Canada via distance, online, and lecture courses for CCAP or completely online for CCAPA. For more information, visit our website at www.canadianadmin.ca.

MEDIA PARTNERS



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Networking



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

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!

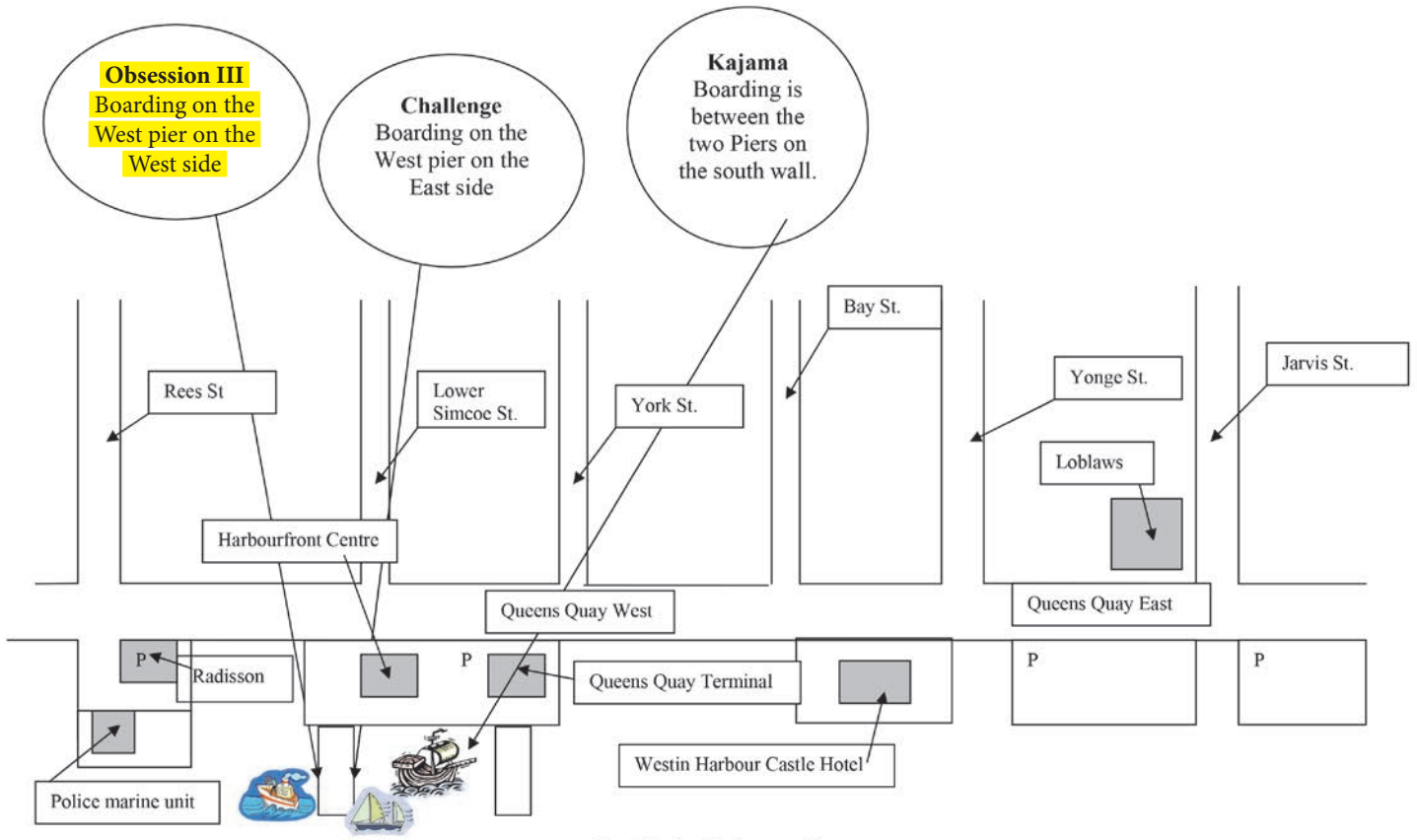


DINNER CRUISE ON LAKE ONTARIO Monday, June 8th, 7:00PM – 11:00PM Fee : \$125 per person (plus tax)

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.

Cruise Attendees: Meet your APC Representative at 6:00 in the hotel lobby. Boarding begins at 6:30. If you prefer to get there yourself, please see map on the next page for directions!

Where's The Boat?



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Notes



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