

# BUILDING YOUR STRENGTHS: PROFESSIONALLY AND PERSONALLY

Barrie-Simcoe County Branch Annual  
Professional Development Workshop

FRIDAY, APRIL 24<sup>th</sup>

Sandbox Centre  
24 Maple Ave., Barrie  
8:30 am start



Join us for an information-packed day as three dynamic speakers help us build our strengths inside and out...for the office and for the home.



**Katherine Vaillancourt**  
Office 365. Build your administrative toolbox with the essentials from the Big 4 – Word, Excel, PowerPoint and Outlook



**Katie Pergau**  
Taking your Administrative Career to the Next Level by Understanding the People you Work With



**Lynn Augustino**  
**Registered Dietitian**  
Eat Smart at Work,  
Live Smart at Life

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Register **BEFORE** March 15th

Members \$98

Non-Members \$118

Register **AFTER** March 15th

Members \$118

Non-Members \$138

**Register Here**



Association of  
Administrative  
Professionals



**Katherine Vaillancourt**

Join us for this interactive session on Office 365. Let us help you build your administrative toolbox with the essentials from the Big 4 – Word, Excel, PowerPoint and Outlook. We will also do a deep dive on OneNote, OneDrive, SharePoint and Teams. Finally, we will be providing a short overview on Project for the Web – a new product from Microsoft, specifically designed for administrative professionals and project coordinators that are involved with project management, scheduling, tasks and documentation.

All attendees are requested to bring their laptops with them as the session will be interactive. Workbooks and sample materials will be provided prior to the session. The session will be focused on Windows system using Office 365.



**Katie Pergau**

As past Executive Director of the Barrie Music Festival Association and current Vice President of the Ontario Music Festival Association, Katie has spent countless hours supporting a wide variety of people and personalities through various administrative tasks and roles.

With her deep understanding of people and the need for connecting tasks with the best-suited skills available, Katie shares her knowledge and experience by delivering material that’s engaging and relevant to improving our connections with others.

Audiences enjoy her engaging presentation style, which allows for “edu-tainment”. They have fun while learning how to make impactful and lasting changes in their work and personal relationships.



**Lynn Augustino, Registered Dietitian**

Ideas to make your work lunches and snacks simple and nutritious as well as general health habits to help you be your best self at your work and at home!

Lynn Augustino is a Registered Dietitian with 27 years’ experience, spending all those years in the Barrie area.

**Build Your Strengths with us Friday, April 24<sup>th</sup> ...  
become a stronger you professionally & personally**

**Register Now!**

Members - \$98

Non-members - \$118

**After March 15<sup>th</sup> the price goes up!**

Members - \$118

Non-members - \$138

