

# BUILDING YOUR STRENGTHS: PROFESSIONALLY AND PERSONALLY

## Barrie-Simcoe County Branch Annual Professional Development Workshop



It's a VIRTUAL event!

FRIDAY, APRIL 23<sup>rd</sup>

8:30 am to Noon

Join us for an information-packed morning 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



**Tanya Lewis**

Find out how Emotional Intelligence can improve your professional and personal relationships.

“Lunch” is on us!  
Thanks to our sponsor,



Each attendee will receive a Montana's gift card in their attendees bag.

Register **BEFORE** April 15<sup>th</sup>

Members \$30 Non-Members \$45

[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.



### **Tanya Lewis**

We are all dealing with intense emotions and anxiety as we navigate this brand new world. The trick is preventing those emotions from overwhelming and paralyzing us. This is where emotional intelligence (EI) comes to the rescue! EI is NOT about removing or quelling these emotions... so what exactly is it?

The Science of Emotional Intelligence presentation defines EI, provides a snapshot of how our brain is involved as well as offer strategies to manage our own emotions and to influence the emotions of others.

Tanya combines her passion for this topic her solid background in adult learning and organizational development to make the session fun, interactive and practical.

**Build Your Strengths with us Friday, April 23<sup>rd</sup> ...  
become a stronger you professionally & personally**

**Register Now and expand your toolbox!**

Members - \$30

Non-members - \$45

