

**ASSOCIATION OF
ADMINISTRATIVE
PROFESSIONALS**

**WESTIN
HARBOUR
CASTLE**

**JUNE
1
2023**

AdminsRise



lessons. leverage. leadership.



admins

RISE





Leadership: Setting Regular Goals



Setting short-term goals is essential since it takes time to develop the skills and experience needed for success and influence your surroundings.

Leverage: Get feedback



Once you gain experience in your field, ask your managers and coworkers for feedback so you can understand your strengths and improve on your weaknesses.

Lessons: Get in touch with your network



Keeping an active presence in your industry can enable you to discover job opportunities, maintain long-term professional relationships, and stay up-to-date on industry trends.

Leverage: Utilize the company's resources



To advance your career within the company, your employer may offer management training programs.

Leadership: Take the challenge



To improve your career, you need time, commitment, and motivation. Experiment with skills and ideas beyond your area of expertise frequently to push yourself out of your comfort zone.

Lessons: Keep reading



Keep up to date on your industry's competitors, new products and services, and innovative ideas for the future by reading frequently about it.

Leverage: Be curious about your industry



Explore the professional opportunities available in your industry as this can allow you to explore alternative career options and expand your network of connections.

Leadership: Write often and share with your team



As you grow and develop in your professional you will gain confidence in your abilities, reflect on your experiences over time by documenting your accomplishments and share with your team for encouragement.

Lessons: Participate in workshops and training programs



Attend workshops, training programs, and community events relevant to your industry to learn, grow, and keep up-to-date with new resources and information.

Leverage: Get Organized



To stay organized, archive your past work, create a regular schedule, and plan your upcoming steps to achieve your career goals. By tracking your progress over time, you can stay focused on long-term goals.

AdminsRise 2023



Lucy Brazier: Lessons, Leverage and Lead

Opening
Keynote



Glynis E. Devine: How to Future Proof Your Career Using
Lessons Learned from COVID

Breakout
Session -AM



Shelagh Donnelly: Tapping into Design and Technology
for polished presentations

Breakout
Session - AM



Beverly Beuermann-King: Building Resiliency -
Harnessing Energy: Everyday Lessons to De-Stress,
Decompress, and Engage More In Life

Breakout
Session -AM



Diana Brandl: Personal Brand, Storytelling and
Learning to Lead

Lunch
Keynote



Tammy Sherger: Lessons & Story Telling/The Art of
Administrative Leadership

Breakout
Session -PM



Shelagh Donnelly: Taking Chances on Yourself:
Leveraging Career Capital

Breakout
Session -PM



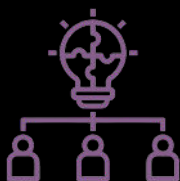
Glynis E. Devine: Leadership, Communications and
Influence

Breakout
Session -PM



Rhonda Scharf: Transform to Perform - Evolution, Agility,
Innovation and Survival

Closing
Keynote



AdminsRise 2023



WEDNESDAY, MAY 31, 2023

10:00am -
4:00pm

Registration

2:00 pm -
4:00 pm

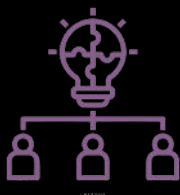
AAP Member Forum

8:00pm -
10:00 pm

Welcome Reception

GET READY TO LEARN,
LEVERAGE
& LEAD!

The pandemic showed us that those in administrative roles faced challenges we could never have imagined before. It forced us to pivot in so many directions. Now is the time to take our experiences, our lessons learned and our changed roles and use it to Learn, Leverage and Lead.



AdminsRise 2023



THURSDAY, JUNE 1, 2023

YOUR DAY WILL COVER:

LESSONS

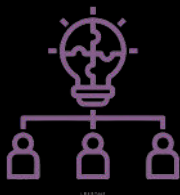
Shared experiences, best practices and interactions as administrative professionals

LEVERAGE

New technologies for today's administrative professionals and how to use it to up your game

LEADERSHIP

Growth as an administrative professional through influence, communications, and strategy. Get the golden “nuggets” when it comes to the art of leadership and how to grow as a strategic business partner



AdminsRise 2023



THURSDAY, JUNE 1, 2023

7:30 am

Registration

7:45 am - 8:30 am

Breakfast

8:30 am - 8:45 am

Welcome and Opening Remark

8:45 am - 9:45 am

Opening Keynote - Lucy Brazier - Lessons, Leverage and Lead

10:00 am - 11:00 am

Breakout Session - 3 Options

Lessons: How to Future Proof Your Career Using Lessons Learned from COVID with Glynis E. Devine

Leverage: Tapping into Design and Technology for polished presentations with Shelagh Donnelly

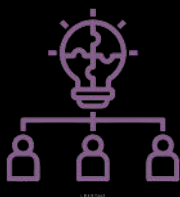
Lead: Building Resiliency - Harnessing Energy: Everyday Lessons to De-Stress, Decompress, and Engage More In Life with Beverly Beuermann King

11:15 am - 12:15 pm

Lunch Keynote - Diana Brandl - Personal Brand, Storytelling and Learning to Lead

12:15 pm - 1:30 pm

Lunch & Tradeshow



AdminsRise 2023



THURSDAY, JUNE 1, 2023

1:30 pm - 2:30 pm

Breakout Session - 3 Options

Tammy Sherger: Lessons & Story Telling/The Art of Administrative Leadership

Shelagh Donnelly: Taking Chances on Yourself: Leveraging Career Capital

Glynis E. Devine: Leadership, Communications and Influence

2:45 pm - 3:45 pm

Closing Keynote: Rhonda Scharf: Transform to Perform - Evolution, Agility, Innovation and Survival

3:45 pm - 4:00 pm

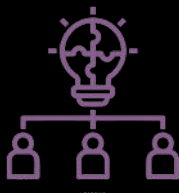
Closing Remarks & Door Prizes

4:00 pm - 5:00 pm

Trade Show Open - closes at 5 pm

6:30 pm - 10:00 pm

Dinner Cruise



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