

# EmpowerED:

POWER UP AND TAKING  
CHARGE! A WORKSHOP  
SERIES FOR EMPOWERED  
ADMINISTRATIVE  
PROFESSIONALS



**FRIDAY, JUNE 14**

**8-4**

Ferndale Banquet Hall  
Barrie, ON





# YOU NEED TO BE HERE!

**Join us for an invigorating day of professional growth and skill-building at our upcoming event, where we're thrilled to present two empowering workshops designed to elevate your career!**

In our first workshop, "Power Up and Taking Charge: Assistants as Leaders in the New Workplace," Bonnie Low-Kramen helps us discover the transformative power within administrative roles. This dynamic session is designed to provide participants with strategies to step into leadership roles within the evolving workplace landscape. Through discussions and practical guidance, participants will uncover how to leverage their unique positions to lead effectively, influence decisions, and become pivotal players in their organizations. As the workplace continues to evolve, this workshop is your gateway to embracing change and emerging as a leader in your professional sphere. An integral part of the morning workshop will include a panel discussion with Bonnie and fellow attendees.

In the second workshop, "...And Other Duties as Assigned", Michael Lewis helps us to become the "captain" of our ship...so we can navigate the unpredictable and often challenging waters of the profession. We are all familiar with the phrase and we often joke about how things fall into that category of "other duties" but when it comes right down to it, it's often anything but a laughing matter and it can cause anxiety and stress that may be unnecessary.

Don't miss this exceptional opportunity to invest in your professional development! Join us for a day of enlightenment, skill acquisition, and networking mastery. These workshops are thoughtfully crafted to enrich your professional journey, ensuring you leave equipped with new perspectives, strategies, and the confidence to excel in today's ever-evolving professional landscape. Secure your spot today and embark on the path to professional excellence!

# POWER UP AND TAKING CHARGE! ASSISTANTS AS LEADERS IN THE NEW WORLD

## Bonnie Low-Kramen

Whether working remotely, in-person, or a hybrid of both, the administrative staff continues to be the backbone of organizations and the right arms to their leaders. As such, it is increasingly necessary for assistants to step up as leaders within their roles and, at the same time, work in collaboration as an effective, productive, and cooperative team member exhibiting stellar communication skills. In this time of tremendous change, these business partnerships are critical to a smooth-running operation. This has never been more important given the volatility and complexity of our workplace. The stakes are high for everyone.



Bonnie Low-Kramen focuses on the necessary and relevant skills for assistants to excel as strategic business partners to their leaders. This interactive session is designed to light fires, plant seeds, and build confidence. The discussion will educate, celebrate, motivate, empower, and inspire action.

When assistants are empowered to work as true business partners, the potential for increased productivity and professional growth are limitless. This session will focus on the ways to leverage these powerful relationships, resulting in a renewed energy and commitment to the mission and guiding principles of your organization.

**Join the conversation. Hear the Voices of Experience.**

We encounter various challenges, and our responses to them define our character. Learning from others who have navigated similar situations can be invaluable. Bonnie will be leading a panel discussion featuring pre-selected admins from the workshop registrants, addressing diversity, proximity bias, the effects of AI, and so much more .... offering insights and coping strategies that may resonate with your own experiences and challenges.

## Topics will include:

- Team-Building & Subject Matters Experts (SMEs)
- Staying strongly connected in a virtual world
- Advanced communication
- How to manage change and set clear expectations along the way
- Administrative Triage – How to manage priorities



## Attendees will learn:

- Importance of intentional mentoring and teamwork as keys to long-term success
- Ways to keep it personal in a remote world by building healthy, positive relationships between assistants and leaders and assistants and fellow staff
- Finding your voice and your confidence - Speaking up in an effective way and closing communication gaps
- What it means to lead even when you are not in charge
- Moving forward: Strategies, tools, and resources to exceed a leader's and your team's highest expectations

## Voices of Experience Panelists

If you are interested in being a member of the panel make sure to check yes to the question on the registration form.

Those interested will be contacted mid-April to complete a brief questionnaire



# ...AND OTHER DUTIES AS ASSIGNED

## Michael Lewis

It's not how many years we live ...but the life we put into our years. All too often we are called on to wear many hats and fulfill many new responsibilities professionally at work and in our own private lives with our friends and family. This motivational and often humorous presentation presents a wide palette of practical time/ life management solutions, insights on effective living and "food for thought" as we tackle our increasingly more complex lives.



Maybe the greatest challenges any admin. professional faces is balancing all their work but also wanting to be seen as a ready and helpful resource...thus it turns us into "jugglers".

The more we come to the "rescue" and take more and more on and develop reputations as miracle workers and go to people, we inadvertently place greater pressure on ourselves to perform...and then we juggle more work, more demands, more last-minute tasks, and problems.

Sometimes, being great, places unfair burdens on us to be always great, always reliable ...facing often-unrealistic expectations...that because we came through before, we will come through again.

This circular scenario of - being excellent - taking on more - succeeding - being seen as excellent ...often leads to us saying YES too often to the point of collapsing under the increased workloads, personal stress, and sacrificing personal time and even time with family and friends.

## Michael will facilitate a working session that will cover:



- When you need to say “NO” to some asks or requests
- How to make sure your boss knows you are human and have limitations
- Negotiating your workload
- Valuing your sense of assertiveness and draw on your confidence
- Needing to say “when” and outlining a need for help

## Attendees will learn:

- How to improve communication with your boss
- How to define your capacity and capability to accept challenging work or last-minute tasks/requests
- How to navigate the unpredictable
- Understand the purpose of personal and professional boundaries and how they plan an important role in prioritization of your work and your career

## Table Talk

Michael will facilitate time to be mentors/mentees. This is an opportunity to resource the experience and collective wisdom of your colleagues - to get real world answers to your real world questions.





**DRESS FOR SUCCESS®**  
ORILLIA AND BARRIE

## **The Barrie/Simcoe County Branch of AAP supports Dress For Success**

The mission of Dress for Success is to empower women to achieve economic independence by providing a network of support, professional attire and the development tools to help women thrive in work and in life.

Clothing donations will be accepted at our event so check below for a list of what they accept and then check your closets!

- Interview-appropriate suits
- Professional separates including blouses, slacks, skirts, dresses, blazers and jackets
- Warm hoodies for work in the trades
- Black pants and tops in excellent condition for service industry work
- Reflective vests/shirts
- Jeans (not distressed or ripped)
- Work pants (like Dickies)
- Work-appropriate shoes (flats or low heel)
- Steel toe shoes/boots
- Work boots
- Handbags (briefcases, portfolios or work appropriate handbag)
- Jewelry and scarves
- Men's clothing



Visit the Dress For Success [website](#) to learn more about them!



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## **Before April 15, 2024**

(price includes continental breakfast & lunch)

**Members: \$210**

**Non-Members: \$260**

**Students: \$60**

## **After April 15, 2024**

(price includes continental breakfast & lunch)

**Members: \$240**

**Non-Members: \$290**

**Students: \$75**

Attendees will receive a copy of  
Bonnie Low-Kramen's latest book  
"Staff Matters"

**FRIDAY, JUNE 14**

**8 AM - 4 PM**

**Ferndale Banquet Hall**  
24 Ferndale Industrial Dr, Barrie

Questions? Email us at:  
[aap.barrie-simcoe.events@canadianadmin.ca](mailto:aap.barrie-simcoe.events@canadianadmin.ca)

Register [HERE](#) or  
scan the code !

