

# 2017 ADMINISTRATIVE PROFESSIONALS VIRTUAL CONFERENCE

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## Efficient, Sharp and Focused

**Session 1:** Effective Minute Taking including Grammar Basics

**Session 2:** Using Emotional Intelligence to Be More Effective at Work

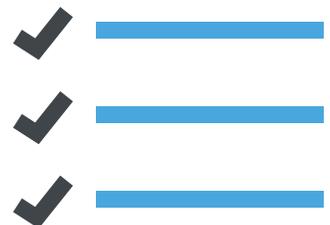
**Session 3:** Awakening Your Authentic Leadership

**Session 4:** Your Emotional vs. Your Analytical Brain

**Session 5:** Your Virtual Interactions. Different Not Difficult.

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**Register by April 13, 2017 8:00 p.m. ET**



## WEBINAR DESCRIPTIONS

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### Effective Minute Taking Including Grammar Basics

#### SESSION #1

In last year's session, Minute Taking Made Easy, Rhonda taught us the basics. She's back this year to expand on that foundation and explore more minute taking and the best practices of business writing. Walk away with tools that can help you apply your knowledge.

**APRIL 24, 2017**  
**1:00 - 2:15 PM ET**

**REGISTER NOW**

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### Using Emotional Intelligence to Be More Effective at Work

#### SESSION #2

In 2013, Helen introduced us to Emotional Intelligence at Work. You told us it was so impactful "it should be offered to all staff nationwide." In this session, Helen will show us how to use Emotional Intelligence to enhance our ability to be more effective.

**APRIL 27, 2017**  
**1:00 - 2:15 PM ET**

**REGISTER NOW**

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### Awakening Your Authentic Leadership

#### SESSION #3

Successful high performing teams and organizations need conscious leaders – leaders who are empowered to lead from their authentic selves. We're all leaders, regardless of our role or position. Sandy will help you to remember and re-awaken your innate capacity to live and lead. Find enhanced personal power, well-being, engagement and effectiveness. You'll leave with practical tips to help you live and lead more productively.

**MAY 2, 2017**  
**1:00 - 2:15 PM ET**

**REGISTER NOW**

## WEBINAR DESCRIPTIONS

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### Your Emotional vs. Your Analytical Brain

#### SESSION #4

In 2015, you told us "More from Sandra" so we're bringing Sandra McDowell back.

This year, she will walk us through how you can use your emotional versus your analytical brain to increase your productivity.

**MAY 4, 2017**  
**1:00 - 2:15 PM ET**

**REGISTER NOW**

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### Your Virtual Interactions. Different, Not Difficult.

#### SESSION #5

Working with virtual colleagues can be frustrating. But, if you understand the basics of why virtual interactions are different then they don't have to be difficult. In this session, we'll discuss how some basic things like accountability and trust are different in a virtual setting and look at some easy tactics you can employ in everyday situations like meetings and emails to improve your virtual interactions. Join Lynette Van Steinburg, a virtual effectiveness driver

**MAY 5, 2017**  
**1:00 - 2:15 PM ET**

**REGISTER NOW**

## SPEAKER PROFILES

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### RHONDA SCARF

Rhonda is a Professional Speaker, Trainer and Author, based in Ottawa. She has spoken to tens of thousands of people in ten different countries. Rhonda has served on the Board of the Global Speakers Federation, as well as the Canadian Association of Professional Speakers, holding the position of National President in 2004, and has earned the “Certified Speaking Professional” designation (CSP), the highest speaking designation in the world, of which Canada has only 55 recipients.



### HELEN WILKIE

Helen Wilkie is passionate about communication. When she speaks—in a keynote, concurrent session, in-house workshop or one-on-one coaching—her audience is captivated by that passion. She strongly believes that in business, communication directly affects the bottom line, and her mission is to help business people get their message across so that the effect will be positive.

Educated at the University of Strathclyde in Glasgow, Scotland, Helen taught commerce and economics for two years, before moving to Canada and into the world of business. Blending her teaching skills with her business knowledge and communication talent, Helen speaks on all aspects of communication at work. Her content-rich programs are presented with humour and knowledge, offering a lively, enjoyable learning experience. Her unique Communication Contract™ is the core from which all her messages spring. She is the author of *The Hidden Profit Center*, *Message Received and Understood*, *Communications for Legal Professionals* and several other books, including *Make Your Words Count: a short painless guide to business writing for accountants* and *Life Is a Bike Ride: keep your feet on the pedals*. She is an active member of the Canadian Association of Professional Speakers, and past President of its Toronto Chapter.

## SPEAKER PROFILES

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### SANDY RUSSELL

Sandy is an executive/leadership & team coach, trainer and course designer with a 16-year background in HR and employee & organizational development. She brings a passion for inspiring and developing people to realize their full potential in leadership & life, along with a strong personal commitment to high quality business results.

For the past 20 years Sandy has worked in a variety of industries including healthcare, retail, food & beverage, telecommunications, HR and financial services. For over 16 years she has worked in banking and credit unions in a variety of ways including 7 years as a facilitator for the national credit union system. Her experience with top employers has given her key insights into the workplace practices and leadership qualities that contribute to a healthy organizational culture.

Sandy brings over 15 years' experience coaching and training teams, executives, managers, high potentials and emerging leaders both internally and in private practice since 2002. In 2009, she received the International Coach Federation B.C. PRISM Award (Honorable Mention) which celebrates excellence and business achievement through professional coaching as a leadership strategy.



### SANDRA MCDOWELL

Sandra has extensive communication, executive coaching, marketing, and leadership experience. She has studied marketing, attained a Masters in Leadership, received a Certified Executive Coach (CEC) designation, and is currently studying Neuroleadership. She advocates that leadership is everyone's responsibility, and has taken her passion online by developing the 'eLeadership Academy' to support the development of high-performance leaders. Sandra believes emotional intelligence, learning agility, and using a coach approach are the 'triple threat' competencies of high-performance leaders.

As VP of Communications & Culture for First Credit Union she has been the driving force behind a leadership and coaching culture that has resulted in increased engagement and leadership capacity. Sandra is a past recipient of the Credit Union Central of Canada's National Young Leaders Award, and a World Council of Credit Union's Young Leader Award.

## SPEAKER PROFILES

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### LYNETTE VAN STEINBURG

As a Virtual Effectiveness Driver, Lynette brings her experience as a leader, educator and transformation specialist to support individuals and organizations in increasing their virtual effectiveness by using strategies and methods that are an amalgamation of nearly 20 years' experience in virtual collaboration with clients, colleagues and leaders.

Lynette has worked in the sphere of corporate learning, leadership, and transformation since 1997 for clients such as Nike, T-Mobile, CN, BC Hydro, and other world-class organizations. She has experience in leadership, project management, instructional design, development, change management, quality assurance, organizational development, communications and business transformation.

# REGISTRATION & PRICING

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## Conference Bundle

Purchase a single seat in all 4 sessions. (Non-transferable, single employee only)

- Corporate Members - **\$449 (per employee)**
- Pay As You Go - **\$539 (per employee)**

REGISTER NOW FOR BUNDLES

## Individual Webinars

Attend as many webinars as you'd like and register for each separately. Use the "register now" links on page 2 or search by title in the [Learning Gateway](#) to register.

- Corporate Members - **\$99 (per webinar)**
- Pay As You Go - **\$119 (per webinar)**

REGISTER NOW



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