



THE
EMPOWERED
ASSISTANT
CONFIDENCE • COURAGE • COMPETENCE

LAS VEGAS
2019

OCTOBER 15 - 18, 2019

Presented by:



OfficeDynamicsConference.com

26th Annual Conference for Administrative Excellence

TUESDAY, OCTOBER 15, 2019

6:00 – 8:00pm Welcome Reception
Event Check In/Registration

WEDNESDAY, OCTOBER 16, 2019

7:45 – 8:15 Networking Breakfast

8:30 – 9:30 Opening Session: Joan Burge
The Empowered Assistant

9:30 – 10:15 General Session: Joan Burge
Personal Introspection

10:15 – 10:45 BREAK
Office Dynamics Success Store Open

10:45 – 12:00 General Session: Lisa Olsen
4 Habits of the Empowered Assistant

12:00 – 1:30 LUNCH
Office Dynamics Success Store Open

1:30 – 2:00 Teambuilding Session led by Joan Burge

2:00 – 3:15 General Session: Peggy Vasquez
Develop a Healthy Dose of Confidence

3:15 – 3:45 BREAK
Office Dynamics Success Store Open

3:45 – 4:45 General Session: Avish Parashar
DING! Happens

THURSDAY, OCTOBER 17, 2019

7:45 – 8:15 Networking Breakfast

8:30 – 9:30 General Session: Joan Burge

Staring Down Your Goliath

- 9:30 – 10:15 General Session: Joan Burge Innovation Award
- 10:15 – 10:45 BREAK
Office Dynamics Success Store Open
- 10:45 – 12:00 General Session: Dr. Shirley Davis
Master Your Own Reinvention
- 12:00 – 1:30 LUNCH
Office Dynamics Success Store Open
- 1:30 – 3:00 General Session: Debbie Gross
Title: *Our Profession and the Power of Emotional Intelligence*
- 3:00 – 3:30 BREAK
Office Dynamics Success Store Open
- 3:30 – 4:30 General Session: Julie Reed
Title: *The Center of Influence*
- 7:00 – 10:00 GALA EVENT: Denim and Diamonds

FRIDAY, OCTOBER 18, 2019

- 7:45 – 8:15 Networking Breakfast
Office Dynamics Success Store Open
- 8:30 – 10:00 General Session: Vickie Sokol
Timesaving Digital Productivity Tips Using Microsoft Office
- 10:00 – 11:00 General Session: Chrissy Scivicque
Title: *Widen Your Perspective: How to Gain Big Picture Understanding*
- 11:00 – 11:45 Closing Session: Joan Burge