



THE EVOLVING ASSISTANT

ABOUT OUR 2022 CONFERENCE THEME

Each year, Joan Burge, founder and CEO of Office Dynamics International selects a conference theme based on current workplace trends and what is happening in the administrative profession. The past two years have impacted the role of the administrative professional. Their role continues to change and evolve. This year we are especially focused on the evolving role—how has it evolved? What are the necessary skills to be successful today? In what ways can assistants better support leadership? These are just some of the questions we will be answering at our 29th Annual Conference for Administrative Excellence.

RESULTS TO EXECUTIVES

Sending your assistant to the Conference for Administrative Excellence will prove to be a transformational experience for them and your organization. After the event, you will have an assistant who has learned:

- How to shift from a chaotic mindset to a systematic one.
- How to manage accelerated workplace changes.
- New methods and tools for streamlining processes.
- To focus on skills associated with leadership.
- Proven methods for successfully navigating their career.
- What the new world of work looks like.
- Understand the key elements of communication context-awareness.

WHY MEETING **IN PERSON** IS IMPORTANT IN 2022

Let's face it: 2022 marks a time when many are facing unparalleled levels of fatigue and isolation. We are, collectively, a bit weary. More than ever before, it's important for us to come together **IN PERSON** to move forward. That will allow us to unite administrative assistants from a variety of industries, business sizes, and cultures. While the in-person experience always presents a plethora of unique benefits, this year there are even more.

Attending our conference in-person provides...

- The opportunity for attendees to learn approaches to modern workplace challenges from other assistants, specialists, and administrators from different industries.
- The chance to bring back a wealth of knowledge, insider tips, and strategies from industry experts and luminary speakers from around the world who are dedicated to the advancement of the assistant's role.
- Practice sharing opportunities that provide the knowledge needed to successfully navigate new dynamics and workplace challenges.
- The chance to experience true face-to-face interaction, relationship building, and networking that will provide long-term mutual benefits to both the attendee and their organization.
- A much-needed break from mundane routines and the chance to get away and have some fun.