

# CONFERENCE AGENDA 2026

## Tuesday October 20

**6:00 PM – 8:00 PM**  
Social Fusion Mixer

## Wednesday October 21

**7:00 AM – 8:15 AM**  
Networking Breakfast

**8:30 AM – 9:30 AM**  
Opening Session:  
The Agile Assistant:  
Pivot, Progress, Thrive  
*Joan Burge*

**9:30 AM – 10:30 AM**  
**MINDSET AGILITY** The Agile Mindset:  
Thinking on Your Feet Beliefs  
That Change How You Act  
*Starla West*

**10:30 AM – 11:00 AM**  
Break / Success Store Open /  
Career Coaching Corner

**11:00 AM – 12:00 PM**  
**COMMUNICATION AGILITY**  
Speak with Impact™: The  
Confidence & Communication  
Skills That Make Agility Possible  
*Peggy Vasquez*

**12:00 PM – 1:30 PM**  
Lunch / Success Store Open /  
Career Coaching Corner

**1:30 PM – 2:15 PM**  
Team Building: The Rhythm of Agility\*  
*Sponsored by Drum Café  
North America*

**2:15 PM – 3:00 PM**  
**STRATEGIC AGILITY** Do the Dark Work:  
Building the Conviction, Strategy,  
and Agility to Win  
*Anthony Trucks*

**3:00 PM – 3:30 PM**  
Break / Success Store Open /  
Career Coaching Corner

**3:30 PM – 4:30 PM**  
**CHANGE AGILITY** REINVENT:  
Personal Change Agility in a  
World That Will Not Slow Down  
*Daren Martin*

## Thursday October 22

**7:00 AM – 8:15 AM**  
Networking Breakfast

**8:30 AM – 9:30 AM**  
**TECH AGILITY** Get Control with Digital  
Dexterity: Smarter, Faster Ways to  
Work Across Microsoft 365 and AI  
*Mike Song*

**9:30 AM – 10:30 AM**  
**LEADERSHIP AGILITY** Story-Driven  
Leadership for the Agile Assistant:  
Lead Without the Title  
*Aleya Harris*

**10:30 AM – 11:00 AM**  
Break / Success Store Open /  
Career Coaching Corner

**11:00 AM – 11:45 AM**  
**COLLABORATION AGILITY** Moving Beyond  
Teamwork to Collective Impact  
*Joan Burge*

**11:45 AM – 1:00 PM**  
Lunch / Success Store Open /  
Career Coaching Corner

**1:00 PM – 1:45 PM**  
**CAREER AGILITY** Staying Relevant,  
Valued, and Ready  
*Joan Burge and Julie Reed*

**1:45 PM – 2:30 PM**  
**PARTNERSHIP AGILITY** Building Adaptive,  
High-Trust EA–Executive Partnerships  
*Jessica Vann*

**2:30 PM – 3:00 PM**  
Break / Success Store Open /  
Career Coaching Corner

**3:00 PM – 4:00 PM**  
**EMOTIONAL AND RESILIENCE AGILITY**  
The Short Cut: How Strategic  
Adaptability Outperforms Grit  
*Courtney Clark*

**7:15 PM – 7:30 PM**  
*Mix & Mingle (Foyer Bar Open)*

**7:30 PM – 10:30 PM**  
Joan Burge Gala

## Friday October 23

**7:30 AM – 8:45 AM**  
Networking Breakfast

**8:00 AM – 9:00 AM**  
Success Store Open

**9:00 AM – 10:00 AM**  
**PERSONAL AND WELLBEING AGILITY**  
Boundaries as the Backbone of Agility:  
How Administrative Professionals Stay  
Responsive Without Burning Out  
*Sheryl Green*

**10:00 AM – 11:00 AM**  
**TIME AGILITY** Focused, Flexible,  
Effective: The Art of Time Agility  
*Lisa Olsen*

**11:00 AM – 12:00 PM**  
Closing Session: Precision Under  
Pressure: How Agile Assistants Move  
with Purpose in a Fast-Changing World  
*JJ Villar*

*\*The Team Building Event on Wednesday is designed for in-person attendees. The virtual audience may observe the team-building activity if they choose to contribute their ideas in the chat.*