

44th Annual AEAP Conference



*Lido Beach*  
*Sarasota, Florida*

Only \$189 for members; \$199 for non-  
members



## *Powerhouse Skills*

UNLOCKING THE FUTURE OF  
OUR INDUSTRY, AND  
MASTERING THE SKILL OF  
CONFLICT AND NEGOTIATION

*Featuring*

**The Power of Excel**  
*From none other than  
MrExcel himself*

*And*

**Managing Change in a rapidly-  
changing industry.**

**More  
Inside**

September 12-14, 2019 - Holiday Inn Lido Beach - Sarasota, FL

# Your Conference Leaders

## Jamie Conley



Jamie Conley is a regional vice president for OfficeTeam, the nation's leading staffing service specializing in the temporary placement of highly skilled administrative and office support professionals. OfficeTeam has 300 locations worldwide and places tens of thousands of highly skilled candidates each year into positions. In his role, Jamie oversees Florida's Suncoast region, including offices in Tampa, St. Petersburg, Ft. Myers and Brandon. Jamie has more than 15 years of experience in matching workers with job opportunities they love.

*We had a wonderful conference. The sessions were very helpful and the location was wonderful. I would very much recommend both joining and attending their next conference. I'm already using things that I learned there.*

Terry Sparks

*This organization is fantastic and the conferences are affordable, informative and fun! It is perfect for networking. I love being part of a participant driven organization and look forward to upcoming events.*

Jenny Marsh

## Christy Woods



Christy Woods has 21 years of experience as an international speaker, business trainer, writing coach, and adjunct professor presenting classes throughout the United States and the United Kingdom. Her passion for learning and for helping others learn—combined with her enthusiasm, optimism, and genuine care and concern—creates an environment that not only informs but also inspires and influences her students. Christy Woods is also the founder/director of Spirit First, a meditation and mindfulness community in the Washington, D.C., area.

*The conference was above and beyond what I could have imagined.*

Tenisha Biggs

## Bill Jelen



Bill Jelen is the host of MrExcel.com and the author of 60 books about Excel. He has been named an MVP in Excel by Microsoft for 15 years. MrExcel.com is an entire community of Excel gurus who are dedicated to helping you unleash the power of Excel. MrExcel is your portal for help with Microsoft Excel. Our forum has over a million questions and answers. He joins us from Merritt Island, Florida.

*The conference was above and beyond what I could have imagined.*

Tenisha Biggs

# Conference Schedule

## 12

THURSDAY,  
SEPTEMBER 12

Registration & Welcome  
4:30 PM - 6:00 PM

Start the conference out by joining us for a wine and cheese reception. You will receive your workshop materials and name badges.

## 13

FRIDAY,  
SEPTEMBER 13

8:30 AM - 9:00 AM  
Late Registration/Coffee & Danish

9:00 AM - 10:30 AM  
**The Future of Work-** *Jamie Conley*

10:45 AM - Noon  
**Managing Change-** *Christy Woods*

12:00 Noon - 1:15 PM - Luncheon

1:15 PM - 4:00 PM  
**Power of Excel,** *Bill Jelen*

4:00 PM End

## 14

SATURDAY,  
SEPTEMBER 14

8:45 AM - Coffee

9:00 AM - 12:00 Noon  
**Mastering the Skills of Conflict and Negotiation,** *Christy Woods*

### **The Future of Work** *Presented by Jamie Conley, OfficeTeam*

These days, technological changes are coming faster than ever. Research from Robert Half highlights how these innovations are impacting jobs, especially those of administrative professionals. Learn what to expect in the workplace of the future, including:

- Key transformative technologies you should know about
- In-demand skills and ways to keep up to date
- How to future proof your career
- New job titles and work arrangements

### **Managing Change in a Rapidly-Changing World** *Presented by Christy Woods*

"The one thing that is constant is change"—this statement is truer today than it was when first expressed more than 2,000 years ago. This session is designed to help you become more productive in your professional and personal life by helping you learn new approaches to navigating all kinds of changes, those that you seek and those that catch you by surprise. You will explore how your worldview affects change transition, and you will discover 8 key tips for managing change. You will also be able to reflect on changes happening in your own life and discuss your change challenges with others in the conference. Managing change effectively can become your greatest skill!

### **Power of Excel** *Presented by MrExcel, Bill Jelen*

You use Excel many hours a week, but do you really know how to unleash the power of Excel? Learn cool secrets and tricks lurking on the Data tab. Learn the ins and outs of Pivot Tables (from the guy who wrote the book on pivot tables!). Create slick charts in a single button click. Add thousands of subtotals in seconds. Learn VLOOKUP tricks. Don't be tortured by bad data any longer.

### **Mastering the Skills of Conflict and Negotiation** *Presented by Christy Woods*

Every aspect of life is a negotiation, and conflict shows its face at every turn. Conflicts are often a serious source of stress, but you can develop strategies to master the art of conflict and negotiation and bring this stress to a minimum. This session will investigate the main conflicts that come up at work and at home, examine why conflicts arise, and reveal critical methods of dealing with conflict. You will learn important strategies for effective negotiation and have an opportunity for negotiation practice with fellow attendees.

**REGISTRATION FEE:** AEAP members save \$10! Registration fees \$189 for AEAP members, \$199 for non-members. Your registration fee includes admission to the conference sessions, all materials, refreshment breaks, Thursday's reception and luncheon on Friday. Attendees may add a non-seminar guest to the reception for \$15 and an additional luncheon guest is \$30. Optional events are not included in the registration fee.

**ACCOMMODATIONS:** The 44th AEAP Annual Conference will be held at the Holiday Inn Sarasota - Lido Beach, 233 Ben Franklin Drive, Sarasota, FL 34236. The hotel just steps from the white sands of Lido Beach and a short walk from the shops and dining at St. Armand's Circle.

AEAP has reserved a limited number of rooms at a special conference rate of Wednesday - Saturday - \$159 City View/night for single/double/triple quad or \$189 Gulf View/night for single/double/triple/quad. These rates will be honored 3 days prior and 3 days post conference dates based upon space availability. Reservation must be made no later than August 21, 2019. To make your hotel reservation call (800) 892-9174, reference Association of Executive & Administrative Professionals 44th Annual conference or book online at <https://tinyurl.com/44AEAP>.

**AIRFARE:** Closest airport to Holiday Inn Sarasota – Lido Beach is Sarasota Bradenton International Airport (SRQ). There are numerous websites that offer discounted airfares such as Travelocity.com, Orbitz.com, Hotwire.com, as well as the individual airline websites. Don't forget to check airlines such as Southwest that do not charge for checked bags.

**CANCELLATIONS:** You may cancel your conference registration up to 7 business days before the conference begins and we will refund your tuition less a \$15 cancellation fee. If you need to cancel less than 7 business days prior to the conference, you may send a substitute or we will refund your tuition less a \$30 cancellation fee. Please note that if you don't cancel and don't attend, there is no refund. Substitutions can be made at any time.

Register Online at  
[www.theaeap.com/seminars/register.aspx](http://www.theaeap.com/seminars/register.aspx)

## AEAP Conference Registration

☒ *yes* Register me for **Unlocking the Future of our Industry, and Mastering the Skill of Conflict and Negotiation**, the 44th Annual AEAP Conference, September 12-14, 2019 at Holiday Inn Lido Beach in Sarasota, Florida

Check if non-member ☐

Name \_\_\_\_\_

Work Phone. \_\_\_\_\_ Member Number \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Are there any special requirements? \_\_\_\_\_

Are there any food allergies? \_\_\_\_\_

### Payment Options

The Registration fee is **\$189 for AEAP Members; \$199 for non-members.**

☐ I am bringing \_\_\_\_ guests to the reception.  
(Add \$15 for each guest)

☐ I am bringing \_\_\_\_ guests to the luncheon  
(Add \$30 for each guest)

☐ My personal/company check is enclosed.  
Charge my ☐ VISA ☐ MasterCard  
☐ AmEx ☐ Discover

Account # \_\_\_\_\_

Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Signature \_\_\_\_\_

☐ Bill me/ my company

Mail form with payment to: 900 S. Washington St.,  
Suite G-13, Falls Church, VA 22046

Fax this form with credit card info to (703) 533-1153

Phone our conference coordinator (703) 237-8616