



Join Us!

TROY
UNIVERSITY

Continuing Education
and Outreach

2019 Administrative Professionals Conference

"Cruising Into Your Future"

April 24, 2019

WHO SHOULD ATTEND

Business/office managers, executive assistants, administrative assistants and associates, customer service representatives, and assistants or clerks within any industry.

REASONS TO ATTEND

Opportunities to network, increase knowledge, advance proficiency, gain inspiration, have fun along the way!

AGENDA

8:30 Welcome Aboard (Check In)

8:45 Unpacking Your Luggage...and Life

Sharleen Smith, Director, Troy CE&O

Sometimes our life, past experiences, hang ups, emotions or relationships are in a suitcase we carry with us daily. Are you ready to unpack and let go of the negative and repack positive?

9:45 Break

10:15 Unforgettable Culinary Experience

Janeese Spencer, Owner and Director, Venture Life Coaching

When sailing the beautiful seas, you might crave a variety of delicacies from the buffet, main dining room, one of many ship restaurants. Enjoy and savor new practical skills that will enable you to grow your career with new authority, new professionalism, and new success.

11:15 Break

11:30 Lunch at the Captain's Table

12:00 Cruise Into The Future with The Seven Powers of Success

Charles Marshall, Motivational Speaker, M Power Resources

12:45 Break

1:00 Panel: Choosing Your Next Cruise

A facilitated discussion where you ask and experts provide advice on professional development, career growth, achieving purpose, and balancing your life for full effectiveness.

2:00 Make Your Life A Full Time Excursion

Michael Jackson, Professional Trainer, Troy CE&O

When taking a cruise, we leave the daily grind of life and work. But even on our most desired cruise, we can become bored and even anxious about being on the ship. The solution, take excursions. Even the best lived life needs periodic breaks or excursions. These excursions can reenergize, revitalize and motivate us to be our best selves, do our best work and live our best lives.

3:00 Break

3:30 Disembark the Cruise: Making Memories Last

Ashley Brandle, Professional Trainer, Troy CE&O

You have had an amazing time cruising, met new friends and discovered new experiences, now what? Learn how to digest everything you have learned and actually maintain those new friendships and apply your new skills to achieve ultimate personal and professional success.

LOCATION: Saint James UMC, 9045 Vaughn Road, Montgomery, AL

FEE: Early Bird: \$119 per person (Register by April 3); Registrations Fee: \$129

REGISTRATION: Visit our [website](#) or call 334-983-0005. Organizations requiring an invoice or purchase order must call for details.

