



Community of Practice
For Administrative Professionals



Administrative Professionals Day Workshop Spring 2019

We've Got The Power Join Us!



You've Got the Power!

Positioning yourself for success both on and off the job!

**Keynote Speaker: Rosita Hall, Motivated Minds,
Professional Speaker and Coach**

During this lively and thought-provoking keynote address, Rosita will encourage participants to recognize & ignite five powerful tools that we each have at our disposal, which will

allow us to transform our lives, position ourselves for ongoing success, and continue exploring ways to make a positive contribution both on and off the job. Rosita will share how utilizing these resources has kick started her career and allowed her to shape her destiny and attract success. She wants the same for you. Participants will leave this session feeling inspired, empowered and with practical knowledge on how to ignite and utilize their amazing resources even in the midst of changes, challenges and chaos. Remember the **power** is in your hands to WALK BOLDLY & create success!



The Modern Workplace Leveraging Microsoft Office

**Presented by: Brendan Kwolek, Halton Healthcare,
Director of Information & Communication Technology**

Have you ever found yourself saying "there must be a better way"? Technology now moves at a faster pace, with advancements coming quicker than we can even read about them, let alone learn them. Join speaker Brendan Kwolek, Director of ICT at Halton Healthcare, as he introduces you to 'The Modern Workplace', focused on how you can use tools as part of the Microsoft Office 365 suite to enhance your daily work.

Lean how to:

- Book meetings with parties inside/outside your organization without the never-ending back-and-forth emails
- Use new products such as 'Microsoft Teams' and 'Microsoft Forms' to easily allow you to collaborate with others inside and outside or organization
- Co-author documents and consolidate feedback and changes quickly and easily
- Get high-quality training content to keep your skills sharp
- And more...

We've Got The Power!

REGISTER NOW!

CopAdminProfessionals.com

Don't miss this engaging event offering an excellent opportunity to network with your fellow Administrative Professionals!

Who Should Attend?

Administrative and Clerical Staff

Mark Your Calendars:

Date: April 24, 2019

Time: 12:00 p.m. - 4:00 p.m.

Location:

Oakville Trafalgar Memorial Hospital

John Oliver Auditorium

3001 Hospital Gate Oakville, ON, L6M 0L8

Agenda:

12:00-12:40 p.m.	Registration & Lunch
12:40-1:00 p.m.	Opening Remarks
1:00-2:00 p.m.	Speaker Brendan Kwolek
2:00-2:15 p.m.	Break
2:15- 3:30 p.m.	Keynote Speaker Rosita Hall
3:30-4:00 p.m.	Closing Remarks & Prizes

REGISTER NOW!

Registration & Membership is Mandatory

Join Our Community!

CopAdminProfessionals.com

For More Information contact:

adminprofessionals@haltonhealthcare.com

