

**2024 IAPSS EXECUTIVE ADMINISTRATIVE ASSISTANT SEMINAR**

**APRIL 17, 2024**

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**"Empowering Excellence: A Seminar for Executive Administrative Assistants in Education"**

This seminar encapsulates the focus on empowerment and excellence in the specific context of education, catering to the unique roles and challenges faced by executive administrative assistants in a school environment.

8:00 a.m. – Continental Breakfast and Networking

8:45 a.m. – Welcome and Opening Remarks

9:00 a.m. – Holly Stachler, Owner Upgrade ED, IAPSS Communications Officer – Communication in the School District

10:15 a.m. – Break

10:30 a.m. – Dr. Laura Hammack, Superintendent, Beech Grove Schools – Round Table Discussions and Networking

11:30 a.m. – Lunch

12:15 p.m. – William Stein, Indiana CoSn and Dr. Matt Thompson, Superintendent, MSD of Mount Vernon – AI Introduction, Tips and Tools

1:30 p.m. – Break

1:45 p.m. – Dr. Jim Halik, Compass Keynote Consulting – The 3C’s to Enhance Productivity

3:00 p.m. – Dismissal