



National Association of  
Educational Office Professionals

## **L. E. A. R. N.**

***Leadership ~ Education ~ Achievement  
Recognition ~ Networking***

A publication of the National Association of Educational  
Office Professionals

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***Special  
Conference  
Edition  
May 2020***



[www.naeop.org](http://www.naeop.org)

# 2020 Virtual Conference Information

## 2020 NAEOP Virtual Conference

July 20 - 24, 2020

*Hosted by the NAEOP Executive Committee*

Due to growing concerns about COVID-19, NAEOP will shift to a virtual conference this year. This year we are asking you to challenge yourself to get out of your comfort zone and register for the 2020 Virtual Conference. The virtual conference is going to bring professional development and the conference experience right to your living room and/or office. Some of the sessions will be live, some will be pre-recorded and some will be a hybrid of both. Each conference attendee will have access to all of the sessions for limitless growth.

The virtual conference will still take place July 20 – July 24, 2020 as these are the dates people have allocated to attend the conference.

*The registration fee has been reduced to \$250 for members and \$300 for non members.*

Click [here](#) to learn more about the 2020 Virtual Conference

Click [here](#) for the online registration form

*We look forward to learning and growing together as we “Picture the Possibilities” with NAEOP’s 2020 Virtual Conference. See you soon!*

# Conference Schedule

Please see the virtual conference schedule below. Note that all times are Central Standard Time and that participants will have 14-day access to the event after the conference. Click [here](#) for a link to a printable .pdf of the schedule.

## July 20, 2020

12:00 Noon - 1:00 PM	Opening Session & Keynote
1:30 PM - 2:00 PM	First Timers
2:30 PM - 3:30 PM	Committee Fair

## July 21, 2020

11:00 AM - 12:00 Noon	Advisory Council & Open Forum with AAM President Kathi Schildt
12:30 PM - 1:30 PM	Area Meetings
2:00 PM - 3:00 PM	Breakout Sessions 1 - 4 (View 1 Live session and 3 others via recording)
3:30 PM - 4:30 PM	Virtual Marketplace
6:00 PM - 7:00 PM	Membership Awards

## July 22, 2020

11:00 AM - 12:00 Noon	Council Meetings
12:30 PM - 1:30 PM	Breakout Sessions 5 - 9 (View 1 Live session and 4 others via recording)
2:00 PM - 3:00 PM	Business Meeting (Association & Foundation)
3:30 PM - 4:30 PM	Virtual Marketplace
6:00 PM - 7:00 PM	Awards Ceremony

## July 23, 2020

11:00 AM - 12:00 Noon	Breakout Sessions 10 - 14 (View 1 Live session and 4 others via recording)
12:30 PM - 1:30 PM	Breakout Sessions 15 - 18 (View 1 Live session and 3 others via recording)
2:00 PM - 3:00 PM	Committee Fair
3:00 PM - 3:30 PM	Virtual Marketplace
5:00 PM - 5:30 PM	Virtual Dance Party

## July 24, 2020

11:00 AM - 12:00 NOON	Closing Session Keynote
2:00 PM - 3:00 PM	Installation Ceremony

# Opening/Closing Session

## Opening Session Keynote Speaker: Sam Glenn

July 20, 2020 - 12:00 Noon CST

For 20 years, Sam Glenn has been traveling the country captivating audiences from every industry with his inspirational talks that focus on recharging attitudes for success. In addition to being an award winning inspirational speaker, Sam is a gifted performance artist and author of 18 incredible books on personal and professional development. Join us as Sam kick starts the 2020 Virtual Conference!

## Closing Session Keynote Speaker: Rhonda Scharf

July 24, 2020 - 11:00 AM CST

### *Sometimes You're the Windshield – Sometimes You're the Bug*

Sometimes life gets the better of us, and we ask, "Whose life is it anyway?" When you stop living for yourself, and live only for everyone else, something is missing! In this humorous keynote, Rhonda shares that not only do we all experience this feeling – it's okay to be frustrated! Learn how to stay away from contagious negativity, look at life through a positive focus, and stop blaming others (whether it is the economy, government, organizations or just bad luck!) For those people that do this naturally they will learn additional skills to keep on top! Take control of your own life is the message – and through realistic, easy and fun approaches to change, Rhonda leaves everyone laughing about life.

# Installation Ceremony

The Installation Ceremony will be held at 2:00 on July 24, 2020. Log on and share in the celebration as President Elect Mary Guest and the board for the 2020 - 2021 year is installed.

## First Timers

Join us as we recognize the first time conference attendees as they “walk the red carpet” and picture the possibilities.

## Membership Awards

The membership awards ceremony will include the Membership Recruitment Awards, Rachel Maynard Communications Awards, Website Awards, Outstanding Affiliate of the Year, and Student Scholarships.

## Awards Ceremony

The awards ceremony will recognize the Educational Administrator of the Year, Olive T. Ritchie Educational Office Professional of the Year, and the PSP award recipients.

## Virtual Dance Party

Join NAEOP members for a virtual dance party with a live DJ! Will you help us pull off the coolest Virtual Dance Party ever? Tune into the virtual dance party to see NAEOP members from across the country. Contact [staff@naeop.org](mailto:staff@naeop.org) in advance with your song requests. You can also make a video in advance (by yourself or with your family or coworkers). For your video to be featured:

- Record a horizontal video of you dancing to your favorite pump it up song!
- Have fun! Show off the real YOU and embrace your city, your job, your culture, and your own personal style.
- Post your video on Instagram or Facebook using the hashtag #NAEOPConf20.
- Don't forget about that hashtag (#NAEOPConf20). That is how we will find your video!

# Breakout Sessions

Please note that all times are Central Standard Time and that participants will have 14-day access to the event after the conference.

**JULY 21, 2020, 2:00 – 3:00 PM CST**

***Shifting our Perspectives: Developing a Diverse and Inclusive Mindset (Dr. Helen Grant, Chief Diversity & Multicultural Inclusion Officer)***

In this lighthearted but impactful session, participants will explore ways to understand, appreciate and accept views and opinions that are different from their own and how to use that diversity as a strength in the workplace. We will look at some of the obstacles to a diverse and inclusive mindset and ways to overcome those obstacles. 2020 Virtual Conference 2

***The 5 P's of Life (Dr. Baron Davis, Superintendent)***

Each of us at birth was created for a reason. That reason is rooted in our innate desire to be fully self-actualized or to realize our fullest and greatest potential. Our creation is not an accident, it is a well-orchestrated concert of events that are played to divine perfection, allowing us all to achieve and fulfill the purpose of our creation. Each person has a pathway that they must follow. Along this pathway, we will discover our passions and purpose which will lead us to promise and a premier life.

***The Five Levels of Leadership (Keith Price, Assistant Superintendent)***

From an entry level mentality to a leader of leaders. Learn how you can lead from where you are and positively impact those around you.

***Unmasking Your Leadership Potential (Dr. James Ann Sheley, Assistant Superintendent and Audrey Brady, Data Analyst)***

Leadership potential takes on many forms, from leading where you are to leading a team. The first steps for personal growth involves understanding the power of setting a vision, holding yourself accountable, and applying the key principals of servant leadership. In this session, learn the building blocks found in all exceptional leaders that can be applied to you both personally and professionally.

# Breakout Sessions

**Please note that all times are Central Standard Time and that participants will have 14-day access to the event after the conference.**

**JULY 22, 2020, 12:30 – 1:30 PM CST**

***Emotional Intelligence: Why Do We Care? (Dr. Deidra Minor, Assistant Teaching Professor)***

Employers assert emotional intelligence is just as important as the technical skills needed for job success. Employers seek employees with skills such as self-awareness, emotional control, self-motivation, empathy, and relationship skills. The key concepts of EI can be linked to participant-centered learning. The following actionable strategies with specific “how-to’s” will be shared with participants:

- Active Listening
- A Vocabulary for Feelings
- Developing Self Awareness
- Showing Empathy as being “with” others
- Managing Emotions and Self-regulation 3

***Generationally Speaking (Georgette Council, CEOE, Mid-Atlantic Area Director)***

In this breakout we will explore the four (4) generations currently engaged in the workplace. We will identify characteristics and gain a better understanding of the generations, improve communications and teamwork, accept personal responsibility in working together, and provide tips and suggestions for overcoming generational differences.

***LEARN About Using Google Tools (Casey Ellisor, Technology & Learning Coach)***

Make the switch to Google. We will explore using Google Tools in an educational office setting and how you can use your knowledge of Microsoft Office to begin using Google Suite.

***Master Planning, the Art of the Process (Will Simon, Director of Planning)***

This session will explore the integral parts of the strategic planning process with an all-inclusive approach. It will cover various roles and initiatives that must be established to create, maintain, and/or improve the strategic planning process. There is no one-size fits all solution to planning and this session will describe methods to tailor the process to the vision and mission established.

***The Power of Positivity (Laurie Sampson, Learning and Senior Development Coordinator)***

Not every day is sunshine and roses, but you have the ability to find something good in nearly any situation. Positivity is a superpower that opens possibilities, calms an anxious spirit, and simply helps you feel good. During this session, we’ll explore the research behind the health benefits of having a positive attitude, techniques to help you choose positivity, and address how to deal with toxicity.

# Breakout Sessions

Please note that all times are Central Standard Time and that participants will have 14-day access to the event after the conference.

**JULY 23, 2020, 11:00 – 12:00 Noon CST**

***Following Your Career Path (Paula Rosenberger, CEOE, Vice President, and Vickie McIntyre, CEOE, Assistant to the Chief Financial Officer)***

If you are in your dream job, this is not the workshop for you! Define your ultimate career goals. Learn the tools needed to navigate through the hiring process from A-Z (application to extra zeros \$ in your paycheck). We will explore tips and tricks to land and nail interviews. In addition, how does your membership and involvement in professional associations enhance your opportunities?

***How to Create an Effective Remote Presentation (Jennifer Lewis, CEOE, Assistant Director of Compliance and Ethics)***

Learn how to restructure your content, engage your learners and use different content types to create effective remote presentations.

***Leading Ourselves through Personal Change (Dr. John Kmiec, Professor)***

Change can be hard! Very hard! This is especially true when our hearts and heads don't agree on which way to go, and the path to change is unfamiliar. Learn how and why our feelings can run away from our best-laid plans and goals, and what we can do to make meaningful changes in our personal and professional lives go a lot smoother. In this virtual, live presentation, Dr. John Kmiec of The University of Southern Mississippi College of Interdisciplinary Studies and Professional Development will guide us through a lively discussion about how we can make the changes most important to us. Topics will include:

- Perspectives of Change
- Problems Making Personal Change
- Three-Part Change Framework
- Six Sources of Influence
- Personal Change Challenge

***Remarkable Influence (On the Right Track Motivational Speaker Rhonda Scharf)***

Come experience this engaging and unique way to learn influence skills and tools to help you become the best you can be in your workplace and in your life. Learn 100+ secrets to make you stand out at work, what is influence and what do I do to ensure I don't manipulate, and the top 10 attributes to be remarkable, just to name a few.

***Virtual Yoga (Paige Strickland)***

This mind/body class utilizes basic Yoga movements to improve your flexibility, posture, and balance while strengthening the core. This is a great class to relieve stress and relax your mind!



# Breakout Sessions

**Please note that all times are Central Standard Time and that participants will have 14-day access to the event after the conference.**

**JULY 23, 2020, 12:30 - 1:30 PM CST**

***Don't Panic in the Pandemic - in LIFE (Gervonder Brown, Executive Assistant to the Superintendent/Board Clerk)***

The opportunity to Reset – Recharge - Refocus during the pandemic. This session will provide participants with principle-based strategies to survive the storm, the panic, in a time of uncertainty.

***Followership: A New Concept in Leading (Mary Guest, CEOE, President Elect)***

Leadership has been a “hot topic” for years and leaders have been in the spotlight. Often leaders forget how they got there! Now it is time to look at the importance and influence of followers (members). Leaders can't lead, if there isn't anyone to follow. There are different “styles” of followers. Some styles of followers support organizations to rise up and become the best; while others undermine organizations causing them to fail. What is your style? Join us in learning about the different styles of followers and the characteristics they exhibit. Discover what your style is and how you can influence the leaders of your organization. You will be surprised to learn just how important you are!

***How Do We Survive the "New Normal?" (JoAnn Greenwell, CEOE, Department Specialist)***

Many of us are experiencing a new normal. We are working from home, spending a whole lot of time in Zoom meetings, and wondering when the grocery store might have toilet paper back in stock. We are settling into work with mixed emotions. I don't know about you, but as a mom, wife, and office professional, it's pretty much ingrained in me to make sure that those around me are faring well. So what about ourselves? Let's talk about things we can do to ensure that we stay well and remain well, both mentally and physically.

***Microsoft Teams – Discover How to Use Teams to Connect Remotely (Jennifer Lewis, CEOE, Assistant Director of Compliance and Ethics)***

Learn how to use different aspects of Teams. Discover group chat, customize workspaces, integrate with Calendar and other Office apps for collaboration, and find out about using Teams for phone calls.

***PSP – What Do I Do With All These Certificates? Dena Henricks, CEOE, North Central Area Director)***

Do you want to picture the possibilities of earning your PSP certification? If so, this is the briefing for you! During this session, an overview will be provided of the PSP certification and application process, as well as detailing recent updates to the program. We will discuss the various certification levels and determine where you best fit. Attaining your PSP certification attests to your desire to be the best educational office professional possible by recognizing your commitment to professional development and our associations. This session will get you well on your way to accept the PSP possibilities, and to become the difference to other office professionals in your office and associations.

# Area and Council Meetings



Members will have the opportunity to meet with members of their respective Areas and Councils during the Virtual Conference. This is a time for a brief professional development, to take care of new and pending Area/Council business and to collaborate and network with your peers.

**Area Meetings will take place July 21, 2020 at 12:30 p.m.  
Council Meetings will take place July 22, 2020 at 11:00 a.m.**

Please plan to participate in these meetings in this new and exciting format.



## Committee Fair

Are you interested in serving on a committee? Do you want to learn more about what each of NAEOP's committees are responsible for? Do you have ideas, questions or suggestions for a Committee Chair? If you answered "yes" to any of these questions, then please plan to attend the Committee Fair. The Committee Fair will be held July 20th at 2:30 p.m. and July 23rd at 2:00 p.m. Committee Chairs will be available to share with you the exciting and innovative things their committees are doing. They can answer your questions and will be prepared to receive new members.

If you have a desire to serve, whether you have a lot of time or little time, there is a committee that is a fit for you. Click [here](#) for committee descriptions. (click on committee name to get description)

# Virtual Marketplace

The virtual marketplace is open July 21, July 22, and July 23 and limited to 15 vendors. The virtual marketplace will be displayed on a NAEOP Virtual Marketplace website landing page. Vendors can showcase their items for sale via photos, video, product information, etc., on the website landing page or using the Zoom platform. Conference attendees will receive vendor contact information (name, email address, website address) during the virtual conference and have 14-day access to the website landing page after the conference. Registrations will be processed on a first-received, first-served basis.

Use the link below to access the Virtual Marketplace Registration Form.

[https://naeop.org/images/2020/Virtual\\_Marketplace\\_Registration.pdf](https://naeop.org/images/2020/Virtual_Marketplace_Registration.pdf)

## NAEOP 2020 VIRTUAL MARKETPLACE SPECIAL DRAWING

The NAEOP special drawing will be held July 23 during the virtual marketplace. Drawings will be held for a Bee Quilt and \$250 (separate drawings.) Each ticket is a \$5 donation. Click [here](#) for additional information on the drawings and purchasing tickets.



2020 BEE QUILT



# Split the Pot

## 2020 VIRTUAL CONFERENCE SPLIT THE POT DRAWING

The NAEOP Split the Pot drawing will be held July 21, 22, and 23 during the virtual marketplace. Tickets are \$1 each or six for \$5. Please click [here](#) for additional information and ticket request form.

# Silent Auction

## 2020 VIRTUAL CONFERENCE SILENT AUCTION

Several items will be available during a Silent Auction during the Virtual Conference. The Silent Auction will run until July 23, 2020. Bidding is easy, you simply type in your name or member number and bid amount on the next line after the highest bid. There are currently 8 items to bid on. Bidding starts at \$5. Click [here](#) for additional information and to access the Silent Auction site.

# Conference T-Shirt



**2020 Conference T-Shirts are available for purchase. T-Shirts are \$15.00 each**

T-Shirt Registration Form

[CLICK HERE](#)

T-Shirt Online Registration Form

[CLICK HERE](#)