

ADMINISTRATIVE PROFESSIONALS CONFERENCE

May 1, 2024

Younes Conference Center-South
416 W Talmadge Rd, Kearney, NE 68845

9:00 AM

REGISTRATION OPEN

9:30 AM- 10:00 AM

WELCOME

Andy Hale, VP Advocacy & Member Engagement, NHA

10:00 AM - 12:00 PM

MORNING SESSION

Finding an Extra Hour Every Day: Time Management Tips & Tricks for Busy Administrative Professionals

Randall "Randy" Dean, MBA, The E-Mail Sanity Expert ®

In this popular program on "finding an extra hour of time" every day, Randy Dean, MBA, "The E-mail Sanity Expert"®, uses humor and high energy as he goes into many of the most common areas of productivity loss (and possible gain!) afflicting many busy professionals: e-mail and input overload, managing multiple projects/tasks, maintaining "traction" when interrupted, clearing mental clutter for better focus, keeping staff on task, tracking deliverables (and getting them on time!), and better managing your calendar and contacts for better time and relationship management. He also shows specific strategies for Microsoft and Google users in this session so they can apply the overriding strategies to the software they use every day. His goal is to help stressed performers learn new and immediately useful strategies and tips for finding a few minutes on your daily tasks, activities, and actions, leading to (hopefully!) an extra hour of productivity every day.

12:00 PM - 1:00 PM

LUNCH & SPECIAL GUEST SPEAKER

Arlan Johnson, CEO of Howard County Medical Center

1:00 PM - 3:00 PM

AFTERNOON SESSION

Virtual Meeting Tools, Tips, and Tech (Including Specific Tips for Zoom & MS Teams Users)

Randall "Randy" Dean, MBA, The E-Mail Sanity Expert ®

In this fun and interactive session, Randy will discuss how to get more out of your virtual meetings' tools and tech, including Zoom, Microsoft Teams, and more. We'll show some of the key technology within each platform and provide some "best practices" for how to manage and run better virtual and hybrid meetings. We'll also go beyond by getting into tools like OneNote, OneDrive, and possibly Google Drive and Keep, and show how these collaborative tools can help with better meeting planning, notetaking, and team buy in. We may even discuss some of the newer AI tools that may help assist in tasks like creating and distributing meeting notes. And we'll of course also share some tips for better managing any kind of meeting - virtual, hybrid, or in person. Take your tech and your techniques to a whole new level following this session.

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