NEOPA Spring 2009 Conference
April 17, 2009

Agenda

7:30-8:00  Registration, Continental Breakfast
8:00-8:30  Welcome -- co-chairs Debbie Hendricks and Diane Wasser
           Diane Siefkes, Project Coordinator for SCC
           Becky Hastings, NEOPA President
           Mary Guest, UNOPA President
Rise for Flag Ceremony
8:30  Key Note Speaker Kris Thaller, Certified Life Coach. Know your playing field as well as your purpose and how to apply it professionally and personally.
10:00-10:15  Break
10:15-11:45  Continue Key Note Address
11:45-12:30  Lunch and General Meeting -- Becky Hastings
12:30-1:30  Installation of New Officers -- Lisa Morehouse
1:30  Reconvene and give instructions on Breakout sessions
1:45-2:50  Breakout Sessions
           Chris Timm -- "Moving Onward and Upward"
           Gina Larson -- "Putting Your Best Foot Forward"
2:50-3:20  Break and Reception for incoming President Carol Reed
3:20 -4:30  Breakout Sessions
           Sheryl Piening Keller -- "Writing of Minutes and E-Mail Courtesies"
           Suzanne Drew -- "Shining Through the Occasional Cloud"
4:30-5:00  Reconvene -- Closing remarks, door prizes and retiring of flags.
5:00  Please have a safe Drive Home and Thank you for sharing the day with us.
Key Note Speaker:

Kris Thaller, Certified Life Coach,

After 25 years as a fitness trainer and consultant a seminar taught by Dr. Marie Nemeth, “Mastering Life’s Energies” led me to her coach training program. After attending the Academy for Coaching Excellence I learned how to help people explore new possibilities for their personal and professional lives. My focus is helping individuals, small groups and teams move their dreams and ideas into reality. It is my job to support people on their own incredible journey.

Breakout Group I:

Chris Timm – “Moving Onward and Upward”
The days of hand delivering your resume and cover letter are disappearing. Whether applying for a different position in the same organization or considering a change, savvy jobseekers should know how to navigate online application systems and describe their skills in ways that help their application rise to the top. This session will describe the use of keywords in resumes and cover letters, characteristics of online application systems and job search sites.

Gina Larson – “Putting Your Best Foot Forward”
Putting your best foot forward is doing your very best by using your talents for peak performance and satisfaction. The most effective people are those who understand their talents. When you better understand your own unique talents and how to blend those in the workplace, you can begin to value the difference in others.

Breakout Group II:

Sheryl Piening Keller – “Writing of Minutes and E-Mail Courtesies”
Review the latest version of Roberts Rules of Order including proper ways to do agendas and formal and informal minutes. Also included are e-mail format and courtesies.

Suzanne Drew – “Shining Through the Occasional Cloud”
On a good day, with the right people, we can pretty much accomplish anything. But just as some days are better than others, some people are easier to work with and around than others. In this conversation, we will discuss possible explanations for why some people, sometimes, make it difficult for themselves and others to get done what needs to get done... and what we can do when we find ourselves in those situations.