



**2018 ADMINISTRATIVE PROFESSIONALS  
LEADERSHIP SUMMIT**  
MAY 23, 2018 | LANSING, MI

## 2018 Summit Agenda

- 9:00 AM Welcome & Summit Overview  
Premiere Event Sponsor & Tedi Parsons, President, The Professionals Forum
- 9:10 AM Icebreaker - Get to know your Neighbor
- 9:30 AM Understanding Your Role in the Organization: Accepting & Owning It...
- 9:40 AM Table Exercise – What are the five (5) most difficult aspects of your job?
- 10:00 AM Report Out of Table Exercise Data & Open Discussion
- 10:25 AM Morning Break - Refresh
- 10:35 AM Working Smarter and Creating Effective Strategies to be more Efficient  
Tedi Parsons, President, The Professionals Forum
- 11:15 AM *The Key to Meeting New People and Increasing Your Professional Network*  
Keynote Speaker – Monica Sparks, The Networking Diva
- Noon Lunch & Networking
- 1:00 PM Stellar Communication Tactics – What to Say, How to Say It and When to Say It!  
Kate Snyder, Principal Strategist & Owner, Piper & Gold
- 1:40 PM Table Exercise – Houston, we have a problem!
- 2:00 PM Report Out of Table Exercise & Open Discussion
- 2:20 PM Managing Difficult People and Situations - *Turning Challenges into Triumphs...*  
Stacy A. Hickox, Esq., Associate Professor, Michigan State University
- 2:45 PM Afternoon Break - Refresh
- 2:55 PM 'P' Stands for Professionalism – *Setting the Standard for Excellence*  
Cindy Whittum, Davenport University
- 3:25 PM Event Planning 101: From the Ordinary to the EXTRAordinary  
Josh Holliday, Board President, Lansing 5:01
- 4:00 PM Open Forum – Let's Talk!  
Moderated by: Monica Sparks, The Networking Diva
- 4:30 PM Adjournment