

KEYNOTE SPEAKER



**LYNDA KATZ WILNER,
M.S., CCC-SLP**

“Lynda had a talent that I found particularly amazing: As she stepped through her own presentation in perfect form, she was able, seemingly effortlessly, to step in and out of character, demonstrating both the correct technique and several possible incorrect techniques. The incorrect techniques were delivered with such authenticity that it was much easier to imagine oneself making that mistake and to visualize the road to avoiding it.”

Brian Reynold, President,
Big Huge Games, Timonium, Md.

REGISTRATION IS QUICK AND EASY

We are happy to offer this conference for a fee of \$40. Registration is required and space is limited.

Please register at the link below:

[Administrative Professionals Conference](https://apps.stevenson.edu/apc/index.cfm)

or at

<https://apps.stevenson.edu/apc/index.cfm>

Continental breakfast and lunch are provided.
Come relaxed in business casual clothes.

LOCATION

Stevenson University
Owings Mills Campus
Rockland Hall
100 Campus Circle
Owings Mills, MD 21117

For GPS driving directions, please use
10945 Boulevard Circle, Owings Mills, MD 21117.

STEVENSON
UNIVERSITY

Imagine your future. Design your career.®

FOR MORE INFORMATION CONTACT

Peggy Baldwin 443-334-2932
Rosemary Donovan 443-334-2427

STEVENSON UNIVERSITY
ANNOUNCES *its*

Administrative Professionals Conference

Spend a little time on yourself

APRIL 26, 2017
8:30 a.m.-3 p.m.



STEVENSON
UNIVERSITY
Imagine your future. Design your career.®



WHEN WAS THE LAST TIME YOU HAD A DAY TO FOCUS ON YOURSELF AND YOUR CAREER? JOIN US FOR A DAY FULL OF INTERESTING TOPICS, EXCELLENT PRESENTERS, FOOD, AND NETWORKING OPPORTUNITIES.

SESSION HIGHLIGHTS AND PRESENTERS

Digital Design Tools for the Non-designer

Not a designer? No problem. In this session, participants will be introduced to media-rich web apps that will allow you to create and present content like a pro.

Presenter: Alissa Harrington

Training and Technology Specialist, Johns Hopkins University School of Education
Alissa Harrington has more than 20 years of experience working as a technology educator and curriculum designer. She is an expert in the field and has designed and has created countless training materials and demonstrations of instructional applications in technologies.

Creating Work-Life Balance

Building time into your day to “get it all done” can be a challenge. The health impact we endure from juggling competing demands takes a toll. This session is an opportunity to evaluate work-life balance strategies, learn how to recharge, and find out where you may be able to build more time into your day.

Presenter: Stacey Andon, M.Ed.

BHS Consultant, Certified Martha Beck Life Coach, Professional Certification in H.R.

Stacey Andon comes to us as a consultant from BHS, a workplace partner that provides education, assistance services, wellness programs, and customized solutions to better lives. She is a seasoned facilitator and life coach. Stacey combines leadership skills, HR, and an educational background to understand challenges individuals, teams and organizations may be facing while guiding participants to create solutions that bring about positive impact.

Keynote Presentation: Balance Your 3 V's for a Polished, Professional Presence

We make a first impression in a matter of seconds; whether it's face-to-face or via telephone communication, we strive to present a polished and professional image. Learn how to balance the three V's of communication: VISUAL (how we look), VOCAL (how we sound), and VERBAL (what we say) to project yourself as a confident, educated, and well-spoken individual. Identify powerful strategies and avoid the common pitfalls that might undermine your image.

Keynote Presenter: Lynda Katz Wilner, M.S., CCC-SLP

Corporate Communication Specialist, Successfully Speaking

Lynda K. Wilner owns Successfully Speaking, a communication skills company in the Baltimore-Washington metro area. For more than 25 years, her company has provided professional speaking skills and regional dialect/accent modification training with individuals and groups. Her ongoing expertise includes designing onsite and distance learning training for major hospital systems (including Johns Hopkins Medical Institutions and MedStar Health), corporations, research, and technology firms, international clergy, and law offices.

Turn that Frown Upside Down!

Dealing with Conflict in Higher Education

Have you ever had to deal with a snotty co-worker, agitated boss, angry parent, or entitled student (not to mention a needy spouse or thorny teen)? This workshop will provide you the secret skills needed to turn those frowns upside down and create a positive and productive work or home-life environment!

Presenters: Robert P. Pelton, Ed.D.

Professor, School of Education, Stevenson University
Robert Pelton has been a faculty member at Stevenson University for 16 years and has worked in higher education for 22 years. Prior to working at the university level, Robert had an accomplished K-12 teaching career, and he has presented nationally and internationally on the topic of action research.

MayaAugust Finkenberg, Ed.D., LCSW-C

Assistant Professor, School of Humanities and Social Sciences, Stevenson University

MayaAugust Finkenberg has been a faculty member at Stevenson University for 12 years. She has more than 22 years of extensive experience in the human services field, working in private and nonprofit organizations and public agencies. MayaAugust has notable accomplishments in macro-level advocacy, program development, and legislative change.

CONFERENCE SCHEDULE

8:30 a.m.	Registration and Continental Breakfast
9 a.m.	Welcome Claire Moore, Interim President Pamela L.A. Barkett, Vice President, Human Resources and Title IX Coordinator
9:15 a.m.	Digital Design Tools for the Non-designer Presenter: Alissa Harrington
10:15 a.m.	Break
10:30 a.m.	Creating Work-Life Balance Presenter: Stacey Andon, M.Ed., BHS Consultant
11:30 a.m.	Luncheon
12:15 p.m.	Break
12:30 p.m.	Balance Your 3 V's for a Polished Professional Presence Keynote-Speaker: Lynda K. Wilner, M.S., CCC-SLPs
1:30 p.m.	Break
1:45 p.m.	Turn that Frown Upside Down! Dealing with Conflict in Higher Education Presenters: Robert P. Pelton, Ed.D., Professor of Education MayaAugust Finkenberg, Ed.D., LCSW-C, Assistant Professor of Human Services
2:45 p.m.	Door Prizes
3:00 p.m.	Adjourn