



# Celebration of Success!

## 3<sup>rd</sup> Annual GEARS Administrative Professional Conference Agenda

Wednesday, April 27, 2011 | Westin Peachtree Plaza Hotel | 210 Peachtree Street | Atlanta, GA 30303

8:00 am - 9:00 am	<b>Registration and Continental Breakfast</b>			
<b>Morning Session</b>				
9:00 am - 9:15 am	<b>GEARS Welcome</b> Kimberly Liburd, GEARS			
9:15 am - 9:45 am	<b>The Real Administrative Professionals of Atlanta</b> presented by Angela Glaude-Hosch and GEARS			
9:45 am - 10:45 am Including Q & A	<b>Plenary Session: Owning Your Success</b> Daryl Bible, CDC Sonya Robinson, IAAP Audrey Dixon, Exceptional Transcription and Business Solutions			
10:45 am - 11:00 am	<b>Break</b> Please visit the conference exhibitors			
11:00 am - 12:00 pm Including Q & A	<b>Keynote Address: Spend Your Time Right and Dreams Will Come True</b> Peggy Duncan, Digital Breakthroughs Institute			
12:00 pm - 1:30 pm	<b>Lunch and Exhibits</b>			
<b>Afternoon Session</b>				
	<b>Room one</b>	<b>Room two</b>	<b>Room three</b>	<b>Conference Exhibitors</b>
1:30 pm - 2:30 pm	<p><b>Computer Magic!: Finish Work Six Times Quicker</b></p> <p>So much to do, so little time! You can work smarter if you make better use of technology you already have. Word, Excel, Outlook, and PowerPoint can perform magic once you discover which buttons to click. Even if you've been using this software for years, you'll discover new ways to streamline how you work, from creating flyers for a family reunion to a postcard to promote your event and more.</p> <p style="text-align: center;"><b>Peggy Duncan</b> Digital Breakthroughs Institute</p>	<p><b>"Oh, No She Didn't!": 5 Keys to Being Intelligent About Anger at Work</b></p> <p>You will learn the concept of Anger Intelligence TM and leave with an understanding of the reasons you get upset in the workplace and how you can handle those situations effectively!</p> <p style="text-align: center;"><b>Neca C. Smith</b> AidevO People Consulting, LLC</p>	<p><b>Using the Traits of Charismatic Leaders for Personal &amp; Professional Success.</b></p> <p>Most people have a general understanding of business development, self-branding and building professional alliances, but very few people understand and grasp the concept of charisma and its relationship to the three.</p> <p style="text-align: center;"><b>Ed Brown</b> Core Edge</p>	
2:30 pm - 2:45 pm	<b>Break</b>			
2:45 pm - 3:45 pm	<p><b>Computer Magic!: Finish Work Six Times Quicker</b></p> <p>So much to do, so little time! You can work smarter if you make better use of technology you already have. Word, Excel, Outlook, and PowerPoint can perform magic once you discover which buttons to click. Even if you've been using this software for years, you'll discover new ways to streamline how you work, from creating flyers for a family reunion to a postcard to promote your event and more.</p> <p style="text-align: center;"><b>Peggy Duncan</b> Digital Breakthroughs Institute</p>	<p><b>"Oh, No She Didn't!": 5 Keys to Being Intelligent About Anger at Work</b></p> <p>You will learn the concept of Anger Intelligence TM and leave with an understanding of the reasons you get upset in the workplace and how you can handle those situations effectively!</p> <p style="text-align: center;"><b>Neca C. Smith</b> AidevO People Consulting, LLC</p>	<p><b>Using the Traits of Charismatic Leaders for Personal &amp; Professional Success.</b></p> <p>Most people have a general understanding of business development, self-branding and building professional alliances, but very few people understand and grasp the concept of charisma and its relationship to the three.</p> <p style="text-align: center;"><b>Ed Brown</b> Core Edge</p>	
3:45 pm - 4:00 pm	<b>Closing Remarks from the president of GEARS and Prize Drawings!</b>			