

# ADMINISTRATIVE PROFESSIONAL DEVELOPMENT SEMINAR

**Date:** October 24, 2023 **Location:** Executive Conference Center **Facilitator:** Corporate Excellence Group

| TIME                | SESSION TITLE & DESCRIPTION   | PRESENTER       | KEY TAKEAWAYS/NOTES |
|---------------------|---|-----------------|---------------------|
| 09:00<br>-<br>10:15 | <b>Strategic Calendar Management</b><br>Optimizing executive workflows and priority alignment.        | Sarah Jenkins   | <hr/>               |
| 10:30<br>-<br>12:00 | <b>Digital Governance &amp; AI Tools</b><br>Leveraging automation for recurring administrative tasks. | Markus Thorne   | <hr/>               |
| 12:00<br>-<br>13:00 | <i>Networking Luncheon</i>  | -               | <hr/>               |
| 13:15<br>-<br>14:45 | <b>High-Stakes Communication</b><br>Mastering EQ and conflict resolution in the C-Suite.              | Dr. Elena Rossi | <hr/>               |

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|---------------------|---|-----------|----------------------------|
| 15:00<br>-<br>16:30 | <b>Project Coordination<br/>Mastery</b><br>Advanced methodologies for cross-departmental success. | James Wu  | <hr/>                      |

Professional Record of Attendance â€¢ Seminar ID: ADS-2023-04