



**One Day
Office and Administrative Professionals Seminar
November 8, 2014
Atlanta, Georgia
Agenda**

<u>Time</u>	<u>Activity</u>
9:30 – 10:30 am	Registration
10:30 – 10:40 am	Welcome
10:40 – 12:00 pm	Presentation Public Speaking for Administrative Professionals <i>presented</i> by Laura Finney, Speaker and Leadership Development Trainer
12:00 – 1:00 pm	Lunch/Networking
1:00 – 2:30 pm	Presentation Business Technology and Applications for the Baby Boomers and Generation Xers <i>presented</i> by Dana Morgan, CAP-OM, 2012-2015 IAAP Cherokee Rose Chapter President
2:30pm – 2:40 pm	Break
2:40pm - 3:50pm	Presentation How to Write Your Own Performance Review <i>presented</i> by Laura Finney, Speaker and Leadership Development Trainer
3:50pm – 4:00pm	Closing