



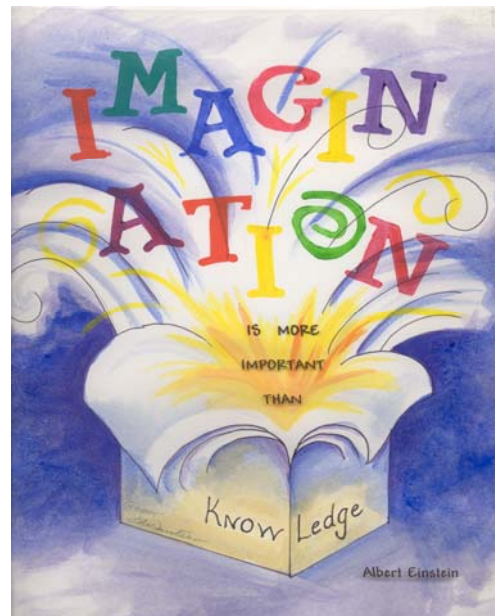
International Association of  
Administrative Professionals®



# CITY OF HOUSTON

## 2010 ADMINISTRATIVE PROFESSIONALS CONFERENCE

“Coming together is a beginning, keeping together is progress, working together is success.” - Henry Ford



### “Imagination: Awakening the Power Within You”

Featured Keynote Speaker: Deborah Dun-  
can



Wednesday, May 12, 2010  
7:30AM—5:00PM

GEORGE R. BROWN CONVENTION CENTER  
1001 AVENIDA DE LAS AMERICAS  
HOUSTON, TEXAS 77010



# Conference Schedule *at a glance*

Wednesday, May 12, 2010  
George R. Brown Convention Center

7:30 - 8:30 a.m.	<b>SPEAKERS' OPENING BREAKFAST RECEPTION</b> —Invitation Only	
8:00 - 8:30 a.m.	<b>REGISTRATION</b>	
8:30 - 9:00 a.m.	<b>OPENING SESSION</b> - Dr. Brent Powell, Asst. Director, E.B. Cape Center, Master of Ceremonies <b>2010 ANNUAL ADMINISTRATIVE PROFESSIONALS CONFERENCE</b>  <i>“Imagination: Awakening the Power Within You”</i>  Welcome - Mayor Annise D. Parker, City of Houston Stephen L. Williams, MEd, MPA, Director, HDHHS Michael S. Marcotte, P.E., D.WRE, BCEE, Director, Department of PWE Presentations - Conference Committee and Sponsors	
 <b><u>TRACK I</u></b> <i>Power of Positive Thinking</i>		 <b><u>TRACK II</u></b> <i>Success Consciousness</i>
<b>SESSION 1</b> 9:00 - 10:00 AM	Critical Thinking: <i>How Sharp are Your Tools?</i>	Going From Unsung Hero to Superhero
10:00 - 10:30 AM	<b>BREAK AND VISIT EXHIBITS</b>	
<b>SESSION 2</b> 10:30 - 11:30 AM	The Power of Imagination	Personal Power and Creating Miracles: <i>When You're Done In, Fed Up, and Stressed Out</i>
11:30 - 12:00 PM	<b>BREAK AND VISIT EXHIBITS</b>	
<b>12:00 - 1:30 PM</b>	<b>LUNCH/KEYNOTE SPEAKER:</b> <b>DEBORAH DUNCAN</b> <i>Great Day Houston/KHOU TV - Channel 11</i>	
		
1:30 - 2:00 PM	<b>BREAK AND VISIT EXHIBITS</b>	
<b>SESSION 3</b> 2:00 - 3:00 PM	Why Grown Ups Stopped Dreaming	The Glass is Half Full: <i>Shifting Perception to Achieve Results</i>
3:00 - 3:30 PM	<b>BREAK AND VISIT EXHIBITS</b>	
<b>SESSION 4</b> 3:30 - 4:30 PM	Kick Starting Creativity Without Screwing Up the Idea	Maximizing the <i>ROI (Responsibility of Individuals)</i> in Your Organization
<b>CLOSING SESSION</b> 4:30 - 5:00 PM.	<b>City of Houston Chapter - IAAP® Membership Drive</b>	

# 2010 Annual Administrative Professionals Conference

## Set Your Own Agenda!

*Our unique track format allows you to attend the sessions that interest you and meet your needs. You can also choose to visit our exhibitors during or between sessions. Following our opening session, you will be able to choose from our two powerful tracks of information packed into 1 hour sessions. Thirty minutes are allowed between sessions to visit our vendor booths to insure your eligibility for closing session door prizes.*

### TRACK I:

#### *Power of Positive Thinking*



### TRACK II:

#### *Success Consciousness*



#### **Session 1 -- Critical Thinking: *How Sharp are Your Tools?***

##### **Instructor: Derrick Neal**

Critical thinking is the ability to correctly understand information, a situation or problem from different perspectives in order to take or suggest the best possible action. Critical thinking skills provide ways to arrive at better decisions with greater confidence, and can help you clearly determine what matters in the face of any business challenge.

Some of the benefits from attending this session are:

- Be able to use critical thinking skills and techniques
- Know how to abstract ideas and make them more tangible
- Distinguish between fact and opinion more readily
- Recognize how critical thinking relates to other relative processes
- Learn and practice critical thinking skills and techniques

#### **Session 1 -- Going From Unsung Hero to Superhero**

##### **Instructor: Kelly Bryant**

Companies need help recovering from the recession; especially, if budgets are tight or hiring freezes remain in place. But employers have a secret weapon that can come to their rescue: YOU! Today's administrative professionals can take on new and exciting roles to help their companies battle various business challenges, embrace new developments, and improve the bottom line. In this presentation, based on recent research from Office Team and IAAP, you will learn how to go from unsung hero to superhero.

Topics addressed are:

- Asking for and receiving new responsibilities in the areas of technology and social media, cost control, hiring, corporate events, and social responsibility
- Honing your superpowers and getting the resources you need to succeed
- Battling workplace villains like burnout, confidence shortfalls, and lack of visibility
- Tips from real-life super admins that you can use to advance your career

#### **Session 2 -- The Power of Imagination**

##### **Instructor: Marilyn Miles**

Imagination is the ability to form a mental image of something that is not perceived through the senses. It is the ability of the mind to build mental scenes, objects or events that do not exist, are not present or have happened in the past. Imagination has a great role and value in each one's life. It is more than just idle daydreaming. This is a great power that can change your life.

Points addressed are:

- Understand how to use your imagination correctly
- Recognize the importance of the power of the imagination
- Learn the difference between imagination and daydreaming
- Learn how to strengthen your creative abilities

#### **Session 2 -- Personal Power and Creating Miracles: *When You're Done, In Fed Up, and Stressed Out***

##### **Instructor: Bill Beausay**

This seminar is designed as a rejuvenating talk for participants and influences on how to harness the dynamics to create and focus your vision, controlling yourself in a simple and practical new way, and align yourself inside and out, both mentally and in action. The session will put you back in control of the important phases of your life, and give you tools to put into play immediately.

Join Bill as he shares personal motivation and team building tips to use during stressful times to create an atmosphere of:

- Vision
- Focus
- Opportunity Finding

## LUNCH: Keynote Speaker: -- Deborah Duncan - *Great Day Houston* - KHOU TV - Channel 11



### Session 3 -- Why Grown Ups Stopped Dreaming

#### Instructor: Arthur L. Andrews

"What would you like to be when you grow up?"

"What would you want to have?" – Ask these questions to your kids and then an adult. I guarantee a child will blurt out a number of things whereas adults will smirk at the question. As adults we forgot how to dream. We focus on negative things in life and complain about how messed up things are. Do you know the difference between successful and unsuccessful? It is:

- Thoughts/mindset
- Dreams

Successful people carefully focus on their thoughts and dreams for they are aware of the great impact it creates in their life while unsuccessful people rarely mind its existence. They wake up and end their day doing the same old routine, rarely find time to study and enhance their skills for they don't even have dreams in mind. They let life just pass by, then wake up one day feeling lost and burdened for they don't know where they are and where they're heading. **Which grown up are you?**

### Session 4 -- Kick Starting Creativity Without Screwing Up the Idea

#### Instructor: Joe Fournet

No matter the size of one's budget or what it is a company is selling to the public, creativity plays a vital role in getting the consumer's attention. Even more important is the idea. And how best to convey it in a convincing manner that will work. Since this can be a challenge, Joe's presentation has some fun showcasing winning and wacky ways to kick-start the creative process while staying true to the core ideas. During this not-so-traditional delivery, watch for a special appearance by and true story about the Energizer Bunny versus the Texas Border Patrol.

Some points of interest that will be discussed:

- Creativity Survival Kit
- Warp Speed Thinking/Idea Generation
- Management's Responsibility to Creativity
- Don't Bring a Dead Cat Without a Shovel
- Guidelines to Enhance One's Creativity

### Session 3 -- The Glass is Half Full: *Shifting Perception to Achieve Results*

#### Instructor: Margaret Johnson

This seminar is designed to meet the following objectives:

- Participants will examine their thinking patterns
- Participants will learn to look for opportunities rather than problems, strengths more than weaknesses, what can be done instead of what can't, and practice application
- Participants will identify those areas where they react negatively

Competencies addressed in this session:

- ✓ Providing motivational support: Skill at enhancing other's commitment to their work.
- ✓ Influencing others: The ability to gain other's support for ideas, proposals, projects, and solutions.
- ✓ Results orientation: Focusing on the desired end result of one's own or one's unit's work; setting challenging goals, focusing effort on the goals, and meeting/exceeding them.
- ✓ Managing change: Demonstrating support for innovation and for organizational changes needed to improve the organization's effectiveness; supporting, initiating, sponsoring, and implementing organizational change; helping others to successfully manage organizational change.

### Session 4 -- Maximizing the *ROI (Responsibility of Individuals)* in Your Organization

#### Instructor: Kimaka Willis

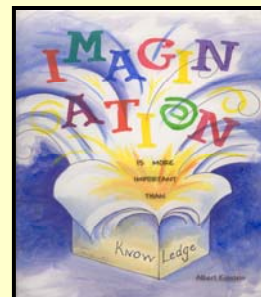
We've all heard the classic lines used in the blame game. In fact, if we are honest, we have been guilty of using these lines ourselves. Unfortunately, shifting blame doesn't alleviate the problems...it only creates more. Barriers to communication, loss of productivity, and low morale are just the beginning of the problems that finger-pointing creates. In this program, Kimaka lays out an easy-to-implement process for making personal responsibility and accountability a daily practice. The audience will learn:

- A five-step process for taking responsibility so they can focus on solutions, not problems
- How behavioral preferences impact our willingness to take responsibility so they can recognize their own areas of resistance
- Three questions they can ask themselves that keep them focused on solutions
- The difference between responsibility and accountability and how to leverage both
- How blaming others diminishes their right to change so they can resume control of their choices

By the end, the audience will conclude that stepping into the circle of responsibility is the clear choice for anyone who wants to experience professional and personal growth.

**Registration Form****DEADLINE—APRIL 30, 2010**

Design your day to meet your unique needs. We have packed a lot of information into just one day, so select one (1) track from each session. Conference registration is **\$100.00**. Make check payable to: City of Houston. Mail to: Debra Pruitt, City of Houston, 611 Walker 20th Floor, Houston, Texas 77002. Credit Card payment contact Shenette Seals-Vincent, 713.798.0841 or shenette.seals@cityofhouston.net.

**“Imagination: Awakening the Power Within You”****Session I**

- Track 1 **Critical Thinking: *How Sharp are Your Tools?***
- Track 2 **Going From Unsung Hero to Superhero**

**Session II**

- Track 1 **The Power of Imagination**
- Track 2 **Personal Power and Creating Miracles:  
*When You're Done In, Fed Up, and Stressed Out***

**Session III**

- Track 1 **Why Grown Ups Stopped Dreaming**
- Track 2 **The Glass is Half Full: *Shifting Perception to Achieve Results***

**Session IV**

- Track 1 **Kick Starting Creativity Without Screwing Up the Idea**
- Track 2 **Maximizing the *ROI (Responsibility of Individuals)* in Your Organization**

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

IAAP® Chapter (if applicable) \_\_\_\_\_

(1 Recertification Point will be given for each Session attended!)

 **Dietary Requirements?** \_\_\_\_\_**For assistance, contact Debra Pruitt, 713.837.7504 or [debra.pruitt@cityofhouston.net](mailto:debra.pruitt@cityofhouston.net).**