

Meeting Agenda

Monday, October 18, 2004

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| 4:00 – 5:30 P.M. | Registration | Spirit of St. Louis-East Level LL |
| 5:30 – 6:30 | Reception & Hors d'oeuvres | |
| 6:30 | Safety Presentation: “Out of Harm’s Way - Making Smart Safety Choices” | Nancy Hightshoe Meramec Ballroom |

Tuesday, October 19, 2004

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| 8:00 A.M. | Welcome | Missy Stiefel, Co-Chair, PASTG Mississippi Ballroom |
| 8:10 – 10:10 | “Highlight Your Strengths/Whiteout Your Weaknesses” | Marva Nesbit, Consultant/Facilitator |
| 10:10 – 10:30 | Break | |
| 10:30 – 12:00 | “Highlight Your Strengths/Whiteout Your Weaknesses,” continued | Marva Nesbit, Consultant/Facilitator |
| 12:00 – 1:30 | Lunch with Luncheon Speaker "MWA Support Staff Awards and ARS 50th Anniversary" | Dr. Adrianna Hewings, MWA Director Meramec Ballroom |
| 1:30 – 4:30 P.M. | “You Can Lead Your 'Self'” | Dr. Zayd Abdul-Karim President, DTS, LLC Mississippi Ballroom |
| 4:30 | Closing Remarks | |

Wednesday, October 20, 2004

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| 8:00 A.M. | Opening Remarks & Housekeeping | Brittney Mernick, PASTG Mississippi Ballroom |
| 8:10 – 10:10 | “Creating Influence and Power Through Cross-Cultural Communication” | Dr. JoAnn Piña Professional Speaker, Trainer, Consultant |
| 10:10 – 10:25 | Break | Breakout sessions are in Jefferson A, B, C, D, E, F, and Mississippi |
| 10:25 – 11:25 | Breakout Session #1 | |
| 11:30 – 12:30 | Breakout Session #2 | |
| 12:30 – 2:00 | Lunch with Luncheon Speaker "Heroes in the Workplace" | Steve Schaefer Acquisition & Support Services Analyst Meramec Ballroom |
| 2:00 – 3:00 P.M. | Breakout Session #3 | |
| 3:00 – 3:15 | Break | |
| 3:15 – 4:15 | Breakout Session #4 | |
| 4:15 – 5:15 | “Taking Care of Business” | Dave Carter Manager, Special Programs and Projects Mississippi Ballroom |
| 5:15 | Closing Remarks | |

Thursday, October 21, 2004

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| 8:00 A.M. | Opening Remarks/Housekeeping | Sherri Buxton, Co-Chair, PASTG Mississippi Ballroom |
| 8:10 – 9:10 | “Writing Your Performance Documentation” | Adrianna Hewings & Diane Strub MWA Director & Administrative Officer |
| 9:10 – 9:30 | Roundtable Discussion with the National Council for Office Professionals | Members of National Advisory Council for Office Professionals |
| 9:30 – 10:00 | “Using Your SOP – Your Own Personal Power Tool” | Heather Lewandowski & Sandy Groneberg, PASTG |
| 10:00 - 10:15 | Break | |
| 10:15: – 12:00 | “Ask the Expert” | Illinois Ballroom Expert Session Presenters: |
| | <i>ARIS</i> | Marilyn Paul |
| | <i>ARMPS</i> | Diane Strub |
| | <i>CATS</i> | Carol Moran |
| | <i>Correspondence Tips</i> | Cathy Lonaberger |
| | <i>Information Technology</i> | Paula Snell & Andrea Miller |
| | <i>Procurement</i> | Becky Holzinger |
| | <i>RPES and Ethics</i> | Dr. Terry Nelsen & Marcia Jenkins |

Pay and Leave

Deb Agee

Travel

JoAnn Volk

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| 12:00 – 1:15 | Lunch with Conference Slide Show | Meramec Ballroom |
| 1:15 – 2:15 p.m. | "Foreign Travel Savvy " | JoAnn Volk Mississippi Ballroom |
| 2:15 – 2:30 | Break | |
| 2:30 – 3:30 | "Activate Your Dream" | Traci Lynn , President Traci Lynn International, Inc. |
| 3:30 | Closing Remarks | Dr. Adrianna Hewings and Sherri Buxton MWA Director & Executive Assistant |