

Advanced Skills for Professional Administrative and Executive Assistants

Alaska Power Association

Thursday, October 5, 2023

Morning Session

8:10-8:30	Breakfast & Welcome Remarks	Crystal Enkvist APA Executive Director
8:30-9:30	Powerful Email Writing Tips to Make Your Message Stand Out	Michael Rovito APA Deputy Director
9:30-10:15	Roundtable: Mastering the Modern Office Sharing what works, what doesn't, and what you want to do better. We'll kick things off by learning from and about each other.	All Participants
10:15-10:30	Break	
10:30-11:30	Avoiding Chaos Information, Communication and Records Management	Iura Leahu State of Alaska, Rural Utility Business Advisor
11:30 – 12:45	Keynote Luncheon: Legal Requirements of Board Minutes & Bylaws	John Andy Leman Kempel, Huffman & Ellis, P.C.

Afternoon Session

12:50 – 1:30	Roundtable Discussion 20-min: Taking Effective and Accurate Meeting Minutes 20-min: Challenges and opportunities you face as an administrative/executive assistant	Moderator: Michael Rovito APA Deputy Director
1:30 – 2:30	Planning an Event Without a Hitch	Sharon Scheidt Director of Communications Copper Valley Electric Association
2:30 – 2:45	Break	
2:45 – 4:15	Workplace Violence Prevention Conflict de-escalation techniques and safety and protection of staff in case of a workplace violence event	Mitch Wallace, Rod Bracken, Tou Xiong AK Occupational Safety & Health
4:15 – 4:30	Q & A / Closing Remarks	



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*Agenda subject to change without notice



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