

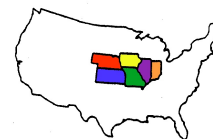


Piecing Together Your Professional Career

Central Area Professional Development Day/NEOPA 2010 Spring Conference

April 23-24, 2010

Lincoln, Nebraska



You are invited to Lincoln for the combined Nebraska Educational Office Professionals Association (NEOPA) and the 10th annual Central Area Professional Development Day (CAPPD). We would love to have you join us for this conference that offers something for everyone.

Friday

During the day are meetings of the NEOPA Executive Board, the NAEOP 2010 State Representatives, and the Central Area Presidents & Past Presidents.

Friday Evening

Enjoy an early dinner on your own in the Historic Haymarket District then come and network with office professionals from six states – Illinois, Indiana, Iowa, Kansas, Missouri and Nebraska.

Saturday

The day will begin with the traditional opening ceremonies followed by Michelle Roggasch. Her presentation is "Communication Quilt: All The Pieces for Success." Lunch and the NEOPA General Business meeting will follow. We would like to invite ALL conference attendees to join us for lunch. The afternoon offers concurrent presentations from Ethics in Business to Team Building, from Running an Effective Meeting to Effective Public Speaking. There is literally something for everyone.

Saturday Retiree Activity

The retirees will have an opportunity to visit the International Quilt Study Museum and the Great Plains Art Museum on the University of Nebraska-Lincoln campus. Please visit their websites: <http://www.quiltstudy.org> and <http://www.unl.edu/plains/gallery/gallery.shtml> for more information.

Saturday Evening

Nebraska will hold its annual Banquet & Installation of Officers starting with a social at 6:15 pm. All conference attendees are invited to register for this special event. Diane Wasser, CEOE, will be installed as NEOPA State President for 2010-2011.

Conference Hotel

Make reservations with the Holiday Inn Downtown, 141 North 9th St., Lincoln, NE 68508 by calling 800-465-4329. Refer to: NEOPA-Central Area Professional Development when making your reservation. You may book a room online at www.holiday-inn.com/lincolne. On the left side of the page there will be a section that says check availability. Insert the dates that correspond with your event and in group code place NEO. Click check availability, once all of this information is entered your guests will be directed to the NEOPA - Central Area Prof Develop Assn block. There is a free shuttle service from the Lincoln Regional Airport and free parking for conference participants staying at the hotel. If you will be arriving by plane, please email the flight information to one of the co-chairs listed below.

Rate: \$89.00 plus tax (1-4 people, 1 room w/two queen beds)

RESERVATION DEADLINE: March 22, 2010

Conference Registration

Early bird registration date is April 9, 2010. Any registration not postmarked by April 9, 2010 must add a \$10 late fee. No registrations will be accepted after April 16, 2010. Your registration fee includes the networking activities Friday evening, all workshop materials, continental breakfast, Saturday breaks and Saturday luncheon.

Special Projects

As in the past, each state association is asked to bring a gift bag or basket of items from her state to be raffled off for the Central Area. State baskets will be on display during the Friday night networking session and on Saturday morning. Winners will be announced at the luncheon. There will also be 50/50 raffles held throughout the conference. In lieu of a friendship gift exchange, we are asking that you bring a children's book (infant to 5 years old) to be donated to a local organization that works with low-income families. Your participation in this very worthwhile cause is greatly appreciated.

Conference Attire

Friday business meetings – Business casual

Saturday Workshops – Business casual

Saturday Banquet & Installation – Business dressy



Conference website:
<http://neopa.unl.edu>

For More Information or Assistance....

Please contact either of the conference co-chairs:

Gretchen Walker, CEOE
 402-472-0602
gwalker1@unl.edu

Mary Guest, CEOE
 402-472-3204
mquest2@unl.edu

This conference is co-sponsored by the Nebraska Educational Office Professionals Association (NEOPA) and the University of Nebraska Office Professionals Association (UNOPA).

Tentative Schedule:

Friday, April 23

Registration 1:00-6:00 pm
 Exhibits 4:00-6:00 and 7:00-9:00 pm
 Networking activities 7:00-9:00 pm

Saturday, April 24

Continental breakfast 7:00-8:30 am
 Registration/exhibits 7:30-8:30 am
 Welcome 8:45 am
 Keynote Speaker 9:15-11:30 am
 Michelle Roggash

Lunch/Business meeting 11:45 am-1:30 pm

Retirees Tour 2:00-4:30 pm

First Concurrent sessions 1:45-3:15 pm
 Option A: Nanette Shackelford
 "Ethics in Business"

Option B: Nancy Myers
 "Team Building"

Second Concurrent sessions: 3:30-4:45 pm
 Option C: Nanette Shackelford
 "Escape from Meeting Hell:
 Running a Productive Meeting"

Option D: Deborah Smith-Howell
 "Effective Public Speaking"

Closing/remarks/wrap-up 5:00-5:30 pm

Optional:

Social 6:15-7:00 pm
 Installation Banquet 7:00 pm

Speakers:



Facilitator/Speaker:
 Michelle Roggash

Michelle Roggash is owner and founder of Beacon Training Group, whose mission is to provide speaking, planning and coaching services that educate, energize, enhance, and encourage the individuals they serve. Michelle has been in the training and education field for over 20 years and has spoken to groups and businesses throughout the United States. She has a Bachelor's degree in Business Education, a Master's degree in Sports Administration and is currently working on her Ph.D. in higher education leadership. Currently Michelle is the Program Manager for Education: Catch the Dream a company with products and programs that provide encouragement and information to first-generation middle and high school students to make the decision early to go to college.

Nanette Shackelford, Adjunct Instructor of Communication Arts, Business and Economics, Hastings College.



Nancy Myers, Director of Organization Development, University of Nebraska-Lincoln. Nancy works with colleges and departments to help build talent and capability, and to plan and implement change. She provides group problem solving, team building and development, strategic planning, management consultation and leadership development. Nancy teaches Human Resources Development for the University of Nebraska-Lincoln College of Business. She is the advisor/coach for the University of Nebraska Curling Team. Nancy holds a B.A. in Sociology from the University of Denver, a M.A. in Psychology from the Fielding Institute and a Ph.D. in Human Resource Development from the University of Nebraska.

Work organizations traditionally reward the individual contributor rather than the accomplishments of a team. How do you shift the work culture to recognize the value of teamwork? Not all work groups are teams. How do you tell the difference? Nancy will address the fundamentals and functions of a team and discuss ways to help managers and employees value and facilitate teamwork.



Deborah Smith-Howell is Associate Vice Chancellor for Academic Affairs/Dean of Graduate Studies, University of Nebraska at Omaha. Dr. Smith-Howell came to UNO in 1989 as a faculty member in the then Department of Communication (now School of Communication). She served as chair of the department and the founding director of the School for eight and a half years. Dr. Smith-Howell received her B.S. degree from Northern Michigan University, her M.A. from Louisiana State University, and her Ph.D. from the University of Texas-Austin. Her areas of specialization and research are communication education, presidential rhetoric, media coverage of the presidency and civic participation. She is co-author with Roderick P. Hart, Sharon Jarvis, and William Jennings of Political Keywords: Using Language that Uses Us, Oxford University Press, 2005. She received the 2004 UNO Chancellor's Commission on the Status of Women Outstanding Achievement Award.

