



NAEOP ANNOUNCES PROGRAM LINEUP FOR NATIONAL PROFESSIONAL DEVELOPMENT CONFERENCE

National Association of Educational Office Professionals (NAEOP)

Volume I, Issue I

INTERNATIONALLY RECOGNIZED MOTIVATIONAL SPEAKERS AND SCHOOL ADMINISTRATOR HEADLINERS FOR ANNUAL NATIONAL CONFERENCE

MARK YOUR CALENDAR AND PLAN TO ATTEND

Dates:

July 9-13, 2012

Location:

Hilton Costa Mesa
Orange County
3050 Bristol Street
Costa Mesa, CA

Hotel Rates

\$99.00/Single or Double +

8.11% Taxes/Fees

Complimentary Self
Parking

Complimentary Airport
Transportation from John
Wayne Airport

Conference rate available
three days prior to and
post conference dates

To Register

Visit the NAEOP website
or request registration
information by sending an
email to Becky Shipley,

CEOE, Conference
Chairman

rshipley@bak.rr.com

Or call

(661) 331-5080

The National Association of Educational Office Professionals has announced the lineup of speakers and workshops for their 78th annual conference to be held in Costa Mesa, California, July 9-13, 2012. Educational office professionals from all schools, school district offices, colleges and universities, private schools and colleges and education-related associations are invited to attend and gain professional development training from the very best.

From a nationally known motivational speaker and former film and television personality, to a well-known professional speaker with a topic on "No Boundaries: No Arms, No Legs, No Handicaps" to workshops on relevant topics for the 21st Century, attendees will not be disappointed.

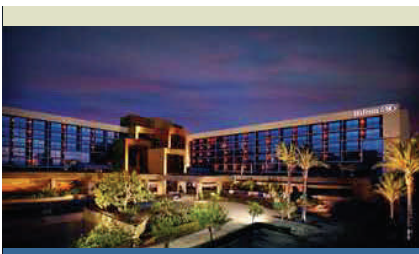
The First General Session of conference will feature Mac MacDonald, internationally known motivational speaker, and film and television personality. His presentation, entitled "The Human Factor in a Technological Society" will examine the elements of acceptance, motivation, involvement, inclusion and support as they relate to the ever-changing technological world. In the Fourth General Session, attendees will be energized by Brett Eastburn, motivational and inspirational speaker. Mr. Eastburn was born with a condition he calls Quadmembral Limbs Deficiency, which means he has no arms and no legs. While in school, Brett played baseball, football and basketball, and became an accomplished swimmer. He has done over 3,000 presentations worldwide to over one million people. His presentation will focus on ways to turn handicaps into obstacles which can be overcome. What a powerful message.

The conference workshops conclude on Friday with a heart-warming message from Fuchsia Ward, Principal of Alternative Education for the Kern High School District. Fuchsia grew up in Arkansas, one of twelve children whose parents worked on a farm described as a plantation. She was the first of twelve children to earn a college degree, and now oversees a variety of programs including five continuation high schools.



What is NAEOP?

The National Association of Educational Office Professionals (NAEOP) is the only national professional association for educational office personnel. Its mission is to provide professional growth opportunities, leadership and service for employees in education through a specifically-designed certification program, quality training, a network for sharing information and ideas, recognition of achievements and fellowship. In addition to the annual conference, NAEOP provides professional development opportunities through regional institutes and area professional development days. Professional speakers can also be requested for individual requests through NAEOP.



Hotel Information

The **Hilton Orange County/Costa Mesa Hotel** is centrally located to all of Orange County and Southern California's most popular attractions offering complimentary roundtrip shuttle service to John Wayne Orange County Airport (SNA) and the West Coast Plaza Shopping Center. The room rate for the NAEOP conference is \$99 per night for single/double/trip/quad.

Reservations are to be made directly with the hotel. You must mention "National Association of Educational Office Professionals (NAEOP)" to receive the group rate. Reservations can also be made by calling (714) 540-7000 or use the on-line link: http://www.hilton.com/en/hi/groups/personalized/S/SNACMHH-NAEOPJ-20120705/index.jhtml?WT.mc_id=POG. The cut-off date for making reservations at the conference rate is June 3, 2012. The hotel is a smoke free facility. You will find the usual amenities in your room – Serenity Bed, 42" plasma television, coffee and tea maker, hair dryer, iron and ironing board, and high speed wireless internet access, self and valet parking.

INSTITUTE PRESENTERS

Monday – July 9th

8:00 a.m. – 5:00 p.m.

8:00 a.m. – 12:00 p.m. IC – M101

PLEASE RESPECT MY GENERATION: FIVE GENERATIONS AT WORK

*Michael Vantrease
Sr. Vice President, Learning and
Development, Bank of the West*

Institute class participants will be taught how to understand and address discrepancies, stereotypes, and disrespect based on generational diversity in the workplace. The discussion will cover the five generations working side by side in today's workplace - Generation 9/11, Millennials, Generation X, Baby Boomers, and Traditionals, focusing on challenges and opportunities.

8:00 a.m. – 12:00 p.m. IC – M102
Communication and Trust in a Time of Its Absence
*Mac Macdonald, Corporate Trainer and Motivational
Speaker*

Film and Television Personality
Learn to create, restore, and maintain a sense of mission, vision and passion toward your organizational, as well as your personal goals. Utilizing two video clips from "The Horse Whisperer" and another from "The African Queen," this powerful session provides an interactive, introspective, and entertaining glimpse into how we communicate and provides methods for better ways to do so. This is all about trust, customer service, and organizational stability. The messages and lessons derived from this class can be applied to every aspect of our lives - home as well as work.

1:00 p.m. – 5:00 p.m. IC – M201
**Internet Safety Awareness – Online Predators,
Cyber Bullying, Sexting, Pharming/Phishing,
Spyware, Spam, Scams, and Viruses**
*Tina Schuler, CEO
District Secretary/Technology Support Administrator
Lind School District*

The Internet is an amazing tool, a wonderful resource, bringing a world of information right to our fingertips. It offers an enormous array of entertainment and educational resources, but also presents some risks. This session will shed light on the types of risks you should be aware of while surfing the web, such as online predators, cyber bullying, pharming, phishing, spyware, spam, scams, and viruses.

8:00 a.m. – 12:00 p.m. IC – M202

ABCs of Success

*Michael Vantrease
Sr. Vice President, Learning and Development
Bank of the West*

This course examines three keys to success in the workplace: Attitude, Behavior, and Communication. Through games and interactive exercises, participants will learn how to increase positive attitude, effectively modify stress behaviors, and successfully communicate in the business environment.

Tuesday – July 10th 8:00 a.m. – 4:30 p.m.

8:00 a.m. – 4:30 p.m. IC – T301

Living with an Attitude - Discover the Four Pillars of Success

*Dr. Giovanni Annous, Principal, Fontana Middle School, and
Dr. Jinane Annous, Director of Curriculum and Instruction;
Hemet Unified school District*

Attendees will be led through a process of self discovery starting with a personal understanding of your response to brain functions as they relate to daily actions, emotions and logical decision making. The workshop will engage you in understanding, reflecting and designing your life through the four pillars of success.

8:00 a.m. – 4:30 p.m. IC – T302

The Leadership Pill

*Linda Sockwell, CEO
Executive Assistant, Westwood Junior High School (Frisco,
Texas) and Past NAEOP President*

The Leadership Pill class is based on the Foundations of Leadership Assessment which provides you with a clear picture of your current leadership behavior as it relates to three core values of effective leadership. The Foundations of Leadership Assessment consists of the three core values: Integrity, Partnership and Affirmation.

12:00 p.m. – 4:30 p.m. IC – T403

Keeping our Fuses Lit in a Time of Unprecedented Change

Mac MacDonald
Remembering our mission, purpose and who we are and how important it is to leave a legacy of example.

2012 NAEOP CONFERENCE BRIEFINGS

Tuesday – July 10, 2012
Briefings I: 10:00 a.m. – 11:30 a.m.

101 Choir Rehearsal (1 of 2)

Sharon Griffiths, CEOE

Join your fellow NAEOP singers as they prepare for performances during the conference.

102 PSP – A Beginning!

Lisa Morehouse, CEOE, NAEOP PSP Chairman

Participate in this briefing and we will give you A Beginning! We will help you put together your PSP puzzle by answering your questions and explaining the program as you take the first steps towards getting your PSP certification!

103 Attitudes - - Attain & Renewing a Positive Attitude

Wendy Heslink, CEOE

Your attitude is your most priceless possession in the workplace. This workshop will provide you with techniques for utilizing your own skills as a true office professional to improve yourself, and maybe even others, in your work environment.

104 Parliamentary Procedures

Dr. Jon Hall

Dr. Hall will provide attendees with the proper parliamentary procedures that should be followed in business meetings.

Briefings II: 1:00 p.m. – 2:30 p.m.

201 Computer Safety and Security

Kenton Miller, Info. Technology Consultant, CSU-Bakersfield

This workshop will provide best practices for safety and security of data, and how to guard against computer malware and attacks.



202 PSP Work Session – Together We Can Do Anything!

Lisa Morehouse, CEOE, NAEOP PSP Chairman

Attend this briefing and join Lisa and other NAEOP PSP committee members for actual “one on one” help with your PSP process. Bring your PSP documents and questions, and receive individualized help!

203 Embracing Technology and Becoming Marketable!

Teresa Price, CEOE

In today’s world you must keep up with technology. The continuing education of educational office professionals is essential to coping with rapidly changing conditions in our profession.

204 You’re Going To Be President, So...What’s Next?

Allie Faye Matthews, CEOE / Kathy Lech, CEOE

This briefing is an opportunity to network with others in top leadership positions. Attendees will learn more about NAEOP and the many benefits it has to offer you, your members and your affiliate. Bring your questions, concerns and suggestions.

Briefing III: 3:00 p.m. – 4:30 p.m.

301 Get Organized with Avery

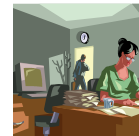
Gil Castaneda, Avery Account Manager

Get great tips for organizing your workspace and your workload at this special Avery® workshop. See the latest Avery® products that can help you bring order to the chaos!

302 212 Degrees – Imagine the Possibilities!

Kathy Lech, CEOE

At 211 degrees, water is hot. At 212 degrees, it boils. And boiling water can power a steam train! This presentation focuses on how to give that extra degree in your personal and professional lives to exceed even your own expectations!



303 School Secretary Survival

Cathy Eberle, CEOE

A school secretary’s job is as wide, varied and diverse as any other job but sometimes we could all use a few tips to “survive.” Let’s discuss and share some of those tips

304 Ice Breakers and Getting Acquainted with the Office Professional

Melissa Carpenter, CEOE

This workshop focuses on games and activities used to become more familiar with other office professionals or co-workers. Learn some interesting facts from your peers and be amazed how much you have in common with each other!

Wednesday – July 11, 2012
8:15 a.m. – 11:30 a.m.

Briefings IV: 8:15 a.m. – 9:45 a.m.

401 Team Spirit: How Do YOU Fit In?

Cheri Goldrick, CEOE

This workshop will help you to understand the four basic components of a working team and how you personally can contribute to any team project that comes your way!



402 Living Healthy in a Supersize Society

Machel Salado, CEOE

This briefing will cover eating/nutrition, keeping a food diary, exercise/fitness and making time for yourself in a day that never has enough hours for work, family, personal and professional responsibilities.

403 Falling to the Top

Eldene Wall, CEOE

Reaching the peak of success requires detailed planning, meticulous preparation and excruciating effort. Attend this class and learn critical life skills to help you fulfill your dreams and succeed with your plans.

404 The Murder Mystery – Get A Clue

Patricia Thompson

This workshop is designed to make discussions more productive, enhance problem solving skills, discover productive team behaviors, increase clarity of communications, improve listening and questioning skills, and increase awareness of the contribution of others.

Briefing V: 10:00 a.m. – 11:30 a.m.

501 How SMART Are You?

Pam Posey, CEOE

Explore ways to emphasize your own leadership characteristics, discuss ways to motivate others, and review ways to run efficient meetings.

Briefings, Continued:

502 Dealing with the Media

John Teves, Public Information Officer, Kern High School District

Positive media reports are vital to public school success. The contemporary Educational Office Professional needs to understand how the media works - the who, what, where, when and why by which the media operates - and the consequences of not responding appropriately to the media.

503 Microsoft Outlook 2007

Robin Mallory, CEOE

This class will help you manage your email with the tools that are available in Outlook. Inbox, Drafts, Calendar, Contacts, the System Clean-up folder and much more will be covered. Learn some not-so-well-known ways that Outlook can help you manage the constant flow of email in your daily life.

504 The Great Juggling Act

Eldene Wall, CEOE

Learn the fine art of balancing home and work. Learn how to juggle all the important balls in your life, making sure you don't drop the fragile ones that can't be replaced.

Thursday – July 12, 2012

9:00 a.m. – 12:15 p.m.

Briefing VI: 9:00 a.m. – 10:30 a.m.

603 Don't Waddle - Strut!

Linda Tribble, CEOE

It's all about self-esteem – how to build it, how to maintain it and how to make the most out of every opportunity you are given, or the opportunities you make for yourself. Let's all STRUT OUR STUFF!

602 Shhh.....It's Confidential

Wendy Heslink, CEOE

School employees are required to preserve the confidentiality of any and all records containing personal identifiable information. Not only are records confidential, but often times conversations among school employees (teaching and non-teaching) are, as well as some conversations with students. How do you know when you can you disclose information pertaining to staff or students?

**603 Stressed is Desserts Spelled Backwards...
so Stress for Success**

Debbie Wade, CEOE

Guaranteed to be a "sweet" deal, identify stresses that are mixed into our lives. No need to "sugarcoat" it, have fun while learning how to manage stress so you can enjoy the "sweet" taste of success.

604 Membership – The Time is NOW for YOU!!

Cathy Eberle, CEOE

Share reasons we became members of this association in the first place as well as discover some of the reasons why others have chosen not to continue as members.

Briefing VII

10:45 a.m. – 12:15 p.m.

701 Choir Rehearsal (2 of 2)

Sharon Griffiths, CEOE

The second scheduled choir rehearsal!

702 Meeting Expectations

Sherry Wilson, CEOE

Yikes! Your boss has put you in charge of planning the next department or company meeting or you've agreed to plan your next association conference. Are you wondering how you are going to get it all organized and pull it off in a professional manner? Whether you're a novice planner or a veteran, this workshop will give you resources to make your future meetings and conferences a success!

703 How to Work in Education and Live to Tell About it

Debbie Wade, CEOE

Learn the secret to surviving our daily educational challenges while having some "wild and crazy" fun! Discover why humor, creativity, flexibility, observation, listening, and stress management are the keys to surviving in the workplace.

704 Eat That Frog!

Linda Sockwell, CEOE

Do you put off until tomorrow what you could do today? If the answer to this question is yes, this class is for you. The class goes over the 21 things you can do to stop procrastinating and get more done in less time. After all, isn't time our greatest asset?



Special Party Planned for First Timers



A special event is planned for all conference first-timers on Monday evening, July 9, from 7:00 to 9:00 p.m. If you are a first-timer, be sure to mark that on your registration form and join us for an evening of learning and fun!

**Special Evening in Hospitality Suite
Supports Domestic Violence
Intervention Program**

Monday, July 9, plans to be a fun evening where proceeds from our community service project will support a domestic violence intervention program in the Los Angeles area—Jenesse Center, Inc. All conference attendees are invited to a pajama party from 9:00 to 10:00 pm and encouraged to bring a new pair of pajamas for women and children who are victims of domestic violence. Enjoy a relaxing time with hot chocolate and peanut butter/jelly sandwiches, and share laughter with old and new friends alike.





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NAEOP OTIONAL SIGHTSEEING TOURS

**2012 Annual Conference
Hilton Orange County /Costa Mesa**

Day 1 Saturday July 7, 2012

Tour No. 1 All Day Universal Studios Hollywood Tour Departs: 8:30am Return: 6:30pm

Give us the day and we'll give you Los Angeles! An exciting day at Universal Studios – Hollywood with a tram tour that will take you on a journey through the world's largest working studio where you'll see the past, present and future of Hollywood come alive. This experience is brought to life with the kind of cutting-edge technology only Universal Studios-Hollywood can provide. Experience classics like Jurassic Park, Terminator 2:3D & Back to the Future: The Ride! Don't forget to join Shrek & Donkey in the all-new, Universal Studios Hollywood full-sensory adventure Shrek-4D!

Adults \$103.00 Children (3-7) \$92.00

Tour No. 2 LA, Hollywood, Beverly Hills, and Movie Stars Homes Departs 8:30 am Return 4:30 pm

Next you'll tour through Hollywood and Beverly Hills, stop at the famed Grauman's Chinese Theater with its foot and hand prints of the stars, and the Hollywood Walk of Fame. Pass trendy spots on Melrose Avenue, Santa Monica Boulevard and the Sunset Strip. Top off your day with a quick photo stop at Downtown LA'S beautiful music center including the Disney Concert Hall. Admission included.

Adults \$82.00 Children (3-11) \$78.00

Day 2 Sunday July 8, 2012

Tour No. 3 Disneyland -- All Day/Admission Included Departs: 10:00am Return: 10:00pm

Who can visit sunny Southern California and not go to Disneyland? Come with us, whether you are 5 or a 105, we will set you on a course to fully enjoy your visit. At Disneyland Park, experience over 60 attractions – more than ever before. Enjoy Disneyland's biggest ride in 40 years, the Indiana Jones Adventure. It's their most high-tech, adrenaline-pumping thrill on wheels. Behold undying love in the stage show, the Spirit of Pocahontas. You will embark on a journey through the Kingdom with thrilling rides like the Matterhorn, Space Mountain, Pirates of the Caribbean, Splash Mountain and meet lovable Disney characters like Mickey Mouse, Donald Duck and Goofy. Round Trip Transportation and Disneyland admission included. Adults \$125.00 Children (3-9) \$108.00

Day 3 Monday July 9, 2012

Tour No. 4 Santa Catalina Island Cruise -- All Day Departs: 8:30am Return: 6:30pm

You will travel in style from your hotel to the Long Beach Landing to depart to Santa Catalina Island on a high-speed vessel designed especially for the Catalina service. Relax and enjoy the delightful ocean voyage of about an hour to this Magic Isle...half the fun is getting there! Upon arrival you have great options to enjoy this Island Adventure. Take Avalon's World Famous Sightseeing Tours, explore on our own the quaint town of Avalon, sunbathe and swim in the clear blue waters of the Pacific Ocean. Rent a boat, go fishing or enjoy shopping, relax your on Island Time. All island activities and lunch are on an optional basis.

Adults \$119.00 Children (2-11) \$80.00 Infants (under 2) \$4.00

Tour No. 5 Crystal Cathedral and TBN Studios - Includes Lunch at Home Town Buffet (Retirees Tour)

Departs 11:00 am Return 5:00 pm

Located in Garden Grove, California, the Crystal Cathedral is the home base for the international Crystal Cathedral Ministries, including a congregation of over

10,000 members and the internationally televised "Hour of Power." This started in the Orange Drive-in Theatre where atop the snack bar's tarpapered roof Rev. Robert H. Schuller would lead his weekly services. His wife Arvella provided music from a trailer-mounted electronic organ. He encouraged all to "come as you are in the family car." TBN Studios, Costa Mesa, CA experience the Virtual Reality Theater, home of "The Revolutionary," an original motion picture, filmed entirely on location in Israel. This state-of-the-art high definition virtual reality theater features a 48 channel sound system that virtually puts you in the picture. Stroll the beautiful gardens with their lush plantings and sparkling fountains. The gardens offer a restful setting for mediation and contemplation. Adults \$59.00 Child (3-11) \$49.00

Day 4 Thursday July 12, 2012

Tour No. 6 Pirate's Dinner Adventure Depart: 6:00pm Return: 10:00pm

Pirates Dinner Adventure has been billed as "the world's most unique interactive dinner show." You will be entertained with an astonishing display of special effect wizardry, aerial artistry, swashbuckling swordplay and dynamic duels, a classic story of good vs. evil that offers the perfect blend of action, adventure, comedy and romance. This is the opportunity to interact in the adventure and a sumptuous dining experience. Adults \$ 75.00 Children (3-11) \$65.00

Tour No. 7 Medieval Times Dinner & Tournament Depart: 6:00pm Return: 10:00pm

A war has been waged and the knights of the realm have returned triumphant! In honor of their victory, the King has called for a great feast and a grand tournament to be held in this magnificent castle. A bountiful four-course feast is served in true medieval fashion – without silverware! As the final course is served, a full-scaled jousting tournament reaches a fever pitch and the final battle of the night begins! Adults \$ 75.00 Children (3-11) \$65.00

Day 5 Saturday July 14, 2012 -- Post Convention Tours

Tour No. 8 Two-Day San Diego Tour Departs: Saturday, July 14 @ 8:30 am Returns: Sunday, July 15 @ 6:00pm

Depart in a deluxe motor coach for the short trip on the Old Mission Trail past Early California Spanish Land Grants, to the picturesque city of San Diego. You will spend the day visiting over 4,000 animals live in enclosures at the world famous San Diego Zoo. If it walks, crawls, flies, hops, runs or slithers, you're likely to find it here. Then we proceed to the Bahia Resort on beautiful Mission Bay to spend the night. The next day we travel to Sea World San Diego. Come face to face with amazing animals and experience one of a kind shows and attractions like the Shamus's Happy Harbor, Dolphin Discovery, Penguin Encounter, Shark Encounter and the new Manatee Rescue, all waiting to entertain you. That afternoon we will return back to the Hilton Orange County in Costa Mesa. Childs rate bases on using parent's room.

	<u>Single Occupancy</u>	<u>Double Occupancy</u>	<u>Child (3-9)</u>
Cost Per Person	\$485.00	\$359.00	\$219.00

Tour No. 9 Two Day Pechanga Resort and Temecula Wine Tasting Tour

**Departs: Saturday, July 14 @ 8:30
Returns: Sunday, July 15 @ 6:00pm**

Depart for the quaint town of Temecula in the Wine Country known for its antique shopping, hot air balloon races and many vineyards in a deluxe motor coach. You'll tour three wineries and discover just how wine is made, then spend the day tasting the creations of the wineries visited. You will receive a souvenir wine glass to take home as a reminder of this special day. Then it's on to Pechanga Resort and Indian Casino to spend the night and sample all the excitement like just like a visit to Las Vegas, but a lot closer to home. The next day is yours to relax or take advantage of the resort facilities at Pechanga, that afternoon we will make the short trip back to Costa Mesa. Childs rate bases on using parent's room

	<u>Single Occupancy</u>	<u>Double Occupancy</u>	<u>Child (3-9)</u>
Cost Per Person	\$449.00	\$299.00	\$99.00

NOTE: All costs are estimates based on the best available information at this time. Attractions prices are likely to increase, as well as transportation, especially if the cost of fuel continues to increase. All tours and transportation services are based on a minimum of 20 adult passengers.