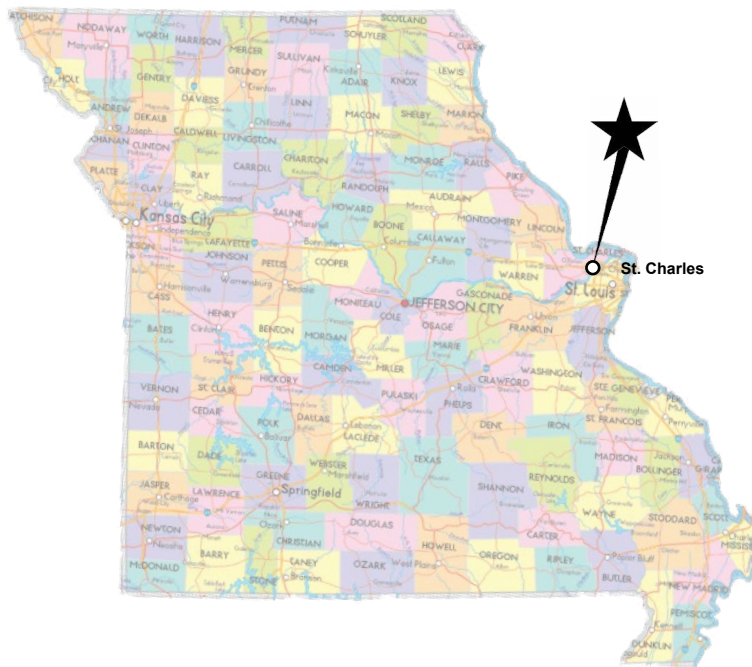


# Challenge Yourself

*Capitalize on your Passion for Professional Development in the First Capital of Missouri!*



## MAEOP/North Central Area Spring Workshop 2019 St. Charles, MO

April 11-13, 2019 | *Hosted by GWAEOP*

### **Drury Inn Hotel St. Charles, MO**

380 Mulholland Drive  
St. Charles, MO 63303  
636-724-5772

\$116.99 per night includes:

- Free breakfast
- Free evening drinks and snacks
- Free Wifi

For reservations use group code 2353207

### **Workshop cost**

- **Member of MAEOP and/or NCA**
  - Full workshop \$110  
Friday & Saturday  
(Lunch both days & banquet Friday night)
  - One day only \$90  
Friday only (Lunch one day)
- **Non-Member (Join MAEOP for only \$10)**
  - Full workshop \$120  
Friday & Saturday  
(Lunch both days & banquet Friday night)
  - One day only \$100  
Friday only (Lunch one day)



Missouri Association of Educational Office Professionals

[Register here](#)

# Agenda

MAEOP/North Central Area Spring Workshop 2019

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## Thursday, April 11, 2019

- 6:30 - 7:30 p.m. 2017-2019 MAEOP Executive Board Meeting  
7:30 - 8:00 p.m. 2019-2021 MAEOP Executive Board Meeting  
8:00 - 9:00 p.m. Meet and Greet Mentoring social hour | North Central Area basket raffle begins
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## Friday, April 12, 2019

- 8:15 - 8:30 a.m. Opening Remarks/Flag Ceremony  
8:30 - 9:30 a.m. “What is Your Why?” | Dr. Tina Plummer, Asst. Superintendent, Pattonville School District  
Every member of a school district plays an important role in the success of the students in the district. At the heart of what we do is our why. This interactive session will take each participant on a journey to explore and unpack YOUR personal and professional why. Participants will be challenged to consider how their why impacts the students in their district. You will then determine ways you can build on these personal strengths to further support and benefit the students of the district. Each participant will leave with a symbol that identifies their why!  
9:30 - 9:45 a.m. Break  
9:45 - 11:30 a.m. Opioid Epidemic | Sgt. Danielle Heil, Missouri State Highway Patrol Division  
An opioid epidemic is sweeping the nation and it is in our backyard. Sgt. Heil will share statistics and an overview of this growing epidemic. She will inform us on how to identify signs of students in need and how we can assist.  
11:30 a.m. - 12:30 p.m. Lunch break | (MAEOP basket auction)  
12:30 - 2:00 p.m. Technology Tools to Save Time & Energy | Dr. Robert Dillon, University City High School  
In our busy work with schools, there is little time to find the latest tools to support our workflow. This session is designed to introduce you to some new tools and ideas to save time and energy during the work day. Leave this session with some amazing ways to make your technology life at work a smoother experience.  
2:15 - 3:30 p.m. The Eight Golden Power Keys | Linda Sockwell, CEOE, NAEOP Past President  
The eight keys we will work through will convey the message that the cumulative effect of the keys is a powerful amp of positive energy in your life. These keys will give you the power to “be the person you were meant to be.”  
3:45 - 4:15 p.m. Job Alike Round Table Discussions  
Share best practices among your peers that are working in similar positions. These sessions will provide a facilitated interactive exchange of ideas and information. Networking in this environment affords you the opportunity to take back new methods and ideas which will help you increase your professional skills and productivity.  
4:30 - 5:30 p.m. MAEOP Business Meeting  
7:00 p.m. Installation and Recognition Banquet | (MAEOP basket auction)
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## Saturday, April 13, 2019

- 7:30 - 9:00 a.m. Breakfast meeting Presidents & President elects  
9:15 - 10:45 a.m. Eat That Frog | Linda Sockwell, CEOE, NAEOP Past President  
Based on the book “Eat That Frog!” by Brian Tracy. It is about procrastination – do you do it, can you stop - HOW??? The ability to concentrate single-mindedly on your most important task, to do it well and to finish it completely, is the key to great success, achievement, respect, status and happiness in life. Come to the class hungry so you can “Eat that Frog.”  
10:45 - 11:00 a.m. Break  
11:00 - 11:30 a.m. Beyond Hello/Customer Service | JoAnn Greenwell, CEOE, Pattonville School District  
Greetings, smiles, and eye contact are standard customer-service training in the retail industry. Education is a profession that provides an extremely valuable service. This session will explore how your cheerful greeting and sincerity can lead to harmony in the school environment with parents, teachers, students and coworkers.  
11:30 a.m. - 12:15 p.m. Lunch  
12:30 - 1:30 p.m. North Central Area Business Meeting  
1:30 - 2:30 p.m. Closing, prizes, etc.