Speaker #1:

Greg Creech, Techedutainment Services, Inc., www.gregcreech.com

(Approved for 1.5 hour presentation)

Bio: Greg Creech is a proud member of the Atlanta IAAP chapter. He began his corporate career at Southern Bell in 1981 as a Steno clerk and two months after being hired, he served as a pianist and humorist for Southern Bell and the Telephone Pioneers performing in shows to raise money for Ronald McDonald Houses. Some of his positions included Admin Clerk, Administrative Manager, Operations Manager, Sales Support, and Compensation Manager. After leaving AT&T gracefully, he certified as a Microsoft Office Master Educator and has a 10 book Microsoft Office series entitled "The Better Business Management series for Word, Excel, PowerPoint, Access, and Outlook". He is an award winning actor and comedian. In 2007, his Microsoft Office Suite of courses received top honors in the south from the University of Continuing Education Association. In 2009, the Association of Continuing Higher Education honored Greg with the Faculty Award for his work at Emory University.

Presentation: WordPress

Students will learn how to set-up a WordPress website and develop the site to include a menu system with navigation bars, widgets for posts and comments, theme, calendar, and interactive forms. We will explore and edit the website with HTML codes and tags to help with efficiency and understanding the structure of the site. The class will be lecture style with some hands –on. If the student has established a WordPress site the student may use their site for the lessons. Some practice on a WordPress site is offered. Here are some of the learning points:

◊   Develop a theme and customize the theme
◊   Creating a structure for the website
◊   Developing a navigation system with menus
◊   Work with HTML tags and edit HTML in WordPress
◊   Incorporating posts, hyperlinks, interactive forms, comments, and calendars into the WordPress site
◊   Employ multimedia including video, music, and photos into the site
◊   Input, import, and edit text with formatting.

Prerequisites

This is course is not recommend for those new to the computer nor comfortable with basic operations of Windows and the Internet. I designed this course for those new or want to learn more about creating and developing a WordPress website.

Windows Operating System comfort
Comfort with using the Internet

Objectives

Lesson objectives help students become comfortable with the course, and provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

◊   Create, edit, and maintain a WordPress website
◊   Import and customize a theme
◊   Develop a structure and menu system
◊   Incorporate posts, blogs, hyperlinks, comments, calendars, and interactive forms in the site
◊   Implement multimedia objects such as video, slideshows, and music.

Mandi Stanley, Speak LLC, http://www.mandistanley.com

(Approved for 3 hour presentation)

Bio: Mandi is a professional member of the National Speakers Association, the leading organization for experts who speak professionally. She is a faculty member with the American Management Association, and three years ago was presented with the AMA quality award and first-place ranking in market share.

In 2003, she was designated a CSP, Certified Speaking Professional. Fewer than 9% of all world-wide speakers have earned this designation, and Mandi is the first Mississippian in history to receive this honor through the NSA.

She's a summa cum laude graduate with concentrations in English, communication, and management, and the author of an executive tips book titled **The No-Panic Checklist for Presenters.**

Presentation: "Hair-On-Fire!" Presentation Skills
During this highly interactive session, administrative professionals will discover new approaches to presenting their ideas with clarity, confidence, and power through learning and practicing:

The Three-Minute First Impression: What you absolutely must do in the first 180 seconds to build rapport and credibility with the people you meet

◊   Tips for controlling your body language to communicate the message you want

◊   The final word on handshaking etiquette

◊   Nonverbal know-how, including "Speaker Charades"

◊   The *only* secret to eliminating nervous habits and jitters,
     especially the credibility-robbing *"ums"* and *"and uhs"*

◊   The top seven credibility-robbing email mistakes and how to avoid them

◊   How to write a solid email subject line that gets opened, read, and acted upon

◊   The five emails you *never* should send

◊   How to make sure emails leave your office error free with no embarrassing "bloopers"

◊   The secret to organizing your ideas <u>quickly</u>

◊   All of this, plus *chocolate* for everyone!

You'll laugh. You'll learn. You'll leave with your "Hair-On-Fire!"