

Breakout Session #101 Tuesday, 7/16/2019**8:00 am - 9:30 am**

PSP: Are You Up For the Challenge? Dena Henricks, CEOE, NAEOP PSP Chairman Do you want to achieve your PSP certification? An overview of the PSP certification program and application process will be provided, as well as sharing recent updates to the program. We will discuss the various certification levels and determine where you best fit. You are encouraged to bring your questions and any of your paperwork. Attaining your PSP certification attests to your desire to be the best educational office professional possible by recognizing your commitment to professional development and our associations.

Breakout Session #102 Tuesday, 7/16/2019**8:00 am - 9:30 am****So You're Going to be President!****Susan Belliston, CEOE; NAEOP President****Lisa Morehouse, CEOE; NAEOP Past President**

Jill Averyhart, CEOE; NAEOP President Elect This session is for association members stepping into leadership roles such as president, president elect, vice president or anyone taking on a leadership role in an educational association. This briefing will include an open discussion that focuses on traits of leadership and how you can grow your traits. We will then break out into like groups to brainstorm, share and learn leadership skills that will help you *Let Your Light Shine!*

Breakout Session #103 Tuesday, 7/16/2019**8:00 am - 9:30 am Transitions:****Are You Prepared?****Katherine Reichley, CEOE**

Everyone experiences transitions on a regular basis in their work, family, and other aspects of life. Hardly a day goes by that is just like the one before it, especially in the school setting. Change is presented by our environment, our associates and ourselves. Adjustments and modifications impact us in a range of positive to negative ways. No matter the type of transition, cause, purpose or anticipated impact, we all go through them. In this workshop we will talk about the steps humans go through during typical transitions and ways we can be better prepared to come out on the other side. We will also touch on ways to support each other.

Breakout Session #104 Tuesday, 7/16/2019**8:00 am - 9:30 am****PART ONE: Fostering Healthy Work Environments: Powered by Civility, Professionalism, and Collegiality****Cynthia Clark**

Imagine a workplace that is a joy to experience—an environment where you can truly thrive in your career and profession. This engaging and thought-provoking session provides a deepened and empirical understanding of workplace incivility and bullying and its impact on individuals, teams, and organizations. Join a renowned researcher and accomplished author for a stimulating, interactive session to explore evidence-based strategies to foster healthy work environments.

Breakout Session #201 Tuesday, 7/16/2019**9:45 am - 11:15 am****Parliamentary Procedures Simplified**

Mary Guest, CEOE, NAEOP Vice President Does “parliamentary procedure” scare you away from meetings? Does it intimidate you and make you fearful of running a meeting? If so, join this interactive session to take the fear out of parliamentary procedure. You will learn all the basics you need to run effective meetings. There are only seven motions that are needed to get you through just about any meeting. In this session, you will become comfortable with Robert’s Rules of Order and will learn how to use it to protect the democratic process in your meetings.

Breakout Session #202 Tuesday, 7/16/2019**9:45 am - 11:15 am****Ask The Undertaker****John Buck, Funeral Director & Gem County Coroner**

This interactive discussion will center on everything you want to know about death and dying. It will include how to talk to your family about your funeral plans and give you guidance in planning it. It’s for everyone who has questions but never had the opportunity to ask.

Breakout Session #203 Tuesday, 7/16/2019

9:45 am - 11:15 am

Communicating to Make a Difference

Ashley Orme

We all have the ability to be leaders who make a positive difference in our workplace but sometimes communicating our positive intention is a challenge. This session will explore communication techniques and skills to help you be the leader you want to be to make a positive difference on your teams.

Breakout Session #204 Tuesday, 7/16/2019

9:45 am - 11:15 am

PART TWO: Fostering Healthy Work Environments:

Powered by Civility, Professionalism, and

Collegiality

Cynthia Clark

See breakout Session #104 for description.

Breakout Session #301 Tuesday, 7/16/2019

1:00 - 2:30 PM

Leading Where You Are Shelle

Poole

This session will focus on making our personal 'brand' meaningful by how we present ourselves in the multitude of daily 'moments of truth'. Attendees will also focus on 'leading where they are at' and self-empowerment. The session will close with the participant developing their personal mission statement.

Breakout Session #302 Tuesday, 7/16/2019

1:00 - 2:30 PM

Infographics For Everyone

Jill Averyhart, CEOE, President Elect Did you know 70% of all your sensory receptors are in your eye? People remember 10% of what they hear, 20% of what they read and a whopping 80% of what they see and do! This is why infographics can be a great tool for everyone. They are easy to create, fun to share and extremely engaging. Find out how YOU can use infographics.

Breakout Session #303 Tuesday, 7/16/2019

1:00 - 2:30 PM

Meeting Difference with Understanding -

Behavioral Styles at Work

Ashley Orme

Do you work (or even live!) with someone that does things that don't make any sense to you? You are not alone! This session will explore different behavioral styles and help you understand what is going on for you, and those people that you just can't seem to figure out.

Breakout Session #304 Tuesday, 7/16/2019

1:00 - 2:30 PM

Rising With The Phoenix

Lisa Morehouse, CEOE, 2017-18 NAEOP President

The Phoenix, a mythical Arabian bird that lived for centuries...as it dies and rises from its own ashes. Is it possible for institutions, associations or even individuals to rise where they have fallen? We are going to use the fabulous think tank of the NAEOP membership — each of you — and ask that question of ourselves and our associations. Are you asking, "What's In It For Me?" In this interactive session, you will discover tools needed to strengthen your professional and personal foundation as you develop an action plan of change and opportunity that will help you identify your strengths, as an office professional, and as an individual...proving we are more like the Phoenix than we thought!

Breakout Session #401 Tuesday, 7/16/2019

2:45 pm - 4:15 pm

Walking Through the Minefields of Life

Linda Tribble, CEOE, NAEOP Past President Do

you sometimes wonder if you are walking through a minefield? Never knowing what might blow up next? You're juggling work, kids, parents, spouse, even your own sanity. It can all be too much! Let's spend some time together looking at how to avoid the mines and, if we do step on one, how to defuse it and keep going.

Breakout Session #402 Tuesday, 7/16/2019

2:45 pm - 4:15 pm

**Effective Gatekeeping for the Office Professional
Georgette Council, CEOE**

This presentation provides useful information for office professionals who serve as gatekeepers for their supervisors. Information on effective and efficient ways to protect the time and reputation of the supervisor will be shared. Attendees will come away with tools and resources for building appropriate relationships based on mutual respect and trust and will have the opportunity to share best practices for serving on the “front lines.”

Breakout Session #403 Tuesday, 7/16/2019

2:45 pm - 4:15 pm

Is Your Customer Service Up to PAR (Professional, Accurate, Responsive)?

Wendy Heslink, CEOE, NAEOP Past President We may not work at Amazon, but we, as educational office professionals, do provide customer service every single day. What is good customer service for the school office? What does it mean to you, as the educational office professional? Why is it important to be Professional, Accurate and Responsive to your customers? We will address these questions and discuss the importance of teamwork and shared direction in a school office in order to get and keep your customer service up to PAR.

Breakout Session #404 Tuesday, 7/16/2019

2:45 pm - 4:15 pm

**Creating a Culture of Wellness In the Workplace
Marlee Harris, MPH, RDN, LD; Holly Levin, MPH, MCHES; Michelle Ithmels, PH.D., All of BroncoFit**

We will discuss workplace culture and the impact it has on employees. This session is designed to enlighten members about their own working environment and discuss ways in which they can have a positive impact on themselves and those around them. We will explore ways to create a work culture that provides a healthy working environment. Specifically, we will focus on ways to improve physical, social and emotional well-being that will lead to an improved occupational wellbeing for the office as a whole.

Breakout Session #501 Wednesday, 7/17/2019

1:15 pm - 2:45 pm

**The Purposeful Professional
Jeremiah Shinn**

What is the method to your professional madness? Are you intentionally mobilizing your unique skills, talents and knowledge at work or are you simply trying to make it through the week? This session provides a blueprint for articulating a professional philosophy that will help you become a more consistent, grounded and trusted colleague.

Breakout Session #502 Wednesday, 7/17/2019

1:15 pm - 2:45 pm

**Shine The Light On You
Ashley Ludlow**

You throw yourself into your work because you care so much. You're a giver. You must be careful of becoming so depleted that you have nothing left to give! This can be emotionally draining, and stress can start to seep into other areas of your life. In this interactive session, we'll uncover 3 surprising gamechangers to help you feel refreshed and ready to shine.

Breakout Session #503 Wednesday, 7/17/2019

1:15 pm - 2:45 pm

**Increasing Access to Mental Health Services in Schools Through Community Partnerships
Joelle Powers**

It is estimated that up to 20 percent of school-aged children in the United States have diagnosable mental health conditions. Because schools are the primary location where the majority of children receive mental health services, collaboration between school systems and mental health systems is progressively employed to meet children's mental health needs. The presentation will describe a school-based mental health (SBMH) pilot project that was developed using a community engaged approach to build a partnership between education, mental health, and university systems. Descriptive results of the pilot study will be presented with respect to attendance, discipline, and academic outcomes. The discussion will conclude with lessons learned that may be helpful to other schools and communities seeking to develop similar projects.

Breakout Session #601 Wednesday, 7/17/2019**1:15 pm - 4:15 pm****A Basque Cultural Experience****Annie Gavika**

The Basque culture is alive and well in the Treasure Valley. Learn a traditional dance, taste traditional dishes and hear about Boise's robust Basque community.

Breakout Session #602 Wednesday, 7/17/2019**1:15 pm - 4:15 pm****Motivational Interviewing: A Skill for Professionals****Jennifer Obenshain, MSW, Boise State University School of Social Work**

Motivational Interviewing (MI) is a specific set of skills that has been taught and used in health care and treatment settings for the past two decades. Hesitancy to change is human nature. MI can be used to resolve ambivalence towards change and thereby to elicit behavior change. The skill set is pertinent to classroom management, any type of coaching (homework, health, financial, sports, dating, relationship, etc.) and parenting. The skills associated with this style of interacting can be translated into the work place or home to help improve the environment. This interactive workshop will look at the history of MI, review the principles of this approach, and encourage attendees to practice the skills associated with MI.

Breakout Session #603 Wednesday, 7/17/2019**1:15 pm - 4:15 pm****Human Rights for All****Cheri Buckner-Webb**

We will survey the current landscape. We will investigate opportunities and methodologies for strengthening capacity of human rights in organizations committed to fostering an environment in which the rights of all people are valued and appreciated. Attention will be given to individual and organizational requirements necessary for successful mobilization that is required for purposeful action and efficacy: strategy, alignment of values, communication, leadership, motivating others, the impact of privilege and more.

We will examine the value proposition: What's in it for me? for NAEOP? for the discipline? for the students? for the global community?

Breakout Session #604 Wednesday, 7/17/2019**1:15 pm - 4:15 pm****How to Support Transgender Students****Lisa McClain**

Learn how to better support your students who are transgender or gender non-conforming, to help make your school a safer place for all students. This workshop introduces you to the "ins and outs" of being transgender or gender non-conforming in the K-12 education system and answers your questions about gender identity issues. It provides you with resources and training, so you will be ready when trans students and their families identify themselves at your school. Issues covered include appropriate gender accommodations within schools; legal issues surrounding bullying, discrimination, and other issues; and how to model trans-inclusive behaviors within the school.

Breakout Session #701 Thursday, 7/18/2019**8:00 am - 9:30 am****Caring for Yourself at Work****Marlee Harris, MPH, RDN, LD; Holly Levin, MPH, MCHES; Michelle Ithmels, PH.D., All of BroncoFit**

We will discuss how to care for your own well-being at work. This will be an interactive session related to physical activity, nutrition and stress management. You will learn and practice exercise tips at work, healthy snacking options and mindfulness techniques. Join us to learn how to better care for yourself during the work day, practice techniques in each area and engage in some fun activities.

Breakout Session #702 Thursday, 7/18/2019**8:00 am - 9:30 am****Be the CEO of Your Own Career****Shawn Miller**

Nationally, the Gallup Organization identified that approximately 30% of employees are engaged in their current positions. It is human nature that levels of engagement increase when you feel you get to have a hand in directing your career goals and growth. In this session we will discuss the art and science behind feeling engaged at work; how to drive your career within your current organization, or search for an environment where you can be successful; and, how to use today's tools to better leverage your opportunity for a meaningful career.

Breakout Session #703 Thursday, 7/18/2019

8:00 am - 9:30 am

The Future is Not What It Used to Be

Robert Barr

This session will review dramatic changes in the world during the last two decades that have transformed the work place, eliminating millions of jobs, creating millions of outdated jobs, as well as creating millions of new jobs. It will also describe how the American Dream of improving our lives through hard work and dedication has begun to disappear and be replaced with a new requirement: education.

Breakout Session #704 Thursday, 7/18/2019

8:00 am - 9:30 am

The Essentials of Tai Chi and Qigong Michael Bittner, PhD.

From the earliest scientists came the practices of Tai Chi and Qigong. Dedicated to establishing harmony and balance, the philosophy and the practice offer the world insight and a map into a profound system of health, wellness and healing that remains unmatched. Join Dr. Michael Bittner as he blends the philosophical with the applied, drawing from the history and culture of Tai Chi and Qigong, and engaging the participants in a compelling application of the principles underlying movement of qi. Come prepared to move.

Breakout Session #801 Thursday, 7/18/2019

9:45 am - 11:15 am

Avoiding Scams and Fraud

Members of the Idaho Senior Medicare Patrol (SMP)

Members of the Idaho Senior Medicare Patrol (SMP) will present on detecting and protecting against fraud and scams and what resources are available to report them.

Breakout Session #802 Thursday, 7/18/2019

9:45 am - 11:15 am

Everyone Has a Story / What is Your Legacy? Megan Dupre

In this interactive session you will be inspired to do the "things" that you always wanted to do but

haven't (for one reason or another). Participants will be invited and inspired to look at the little barriers and the "stuff" that stops us from doing the things we desire and deserve. Human beings are human do-ers and it's how we traverse through life's barriers that will determine ongoing opportunities for more passionate life experiences that we all deserve.

Breakout Session #803 Thursday, 7/18/2019

9:45 am - 11:15 am

Ace the Social Media Test: How to use Social Media in Education

Hayley Kindall and Elizabeth J. Taylor, School of Nursing, BSU

Whether it's for personal or professional use, social media can be a great tool in education. Learn how to engage your audience using different social media platforms, build your brand and content, and walk away with our favorite tips, tricks and resources to ace your social media presence. You will learn how to engage your fellow teachers, students, parents and your community (personal versus professional use); identify different social media platforms and how to use them; build your brand's credibility and content; privacy and best practices, and tips, tricks and resources.

Breakout Session #804 Thursday, 7/18/2019

9:45 am - 11:15 am

Caregiving

Members of the Idaho Caregiver Alliance

Members of the Idaho Caregiver Alliance will present on the Ins and Outs of Caregiving. They will discuss the challenges to being a caregiver, whether it is to a parent, spouse, or an adult child or a minor, such as a grandchild. They will offer suggestions for ways to address these challenges. Idaho is a grant recipient for a study on caregiving for people with dementia; results of this recent study will be shared.

