

NAEOP

Available Professional Development Presentations

**Mary Guest, CEOE
President**

Emotional Intelligence=Success

What is that one intangible thing that can help you be successful in both your professional and personal relationships? Most likely, it is emotional intelligence. This session will define Emotional Intelligence (E.I.), examine the four abilities that constitute E.I., and help you understand how you can improve your E.I. and become a star performer. It isn't so much your I.Q. that makes you successful, but it's your E.Q.!

Leadership or Followership - Which is it?

In recent years, leadership has been defined by many as a relationship of influence. To have a relationship, there must be at least two parties involved, in this case, leaders and followers. Leaders cannot lead if no one is following. In this session, you will discover what type of follower you are, and how important your influence is as a member. The power of your influence can determine the success, or failure, of your team or organization.

Another Meeting? Please Don't Waste My Time! - Learn to facilitate effective meetings through the process and people management. This session will give you the tools to chair meetings with confidence. Learn the seven basic motions that will get you through 99% of your meetings. At the completion of this session, you will know how to structure your meetings to honor the time and energy of your members.

**Paula Rosenberger, CEOE
President Elect**

Follow Your Career Path - If you are in your dream job, this is not the workshop for you! Define your ultimate career goals. Learn the tools needed to navigate through the hiring process from A-Z (Application to extra zero's \$\$ in your paycheck). We will explore tips and tricks to land and nail interviews. In addition, we will examine how your membership and involvement in professional associations can enhance your opportunities to make your dreams come true.

You Can't Send a Duck to Eagle School - This session will help you become a better leader, get more done in less time, and ignite your team to perform to their highest potential. You will learn essential leadership skills in a memorable and entertaining way!

**Bonnie Miller
Vice President**

To Do List - #1 - Take Care of S.E.L.F. (Safety-Emotion-Loss-Future) - Suffer from stress and anxiety? Does it affect your performance at work, relationships with coworkers and quality of work? We have all been stressed out at work. With new work challenges, working remotely, and constant change, we need to find ways to reduce stress to maintain our lives. This session will provide a framework useful in warding off the

negative effects of chronic exposure to stress. Participants will be provided with useful tools and resources, including a personal care plan.

Mind Over Matter - Are you living in the now and present? Do you actually “smell” the rose when you take time to “stop and smell the roses?” Are you thinking of your future instead of being in the present moment? During this session, we will take the time to “stop and smell the roses” and embrace the now. We will discuss mindfulness and how to accept our thoughts and feelings without judging.

**Charlotte Zeller, CEOE
Secretary/Treasurer**

How to Think Like Leonardo da Vinci, Seven Steps to Genius Every Day - Each person is born with the potential to develop multiple talents, loves, and abilities so that we can evolve in every aspect of our lives. This concept shows how IQ is a number on a scale and that an excess of information doesn't equal knowledge nor can it replace experience. Everyone can find the capabilities inside themselves to utilize their "genius" every day. This interactive session provides opportunities to awaken the creative juices inside each participant.

**Jill Averyhart, CEOE
Immediate Past President**

Are You Really Listening - Listening is one of the most important skills you can have. How well you listen has a major impact on your job effectiveness, and on the quality of your relationships with others. Given all the listening we do, you would think we would be good at it, but research suggests we only remember between 35-50 percent of what we hear. Clearly, listening is a skill we can all benefit from improving. By becoming a better listener, you can improve your productivity, as well as your ability to influence and persuade. What's more, you will avoid conflict and misunderstandings. All of these are necessary for workplace success!

Cross the Line:

It begins with the premise: With everything, there's a line. On one side of the line is a greater chance to make good things happen (better results, better relationships, more opportunities). On the other side, there's less of a chance. And with each line, you have a choice. You want to cross the line or you don't. You want the better chance at making good things happen (meaningful things) or you settle with the lesser chance. Your choice. This presentation outlines the three common challenges to crossing the line (the obstacles, the people, the work) and the four ways to overcome those challenges (choose to commit, work hard, focus, be resilient).

**Melody Wise Butler
Transition Coordinator**

Roadmap to Success - We all have our own definition of what success means to us, or at least we should by the mere fact that no two individuals are created 100% alike. Our road to success should be different than the person sitting next to us. However, oftentimes we get caught up in the dangerous trap that someone else's definition of success should be ours. Regardless of whether we are talking about our work life or personal life, it is truly hard to resist the contagious excitement surrounding those fantastic dreams and goals you allow yourself to explore. In this session, you will learn how to pack your bag, and avoid and overcome detours that hinder you from reaching your destination. Get ready to say goodbye to the doubts and skip straight to your destination on your road to success.

Ramona Clark, CEOE
Northwest Area Director

Work From Home - Habits for Effective People - Your new normal may include working from home partially or full time. This presentation will review seven work-from-home habits that promote productivity in our "unroutined" new normal.

Jackie Flood, CEOE
Administrative Council Chair

Professional Development Planning on a Budget - Planning workshops for a professional development day or conference? It can get a little overwhelming trying to stay within a budget when planning a conference or PD day. Join me for ideas and sources to help you not only stay on budget, but offer absolutely awesome sessions for your attendees! You will learn where to look and who to ask. You will be surprised where you can find quality people for public speaking engagements! An event's success hinges on your presenters! We will also take time to share ideas that have offered you success with your conferences.

Beth Heyden, CEOE
Secondary Education Co-Chairman

Up your PR Game - Go from blah to beautiful! Learn how to promote your organization, clubs, your school, and even yourself. Posting on social media and handing out printed material is similar to an interview. You have seconds to make an impression. Stand out using web based tools that can take the stress out of being creative.

Teresa Himmelberger, CEOE
Southwest Area Co-Director

Bridging the Communication Gap - As you begin a new position, or transition to a new one, what are some of the most important things you can do to start the job off right? It seems like such a simple question with a very simple answer. Sadly, communication can break down from the very beginning if you do not have a list of items or information to talk about. Let's explore what an important list would look like.

Sharon Mena, CEOE
Southwest Area Co-Director

Creating An Event to be Remembered - This presentation offers practical advice to create an exceptional event that is sure to be remembered. Learn how to plan from start to finish with timelines, checklists, and suggestions to take your event to the next level. Whether you are planning a luncheon or a workshop, learn what you can do to create a memorable experience for everyone.

The Paraprofessionals' Role in Student Success - This presentation examines the role the paraprofessional plays in students' success.

**Katherine Reichley, CEOE
Northeast Area Co-Director**

Transitions: Moving Forward - Everyone experiences transitions on a regular basis in their work, family, and all 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 one another.

How to Write Survey Questions & Interpret Them - Surveys are a tool used on a regular basis to gather information from people about their opinions, experiences, and even plans for the future. Crafting a useful survey can be difficult. In this workshop you will learn how to write survey questions in a way that improves your ability to gather useful information from which you can make decisions. We will look at the format of questions (multiple choice, short answer, etc.) as well as their content. We will touch on ways to conduct surveys and collect the data.