

## KEYNOTE SPEAKERS

### LEEANNE BELL-MCMANUS, PH.D.

Associate Professor,  
Business Communication  
School of Design, Stevenson University

### STEPHANIE VERNI, M.A., M.F.A.

Associate Professor,  
Business Communication  
School of Design, Stevenson University

### CHIP ROUSE, M.A., M.ED.

Chair & Associate Professor  
Business Communication  
School of Design, Stevenson University



Authors of a newly-  
published textbook by  
Kendall Hunt called  
*Event Planning:  
Communicating Theory  
and Practice*

## REGISTRATION IS QUICK AND EASY

We are happy to offer this conference for a fee of \$40. Registration is required and space is limited.

Please register at the link below:

[Administrative Professionals Conference](https://apps.stevenson.edu/apc/index.cfm)

or at

<https://apps.stevenson.edu/apc/index.cfm>

Continental breakfast and lunch are provided.  
Come relaxed in business casual clothes.

## LOCATION

Stevenson University  
Owings Mills Campus  
Rockland Hall  
100 Campus Circle  
Owings Mills, MD 21117

For GPS driving directions, please use  
10945 Boulevard Circle, Owings Mills, MD 21117.

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## FOR MORE INFORMATION CONTACT

Peggy Baldwin 443-334-2932  
Rosemary Donovan 443-334-2427

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ANNOUNCES *its*

# Administrative Professionals Conference

*Spend a little time on yourself*

**APRIL 27, 2016**  
**8:30 a.m.-3 p.m.**



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### Alissa Harrington

*Instructional Designer, Johns Hopkins University's Center for Technology in Education*

Ms. Harrington has more than 20 years of experience working as a technology educator and curriculum designer. An expert in the field, she has designed and created numerous training materials and demonstrations of instructional applications in technologies.

### Heather Harris, Ph.D.

*Professor, Business Communications, School of Design, Stevenson University*

Heather Harris has taught at Stevenson University for 13 years. Her major emphasis is on organizational and interpersonal communication with a strong focus on intercultural communications.

WHEN WAS THE LAST TIME YOU HAD A DAY TO FOCUS ON YOURSELF AND YOUR CAREER? JOIN US FOR A DAY FULL OF INTERESTING TOPICS, EXCELLENT PRESENTERS, FOOD, AND NETWORKING OPPORTUNITIES.

### SESSION HIGHLIGHTS

- Identify characteristics of a positive workplace
- Understand the benefits associated with positive workplace environments
- Learn strategies for creating and maintaining positivity in your workplace
- Learn to use Sway, a free online presentation and storytelling tool
- Effortlessly create and share polished web-based newsletters, online presentations, photo albums, and resources pages
- Discover how to embed content and media
- Utilize Sway's collaboration and share features
- Explore how to move from distrust to dialogue in our communication at work
- Examine barriers that create distrust
- Discuss methods for cultivating relationships through dialogue

event planner can navigate all aspects of the job, including communicating ideas, concepts, and tactics with those involved in the event. Through communication, you create meaning with others and are able to understand the world in which you live. Of course, we know that much communication occurs through the spoken word, but it's also important to consider all the other avenues of communication that influence the planning of events. The presenters, authors of a newly-published textbook by Kendall Hunt called *Event Planning: Communicating Theory and Practice*, will share their research about the connections between understanding communication and organizing successful events.

### PRESENTERS

#### Virginia Iannone, Ph.D.

*Associate Professor, Psychology, School of Humanities and Social Sciences, Stevenson University*

Virginia Iannone is a licensed psychologist and has been with Stevenson University for 15 years. She teaches professional development and supervises students in field placements and internships. Her consulting company provides programming for personal, professional, and team development.

### CONFERENCE SCHEDULE

8:30 a.m.	Registration and Continental Breakfast
9 a.m.	Welcome Kevin J. Manning, Ph.D., President Pamela Barkett, Vice President, Human Resources
9:15 a.m.	The Positive Workplace Presenter: Virginia Iannone
10:30 a.m.	Break
10:45 a.m.	Let's Sway! Meet Microsoft's Newest Online Presentation Tool Presenter: Alissa Harrington
noon	Luncheon and Keynote: Event Planning: Communications, Options, and Choices Presenters: Leeanne Bell-McManus, Chip Rouse, Stephanie Verni
1:15 p.m.	Break
1:30 p.m.	Communicating Across Differences Presenter: Heather Harris
2:45 p.m.	Door Prizes
3 p.m.	Adjourn

### OUR KEYNOTE PANEL DISCUSSION

The ability to work with those involved in producing any kind of event, such as a business meeting or a corporate retreat, requires that the