



KIVA'S Administrative Professionals Conference 2023

**"Strategies for Success"**

April 26, 27, and 28; Albuquerque Marriot Pyramid North

**#APKIVACON 2023 AGENDA (subject to change)**

Schedule	Day 1	Day 2	Day 3
Time	<b>Calm, Cool, and Collected *Organizational Skills*</b>	<b>Indispensible Assistants *Program Admin. Basics*</b>	<b>Building Workplace and Personal Success "If It Is to Be, It Is Up to Me"</b>
6:00 a.m.	<b>Morning Stretch &amp; Walk – Centering for the Day</b>	<b>Morning Stretch &amp; Walk – Centering for the Day</b>	<b>Morning Stretch &amp; Walk – Centering for the Day</b>
8:30 – 9:00	<b>Keynote Message of the Day</b>	<b>Keynote Message of the Day</b>	<b>Keynote Message of the Day</b>
Session 1 9:00 to 10:20	Organization & Time Management Skills	It's All About Teamwork!	Laying the Foundation Values, Vision, and Purpose
10:30 – 10:40	Break	Break	Break
Session 2 10:40 to 12:00	Records Management is Key to Being Efficient and Effective	A Quick View of Tribal Governments and Organizations	Building Your Strategy
Lunch Break 12:00 – 1:30	* Lunch On Your Own *	* Lunch On Your Own *	<b>Presentation of the Lucinda Hughes Juan Award for Outstanding Service by an Administrative Professional</b>
Session 3 1:30 to 2:45	MS Tools for Managing Daily Tasks	Tools for Managing Daily Tasks	Albuquerque Marriott Pyramid North Group rate reservation link:
2:45 – 3:05	Break	Break	<a href="https://www.marriott.com/event-reservations/reservation-link.mi?id=1673989574684&amp;key=GRP&amp;app=resvlink">https://www.marriott.com/event-reservations/reservation-link.mi?id=1673989574684&amp;key=GRP&amp;app=resvlink</a>
Session 4; 3:05 to 4:20	Handling Workplace Dilemmas with Confidence	Executing the Budget – Details, Details, Details!	
4:20 to 5:00	Wrapping Up the Day	Wrapping Up the Day	<i>Thank you for attending! We look forward to seeing you again in 2024.</i>
7:30 p.m. – 9:00 p.m.	<b>Evening Entertainment Event</b>	<b>Social Event Off-Site Opportunity</b>	Look out for our administrative professionals training series