



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	Calm, Cool, and Collected *Organizational Skills*	Indispensable Assistants *Program Admin. Basics*	Building Workplace and Personal Success "If It Is to Be, It Is Up to Me"
6:00 a.m.	Morning Stretch & Walk – Centering for the Day	Morning Stretch & Walk – Centering for the Day	Morning Stretch & Walk – Centering for the Day
8:30 – 9:00	Keynote Message of the Day Angela Howe, Designer Choke Cherry Creek	Keynote Message of the Day Eileen Crocker (White Mountain Apache)	Keynote Message of the Day April Tinhorn, Tinhorn Consulting, LLC
Session 1 9:00 to 10:20	Time Management Skills Cora Kay Chandler	Handling Workplace Dilemmas with Confidence Rebekah Jarvey	Laying the Foundation Values, Vision, + Purpose
10:30 – 10:40	Break	Break	Break
Session 2 10:40 to 12:00	Records Management is Key to Being Efficient and Effective Cora Kay Chandler	"Frames of Reference" in Communication between Genders D. Lynn Dalton-Nuvamsa	What Does Your Online Brand Say About You?
Lunch Break 12:00 – 1:30	* Lunch On Your Own *	* Lunch On Your Own *	Presentation of the Lucinda Hughes Juan Award for Outstanding Service by an Administrative Professional
Session 3 1:30 to 2:45	Understanding Tribal Governments and Organizations D. Lynn Dalton-Nuvamsa	Tools for Managing Daily Tasks Cora Kay Chandler	Albuquerque Marriott Pyramid North Group rate reservation link:
2:45 – 3:05	Break	Break	
Session 4; 3:05 to 4:20	It's All About Teamwork! D. Lynn Dalton-Nuvamsa	Executing the Budget – Details, Details, Details! D. Lynn Dalton-Nuvamsa	
4:20 to 5:00	Panel Discussion & Wrap Up	Panel Discussion & Wrap Up	Thank you for attending! We look forward to seeing you again in 2024.
7:30 p.m. – 9:00 p.m.	Indigenous Fashion Night On-Site Rebekah Jarvey, RJ Choke Cherry Creek	WIN TICKETS TO NATIVE COMEDY NIGHT!	Check our Events Schedule for updates on our sessions