



KIVA'S ADMINISTRATIVE PROFESSIONALS CONFERENCE 2024
"BUILDING THE FOUNDATION FOR GROWTH AND SUCCESS"
APRIL 23, 24, AND 25; SANTA ANA STAR RESORT; BERNALILLO, NM
#APKIVAACON 2024 AGENDA *(SUBJECT TO CHANGE)*

Schedule	<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>
Time	"Success Looks Like..."	"Let's Rock Our Skills!"	"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 – 8:45	Welcome Message	Message of the Day	Message of the Day
Session 1 8:45 to 10:15	Special Guest Presentation	MS Productivity - Edge	Conference Activity & Discussions
10:15 – 10:30	Break	Break	Break
Session 2 10:30 to 12:00	Understanding a Multi-Generational Work Force for Team Success	MS Productivity – Excel for Programs	Presentation of the Lucinda Hughes Juan Award for Outstanding Service by an Administrative Professional
Lunch Break 12:00 – 1:30	* Lunch On Your Own *	* Lunch On Your Own *	Award Recognition Program
Session 3a 1:30 to 2:45	Taking Control Mapping Your Journey Values, Vision, and Mission	Getting Organized – Part I	
2:45 – 3:00	Break	Break	
Session 3b: 3:00 to 4:00	Taking Control Defining Your Goals & Objectives Setting Your Strategy	Getting Organized – Part II	
4:00 to 4:30	Team Building Activity	Team Building Activity	<i>Thank you for attending! We look forward to seeing you again in 2025.</i>
7:30 – 9:00	INDIGENOUS FASHION NIGHT ONSITE		

