



Administrative Professional's Conference Santa Ana Star Resort; Bernalillo NM April 23-25

Indigenous
Fashion Night
by



"Building the Foundation for Growth and Success."

KIVA's Administrative Conference is an Immersive Learning Adventure designed to engage attendees and rejuvenate their workplace and personal lives. Our sessions offer interactive learning opportunities.

KIVA will host it's Annual Indigenous Fashion Show, produced by Cora Kay Productions. This event is included in the registration and available separately.

The Lucinda Hughes-Juan Award for Outstanding Service by an Administrative Professional will close the conference. Enter your nomination today!



Who Should Attend?

- Receptionists, Secretaries
- Administrative assistants, Executive Assistants
- Office managers, Program Managers
- Anyone providing office support functions and their supervisors





Nominations Now Open!

Lucinda Hughes-Juan Award for Outstanding Service by an Administrative Professional



*In Memory & Honor of
Lucinda Hughes-Juan*

DEADLINE for Submissions

12th April 2024

Nomination Packets Available Online

AWARD PRESENTED AT #APKIVACON

Awardee will receive:

- Conference Tuition
- Travel Expenses



Keesha Talayumptewa
2023 Hughes-Juan Awardee



By Attending You Will:

- Gain a better understanding of your important role in your organization.
- Our sessions are designed to ensure you return with valuable tools and knowledge to positively impact your productivity.
- Begin the process of focusing valuable time and efforts where needed.
- Be provided the tools needed continue building success in the workplace.



Presented by KIVA™ Seminars

Efficient and Effective Training and Skills Development Solutions to Meet the Needs of Your Entire Organization

KIVA seminars are designed to give you the best learning experience available.

We combine relevant content with real-world situations to illustrate concepts.

Interactive discussions help you apply the knowledge you gain to your unique situation.

KIVA™ Institute, LLC provides exceptional management and administrative development seminars. You will experience a positive, interactive learning environment.

Attend our seminars or we can come to your location to provide customized, on-site seminars.

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#APKIVACON

Administrative Professionals Conference

This Conference will offer valuable information and tips on dealing with day-to-day challenges administrative professionals face. Participants will engage in a stimulating learning experience that will help develop and enhance important skills for career success. This inspiring and fun three-day conference will present important information and insight into one of the most critical support roles any business or organization has. Administrative support staff are relied upon to keep their organization together and running smoothly. Their key responsibilities involve communication, scheduling, and carrying out important functions with and on behalf of management and executive staff. Working in a native/tribal organization can offer fulfilling experiences and challenges, it is an environment that is influenced by culture and tribal dynamics. Keeping a trained and productive support staff can have significant benefits to tribal governments and organizations as a whole.

This Conference Focuses On

- ⇒ Understanding your role in your organization's success
- ⇒ Dealing with various personalities in the native, multi-generational workplace
- ⇒ Bringing fun and excitement into your work life
- ⇒ Building on productivity skills
- ⇒ Building a professional network
- ⇒ Skills of productive professionals and incorporating them into your routine.

This Conference is Must-Attend For

Administrative professionals who work in native organizations, tribal governments, native non-profits, tribal organizations, health care centers, community offices, schools, etc. Organizational and business administrative support staff including: administrative assistants, secretaries, receptionists, accountants, clerks, and their supervisors.

This Conference is designed for the Administrative Professional who works in a Indian Country. There will be opening and closing sessions each day and seven (7) superb sessions and five bonus sessions throughout the conference.

Our Indigenous Fashion Night is brought to you by Cora Kay Productions. A recognition program for the Lucinda Hughes-Juan Award recipient, for the Administrative Professional with outstanding service in the area of Humanitarian, Public Service, or Environment, will close out the conference.

This conference will give you the best two and a half-day training experience available for building vital skills and expertise.

KIVA'S ADMINISTRATIVE PROFESSIONALS CONFERENCE 2024
"BUILDING THE FOUNDATION FOR GROWTH AND SUCCESS"
APRIL 23, 24, AND 25; SANTA ANA STAR RESORT; BERNALILLO, NM
#APKIVA CON 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		



#APKIVACON REGISTRATION FORM

April 23-25, 2024

CONFERENCE INFORMATION ONLINE AT www.kivainstitute.com/events

PO Box 1320; Pinetop, AZ 85935 TELE: (866) 202.5482 EXT 5 FAX: (866) 202-5482 EMAIL: register@kivainstitute.com

ORGANIZATION INFORMATION

Organization: _____

Department/Division/Program: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

REGISTRANT INFORMATION – ADD ADDITIONAL SHEETS IF NECESSARY

1) First Name: _____ Last Name: _____

Position: _____ Email: _____

2) First Name: _____ Last Name: _____

Position: _____ Email: _____

3) First Name: _____ Last Name: _____

Position: _____ Email: _____

4) First Name: _____ Last Name: _____

Position: _____ Email: _____

TUITION PAYMENT TERMS

Payment due on or before the start of the session. *Add \$35 per person if PAYMENT is to be made *after* the conference, net 30 days from the start of the session. KIVA's W-9 is available at www.kivainstitute.com/events.

REGISTRATION FEE: \$885 per person through April 15; \$910 April 16 - 22

Tuition Rate	(a) Per Person Tuition	(b) *Late Pymnt Fee (or N/A)	(c) Subtotal Per Person	(d) Quantity	(e) TOTAL DUE*
Promotions cannot be combined.					
Social Media/Email Promo Code _____	\$	+	= \$	x (#)	
Rate _____					

I have read and agree to KIVA Institute's Terms and Conditions incorporated and attached hereto.

Signature: _____ Date: _____

CANCELLATION & SUBSTITUTION POLICY: All cancellations and refund requests must be in writing and sent to register@kivainstitute.com. Cancellations received by 5:00 p.m. MST April 15 will be refunded less the 10% administrative fee; requests after this time will be provided with a Credit Memo in place of a refund. See Terms and Conditions for more information. Substitutions are allowed at no extra cost.

PAYMENT METHOD – Choose one (credit card payments may be made online or called in).

<input type="checkbox"/> CHECK: The Registration Confirmation is your invoice	<input type="checkbox"/> To be mailed	<input type="checkbox"/> Will hand carry to the session
<input type="checkbox"/> BANK TRANSFER (EFT) KIVA's ACH information is available at SAM.GOV		
<input type="checkbox"/> CREDIT CARD:	<input type="checkbox"/> American Express	<input type="checkbox"/> MasterCard
	<input type="checkbox"/> VISA	<input type="checkbox"/> Discover
Cardholder Name	Billing Address	
Card #	(CVC):	Exp. MM/YY /
Total Due* \$	Cardholder Signature	Date:
Cardholder	Ph#:	Email: