

ELEVATE

ADMIN CONFERENCE



2026 AGENDA

9:00–9:30 AM | Registration, Light Breakfast & Networking

- Check-in
- Light breakfast and networking

9:30–10:45 AM | Session 1

Tips & Tricks for Microsoft 365 by Kristina Stanhope

- Hidden features in Outlook, Word, Excel, and Teams
- Time-saving shortcuts and workflows
- Practical tips participants can apply immediately

10:45–11:00 AM | Break

11:00 AM–12:15 PM | Session 2

Admin Advantage – Influence, Boundaries & Professional Judgment by Cyndi Hyde

- Understanding and leveraging your influence as an administrative professional
- Setting and maintaining healthy boundaries
- Applying professional judgment with confidence in complex situations

12:15–1:00 PM | Lunch (45 minutes)

1:00–1:20 PM | Tai Chi Session (*optional*) by Herb Mahood

- Gentle movement and breathwork
- Open to all participants

1:20–2:35 PM | Session 3

Work–Life Balance in Real Life by Jennifer Anderson

- Managing workload and personal commitments
- Preventing burnout in administrative roles
- Building sustainable habits that support long-term success

2:35–2:45 PM | Break

2:45–3:30 PM | Sound Bath Session

Sound Bath Healing Demonstration by Kristen Vidomski

- Guided sound bath experience
- Reflection and relaxation

3:30–4:00 PM | Closing, Takeaways & Wrap-Up

- Key insights from the day
- Thank you and conference close