

ADMINISTRATIVE SUPPORT
PROFESSIONAL DEVELOPMENT TRAINING
AUGUST 11 - 13, 2025
Comfort Inn & Suites Hotel & Conference Center
Mt. Pleasant, Michigan

AGENDA

Monday, August 11, 2025 10:00 – 10:30 AM Registration Conference Center	Tuesday, August 12, 2025 7:00 AM Breakfast Conference Center	Wednesday, August 13, 2025 7:00 AM Breakfast Conference Center
10:30 AM-Noon Orientation and Opening Session A scenario-based discussion focused on the best strategies for addressing challenges faced by public sector admins. Lewis Bender, Ph.D. Bender & Associates	8:00 -10:45 AM HR Basics This subject was recommended in past evaluations. Human Resources encompasses more than most think, with administrators being key players. Fundamental aspects include Talent Acquisition and Management, Compliance, Training and Development, Employer-Employee Relations (Labor), Employee Benefits, and Workplace Safety. Chesee K. Ditz Human Resources Director Northville Township Kate Baldwin, PHR HR & Benefits Manager City of Sterling Heights	8:00 – Noon It's a Matter of Your Style This workshop will explore the benefits of diverse personalities and thinking styles in teamwork. Each student will complete the Personal Performance Styles Inventory for analysis and discussion. Understanding these differences enhances communication and collaboration. Attendees will leave with practical insights to improve customer and peer relationships, job satisfaction, and workplace harmony. Lewis Bender, Ph.D. Professor Emeritus Southern Illinois University Edwardsville, Illinois
Noon - 1:00 Lunch Provided	Noon – Lunch Provided	
1:00 – 4:30 PM Managing Gossip in the Workplace During this session, you will learn methods to harness the beneficial aspects of gossip while mitigating its adverse effects. Additionally, you will develop strategies for addressing gossip both in your personal life and at work. Lewis Bender, Ph.D., Bender & Associates	1:00 PM – 4:00 PM Bet on You! This powerful session is designed to provide you with the clarity, confidence, and courage needed to bet on yourself and win. Angie Morgan Marine Corps Veteran, entrepreneur, and NY Times Best Selling author. https://angieconnect.com/blog/	Certificates of completion will be awarded at the conclusion of the last session.
4:30 – 5:00 PM Hotel Check-in 5:00 – 6:00 PM Reception and cash bar		

The Stadium Room, and fire pit area are conveniently situated near the hotel lobby, and will be available each evening for our group to socialize. You are welcome to bring snacks and beverages to enjoy in this space. Additionally, feel free to bring along cards or games for group activities.