



EDUCATIONAL OFFICE PROFESSIONALS OF OHIO

Mary Beth Smith, President

www.eopo-oh.org

Please join us for the Fall EPOO Conference!

Friday, October 27, 2017 at ESC of Cuyahoga County
(6393 Oak Tree Blvd., Independence, OH 44131)

AGENDA

- 8:00 am – 8:15 am Registration & Continental Breakfast
- 8:15 am – 8:30 am Welcome & Introductions
- 8:30 am – 8:45 am **Ice Breaker Exercise**
- 8:45 am – 10:45 am **Keynote Presentation: “Emotional Intelligence & Workplace Relationships: The Personality Paradigm”** presented by **Kim Langley, LifeBalance Enterprises, Inc.**
- 10:45 am – 10:55 am BREAK *
- 10:55 am – 12:25 pm **“Understanding Generational Differences and the Changing Role of Technology”** presented by **Constance Thackaberry, Secretarial Support Services Manager at Thompson Hine LLP, Cleveland, Ohio**
- 12:25 pm – 1:05 pm Lunch
- 1:05 pm – 2:35 pm **“Personal Safety”** presented by **Sensei Reggie Brown, Twinsburg Karate Institute**
- 2:35 pm – 2:45 pm BREAK *
- 2:45 pm – 3:45 pm **Educational Office Staff “Professional Learning Community” at the ESC of Cuyahoga County, Ohio** presented by **Paul Pendleton, Director of Leadership Services at ESC of Cuyahoga County**
- 3:45 pm – 4:00 pm Wrap-Up & Evaluation

6.5 hours PSP Credit

Agenda is subject to revision.

Co-Sponsored by:

Ohio Schools Council

Greater Cleveland School Superintendents' Association

ESC of Cuyahoga County

Who should attend:

educational office employees from schools, ESC's, Boards of DD's, colleges/universities, ITC's, etc.

(i.e. Administrative Assistants, HR Specialists, Communication Directors, AP/AR/Payroll Specialists, Assistant Treasurers, Building Secretaries, EMIS Coordinators, etc.)

Registration deadline
October 13, 2017.

No refunds after this date.

Registration Costs:
(includes lunch)

EPOO Member
= \$85.00

Non-Member*
= \$105.00

Retiree
= \$60.00

*You do not have to be a member of EPOO to attend this conference.

Lodging:

Springhill Suites Cleveland Independence, 6060 Rockside Place, Independence, OH 44131. EPOO Group Rate \$114.00 Night (+ applicable taxes), includes internet, breakfast and fitness facility.

Hotel reservations can be made online by clicking link below:

http://bit.ly/10-26-17_EOPO_Block_Hotel_Reservation

Calling: 216-264-4190 - refer to EPOO Block

Lodging reservation deadline is October 5, 2017 for EPOO group price; room availability cannot be guaranteed after this date.

Unleash Your Superhero!



Educational Office Professionals of Ohio (EOPO) FALL CONFERENCE – October 27, 2017

Keynote Presentation “Emotional Intelligence & Workplace Relationships: The Personality Paradigm”

Kim Langley,
LifeBalance Enterprises,
Inc.

Are you ready for some serious self-reflection? This session invites a closer look at our own personalities and the implications of our preferences and behaviors on the job...and in life. You will have an opportunity to complete a Big Five personality assessment – currently the most accepted and commonly used model of personality – and come away with a richer understanding of who you are as a person and how you display your Emotional Intelligence.

Discussion is stimulating and safe, allowing participants to share voluntarily as they discover.

The session also incorporates valuable information from the bestselling book *Quiet* by Susan Cain. You will learn emotionally intelligence ways to solicit ideas in meetings conduct supervisory conversations and even distinguish who to groom for leadership.

With eyes wide open, your group will be ready to take a big step toward improving communication, leadership, interpersonal relationships and organizational Emotional Intelligence.

**Please join us for
“Meet, Greet & Eat”
Thurs, October 26th;
6:30 pm at Bonefish
Grill, Independence.**

**RSVP to Kelly Rocco
krocco@osonline.org**

“Understanding Generational Differences and the Changing Role of Technology”

Constance Thackaberry,
Secretarial Support
Services Manager at
Thompson Hine LLP,
Cleveland Ohio.

Haven't we always worked in multigenerational workplaces? If yes, then why are organizations struggling at this current time in navigating the multigenerational workforces? What is different now?

The speed at which technology advances, the number of generations in the workplace, globalization and changes in parenting styles affect the way each generation is formed and interacts with each other. We are all looking for more successful ways to bridge the generation gap with respect.

During this seminar, we will focus on generational differences and the strengths and challenges of each group. We will also look into how technology influences each generation and how it can help to unify us in the workplace. There will be several interactive exercises incorporated in this session that make for fun discussions and laughter as well!

“Personal Safety”

Sensei Reggie Brown,
Twinsburg Karate
Institute

Would you be able to defend yourself and your loved ones if someone were to physically attack you? It's a question most of us don't want to consider, but violence is, unfortunately, a fact of life. Thankfully, regardless of strength, size, or previous training, anyone can learn effective self-defense techniques. Learn how to prepare for and stay safe in common real-world violent situations. NOTE: Attendees will not participate in techniques demonstrated in this presentation.

*** Please bring cash.**
Ways and Means will be selling EOPO items, 50/50 raffle tickets and have Silent Auction baskets donated by Board Members.

Funds raised by Ways and Means are used for annual Member and Student scholarships:

\$500 Martha L. Leach Member Scholarship

\$1,000 Lila M. Van Sweringen Student Scholarship

Applications will be available at the Fall conference and on the EOPO website.

www.eopo-oh.org

Please donate. EOPO will be collecting donations for **Cornerstone of Hope.** Cornerstone of Hope is Center for grieving children, teens and adults. They are dedicated to providing support, education and hope for the grieving. Guided by Christian values of compassion and service, they welcome and serve all seeking support. <http://cornerstoneofhope.org/>

Items on their wish list:

Postage stamps, paper products (tissues, napkins, paper towels and paper plates), cleaning supplies, hand soaps in pumps, cases of bottled water, cases of pop in cans, juice boxes, large, clear plastic storage bins, white cloth bib aprons, 13 gallon trash bags, 20-24# white, ivory, green, blue, pink or yellow copy paper, white laser labels (1" x 2 5/8" or 2" x 4", regular and decaf coffee.

Educational Office Staff “Professional Learning Community” (PLC) at the ESC of Cuyahoga County, Ohio

**Paul Pendleton, Director
of Leadership Services at
ESC of Cuyahoga County**

How is your office climate? What is the culture like in your office? How are the customers (staff, parents, students and community members) treated? What can you do to improve the climate and culture?

Is everyone in your office “on the same page”? Do they know the organizational values, the vision and mission that guides all procedures and processes? If not, what can you do about it?

Several years the ESC-CC recognized the need for our Office Staff members to get together to share common stories, debate common issues, learn about themselves, networking, visit other offices and seek answers to work related problems. So a PLC for Educational Office Staff was established. We have studied books about customer service, leadership and social styles and had an array of speakers on topics about service, personality profiles, leadership and communication.

This session will focus on how the Office Professional can have a major impact on the climate and culture of your organization.

Unleash Your Superhero!



