



#ADMINSROCK

By Rhonda Scharf

MAY 12-14, 2025 | 2:00 - 4:00 ET

Daily 2-hour sessions to provide education, celebration, and network

2:00 – 4:00 pm ET (Toronto/NYC time)
PLUS over 10 hours of online content for you to enjoy at your leisure

MAY 16, 2025

The 2025 Canadian Admin Of The Year Award

This prestigious award will be presented live to a deserving Canadian admin. You can nominate yourself or another deserving admin until March 14, 2025. The winner will be announced on May 13, 2025.

MAY 9, 2025 | 1:00 - 4:00PM

Pre-Conference:
The Free CoPilot Experience
(Optional - Extra Fee Applies)

SUPER EARLY BIRD ONLY \$895

Conference \$695/795/895
Pre Conference \$295/349/395

Book both Conference & Pre-Conference for only \$895 until May 9

Nominate Today

[www.AdminsRock.com/
Admin-of-the-Year](http://www.AdminsRock.com/Admin-of-the-Year)

OUR PLATFORM

- ✓ This won't be your typical conference experience.
- ✓ It won't be held in a Zoom or Teams room.
- ✓ You'll be able to network throughout in our lounge or #AdminsRock bar (anytime of the day).
- ✓ You can network using our attendee directory and jump into a Networking Room and have a live video conversation anytime.
- ✓ You can snap photos in our photobooth and see them throughout the week (maybe you'll make it to the wall of fame!).
- ✓ You'll receive ALL the recordings for 60 days following our #AdminsRock Conference to review all the amazing education.
- ✓ You'll be part of a closed Facebook group for a month leading to the Conference to learn, network, and get excited.
- ✓ And be sure to arrive to the Conference early each day for energizing music to get you excited.
- ✓ Prior to our #AdminsRock Conference you will receive a branded box shipped with all kinds of great things to make your life as an administrative professional in 2025 easier (and way more fun!) because, as we know, ADMINSTOCK!

Pre-Conference



May 9, 2025 | 1:00 – 4:00PM



Corinne Hoisington

✚ Optional cost
\$295/349/395

IN THE BLINK OF AN AI: THE FREE COPILOT EXPERIENCE

**Free Version of Copilot*

Discover how to supercharge your workflow with Microsoft Copilot, the AI-powered assistant that's revolutionizing the way we work. In this hands-on workshop, you'll learn how to leverage Copilot's free features to automate tasks, generate creative content, and boost your productivity. Join us for a 3-hour workshop where we'll demystify AI and show you how to use Microsoft Copilot's free tools to boost your efficiency. From writing emails to creating presentations, Copilot has you covered.

- **Introducing Microsoft Copilot as our AI Assistant**
 - What is Microsoft Copilot?
 - How does it work?
 - Benefits of using Copilot

- **Demo: Basic Copilot Interactions for Productivity**
 - Simple text prompts and responses
 - Generating different creative text formats (emails, whitepapers, Excel formulas)
 - Translating languages
 - Participants work on real-world scenarios using Copilot
 - Writing a persuasive email
 - Creating a data analysis report
 - Designing a presentation
 - Graphics in Copilot with Creativity
- **Q&A Session:**
 - Open forum for questions and discussions
 - Addressing common challenges and misconceptions
- **Future of AI and Copilot**
 - Potential future developments
 - Ethical considerations and responsible AI usage

All participants (Conference or Combo only) will receive access to a comprehensive library filled with additional presentations, resources, and information from all our presenters. Currently the library is over 10 hours of specific – just for you – education to ensure that you rock! The content continues to grow and you will have 60 days to access it at your convenience.

Monday



May 12, 2:00 – 4:00pm ET

WELCOME



Rhonda Scharf

OPENING KEYNOTE



Deri Latimer

TECH TALK



Denise Tsamouris

ADMIN OF THE YEAR



Heather Gronek

SPONSOR TIME

PRIZES



Rhonda Scharf

Opening Keynote: The Resilience Rebel: Thriving Through Life's Rollercoaster with Grit, Grace, and Gumption



Discover how to unlock the Resilience Rebel within you — someone who faces life's inevitable ups and downs not with fear or hesitation, but with boldness, adaptability, and an unwavering drive to thrive. Life is full of twists and turns, challenges and opportunities, but those who embrace resilience as their superpower are the ones who turn adversity into their greatest strength.



Tech Talk: How Loop Components Can Change the Way You Work with Your Executive

Microsoft Loop Components are interactive elements within Microsoft 365 apps that enable real-time collaboration. These components, such as tables, lists, and paragraphs, synchronize updates across all shared locations, ensuring everyone has the latest information. This tool is particularly beneficial for administrators working with executives, simplifying data and task management.

Topics include:

- Understand the functionalities and benefits of Microsoft Loop Components within Microsoft 365 apps.
- Learn how to use Loop Components to enhance real-time collaboration and ensure synchronized updates across all shared locations.
- Discover ways in which Loop Components can simplify data and task management for administrators working with executives.

Plus more including a live prize draw!

Tuesday



May 13, 2:00 – 4:00pm ET

WELCOME



Rhonda Scharf

TECH TALK



Madeyln Mackie

PANEL INTERVIEW AND AWARDS



Rhonda Scharf

CAREER CHAT



Lisa Olsen

PRIZES/NETWORKING

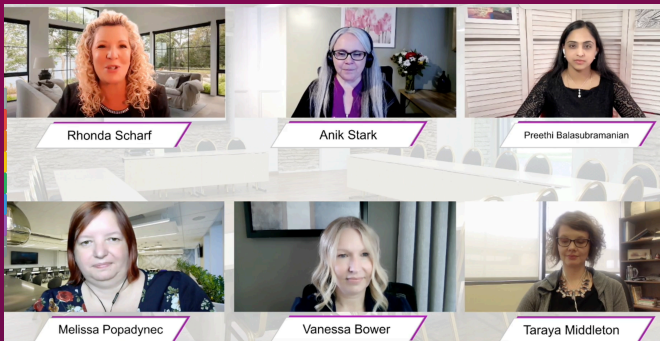


Rhonda Scharf

Tech Talk: Mastering Your Job Search / Career with AI



Unlock the future of job searching with "Mastering Your Job Search/Career with AI." Dive into the transformative impact of artificial intelligence (AI) on career planning, resume optimization, and career communications. Learn how to leverage AI for a competitive edge in the evolving job market. Explore the intersection of AI and career development, empowering you with the tools needed to navigate and succeed in the ever-changing landscape of job searching. This workshop isn't about using AI while at work, but using AI to GET the career you want!



The 2025 Canadian Administrative Professional of the Year Award Ceremony and Panel Interview

Career Chat: Dealing with Personality Challenges

This session includes practical examples aimed at providing participants with strategies to create a harmonious and productive work environment despite personality clashes. Several personality types will be presented and how to best navigate them effectively.

Learning Objectives:

- Identify common personality challenges and the typical personality conflicts that arise in the workplace.
- Learn to recognize the signs of personality clashes before they escalate.
- Understand the importance of adapting communication styles to different personality types. And more!



Wednesday



May 14, 2:00 – 4:00pm ET

WELCOME



Rhonda Scharf

CAREER CHAT



Glynis E
Devine



Heather
Gronek

TECH TALK



Jim Spellos

CLOSING KEYNOTE



Rhonda Scharf

PRIZES AND CLOSE



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Career Chat: The Art of Influence

Office managers, executive assistants, and admin support staff play a critical role in keeping an organization running smoothly, often liaising between teams and leadership.

The Art of Influence is a concise, 30-minute session tailored to help you boost your professional impact and expand your influence.

Here's what you can expect to walk away with:

- **Communicate Clearly:** learn how to tailor your messages to different audiences, ensuring that your ideas and requests are understood and acted upon. Whether you're communicating with executives or team members, you'll gain practical tips to make your voice heard.
- **Build Trust:** influence starts with credibility. We'll explore 3 ways to establish yourself as dependable and knowledgeable—someone colleagues and leadership naturally turn to for solutions and advice.
- **Build Strong Relationships:** success in the workplace often comes down to how well you navigate different personalities and workplace dynamics with emotional intelligence, so you can build stronger connections and manage challenging situations with confidence.

This program focuses on strategies you can put into practice immediately. By the end of the session, you'll have fresh ideas and tools to influence others, foster collaboration, and elevate your professional presence!



Career Chat: My VA Experience

In an era where traditional employer-employee interactions have shifted and varying levels of virtual collaboration have become the new norm, the roles of many administrative professionals have evolved beyond traditional 'in-office' boundaries. Join Heather Gronek for an enlightening presentation as she delves into the dynamics of succeeding in the virtual realm as a Virtual Assistant. Heather will explore the challenges faced, strategies used, and share her own tips for others considering a similar path. Discover how Heather is redefining her norms, leveraging new technologies, and cultivating a unique skill set that not only adapts to change but thrives in it. Heather's presentation promises to illustrate that success outside of the traditional office walls is possible.

Tech Talk: Power Prompting & Other Essential AI Tools

By now, most Admins have at least gotten their toes in the AI water, but are you really using it to your (and your organization's) maximum benefit? This 30 minute workshop will provide you with essential prompting techniques and new tools that can take you from basics to brilliance in a moment. Join this workshop to bring your A+ game to every AI tool you use.

This workshop will cover:

- Overview of essential prompting techniques
- Pre-prompting opportunities
- Creating customized GPT's and AI workflows
- Identification of 5 of the latest AI tools available

Closing Keynote: Critical Conversations

If you are like most people, you avoid the conversations you really should have. Whether you want to talk about more money, boundaries, responsibilities, or even future career goals, most people avoid the tough conversations. By understanding how to structure them, what to do and what not to do, you'll set your critical conversation up for success.

Take all the skills you learn at this year's conference and level up! By having the critical conversations you need to have, your career will thank you!