



Administrative Assistants' Conference
September 5 & 6, 2024

Embassy Suites
5100 Upper Metro Pl.
Dublin, OH 43017

Thursday, September 5, 2024 - Tentative Agenda

10:00 - 10:30	Registration	
10:30 - 10:45	Welcome	
10:45 - 12:00	Reset Your Habits for Personal Growth	Kathy McFarland
12:00 - 1:00	Lunch	
1:00 - 2:00	Lead with Purpose	McKenna Reitz
2:00 - 2:45	Human Capital Resource Center	SBOE
2:45- 3:00	Break	
3:00 - 4:00	Orientation & Onboarding Roundtable	Allyson Couch
4:00 - 5:00	Legal Update	Beverly Myers
5:00 - 6:00	Dinner	
7:00 - 9:00	Axe Throwing Event (Optional & Additional Cost)	



Registration Information
For Questions Contact
Oaspa.exec.dir@gmail.com

[CLICK HERE FOR REGISTRATION](#)

\$200-OASPA District Members
\$300-Non-Members

[Click Here To Book Your Room](#)
at the Embassy Suites

Friday, September 6, 2024 - Tentative Agenda

7:00 - 7:45	Breakfast	
7:45 - 8:00	Welcome	
8:00 - 8:45	Breakout Session #1	
	Google	Deb Tschirhart
	HR101	Allyson Couch
	FMLA	Britni McKinniss
8:50 - 9:35	Breakout Sesion #2	
	Google	Deb Tschirhart
	Canva	Allyson Couch
	Job Descriptions	Marion Stout
9:35 - 9:45	Break	
9:45 - 10:30	Breakout Session #3	
	Google	Deb Tschirhart
	Reducing Paper	Britni McKinniss
	Contracts	Marion Stout
10:40 - 11:40	Using AI	Lori Drager
11:45- 12:00	Wrap up, Evaluations & Raffle Prizes	

Kindly scan the QR code below to submit your evaluation. Your feedback is crucial in enhancing the quality of our upcoming conferences!

Thank you for joining us at this year's conference. We look forward to seeing you again next year!