



APIPO

2018 Administrative Professionals with
Indigenous Peoples' Organizations

DECEMBER
3 & 4, 2018
TORONTO, ON

DAY ONE | Monday, December 3, 2018

8:00 am - 9:00 am	Registration & Continental Breakfast
9:00 am - 9:10 am	Welcoming & Open Remarks from the Chair Lori Craig, CHRP, Consultant <i>Redsage Consulting Inc.</i>
9:10 am - 10:10 am	Reach for the Stars - How Inspired Personal Growth Can Enhance your Role at Work Ruby A. Williams, Board Secretary <i>Saskatchewan Indian Gaming Authority</i>
10:10 am - 10:30 am	Networking Refreshment Break
10:30 am - 11:30 am	How to Plan and Execute a Successful Business Meeting Michele Young-Crook, Chief Operating Officer <i>National Aboriginal Trust Officers Association (NATOA)</i>
11:30 am - 12:30 pm	Improve Productivity with Project Management Strategies Laura Owl, Director of Special Projects <i>Z'gamok Enterprises Inc.</i>
12:30 pm - 1:40 pm	Networking Luncheon
1:40 pm - 2:40 pm	How to Handle Difficult Conversations at Work Lori Craig, CHRP, Consultant <i>Redsage Consulting Inc</i>
2:40 pm - 3:00 pm	Networking Refreshment Break
3:00 pm - 4:00 pm	Facilitated Roundtable Discussion Lori Craig, CHRP, Consultant <i>Redsage Consulting Inc</i>
4:00 pm	Closing Remarks from the Chair Lori Craig, CHRP, Consultant <i>Redsage Consulting Inc</i>



BIRCHMOUNT
CONFERENCES GROUP INC.

Advancing the Knowledge Capacity of the Public Sector

895 Don Mills Road, Suite 900 • Toronto, ON M3C 1W3 | ☎ (800) 323.2458

✉ info@birchmountgroup.com • birchmountgroup.com



APIPO

2018 Administrative Professionals with
Indigenous Peoples' Organizations

**DECEMBER
3 & 4, 2018
TORONTO, ON**

DAY TWO | Tuesday, December 4, 2018

- | | |
|---------------------|---|
| 8:00 am - 9:00 am | Registration & Continental Breakfast |
| 9:00 am - 9:10 am | Welcoming & Open Remarks from the Chair
Lori Craig, CHRP, Consultant
<i>Redsage Consulting Inc.</i> |
| 9:10 am - 10:10 am | Developing Effective Time Management Skills and Processes
Lori Craig, CHRP, Consultant
<i>Redsage Consulting Inc.</i> |
| 10:10 am - 10:30 am | Networking Refreshment Break |
| 10:30 am - 12:30 am | EXTENDED SESSION:
Core Essentials: Capacity Building for Office Management
Ruby A. Williams, Board Secretary
<i>Saskatchewan Indian Gaming Authority</i> |
| 12:30 pm - 1:40 pm | Networking Luncheon |
| 1:40 pm - 2:40 pm | Facilitated Roundtable Discussion
Lori Craig, CHRP, Consultant
<i>Redsage Consulting Inc.</i> |
| 2:40 pm | Closing Remarks from the Chair
Lori Craig, CHRP, Consultant
<i>Redsage Consulting Inc.</i> |
| 2:45 pm - 4:00 pm | Post-Conference Networking Reception |



BIRCHMOUNT
CONFERENCES GROUP INC.

Advancing the Knowledge Capacity of the Public Sector

895 Don Mills Road, Suite 900 • Toronto, ON M3C 1W3 | ☎ (800) 323.2458

✉ info@birchmountgroup.com • birchmountgroup.com