

CONFERENCE PRESENTERS & PROGRAM DESCRIPTIONS

CAPDD/IAEOP Spring 2009 Conference

“No More ‘Just A Secretary’ ~ The Art of Communication” – Topper Steinman – Consultant/Presenter

Description: This session will focus on five critical elements of communication that contribute to a quality work place environment. We will actively look at each of these elements as we affirm that we are not "just a" secretary... in the realities of our workplace. Our positions are critical in the lifeblood of an organization. This program is designed to affirm that fact.

Topper Steinman is a counselor and consultant from Champaign, IL with over 35 years experience in teaching, counseling, and consulting. Topper has presented numerous workshops and seminars throughout the country with educator, parent, youth, business and community groups. His topics cover a wide variety of interest areas with efforts aimed at bridging the adult/youth gap while creating a healthy sense of self and others. Topper's blend of humor and ideas from a "reality" basis help to give audiences a practical yet hopeful look at today's schools, families, businesses and communities. Topper has been the recipient of the Illinois State Board of Education "Those Who Excel" award as outstanding counselor, the "Outstanding Young Educator" award, and Champaign-Urbana's "Community Builder's Award" among other honors in his tenure in education. Topper has a B.A. Degree from Knox College in Galesburg, IL. and an M.A. Degree in Counseling from Bradley University in Peoria, IL. He is married and is the proud father of a daughter and a son.

“Orchestrate Your Future – Using Your Talents” – Elizabeth “Liz” Sexson - presenter

This workshop will focus on developing your talents both in the changing workplace and away from the office. There will be discussion on your current talents and the development of others that can be used when not in the office. Participants, both actively working and retired, will learn something new in this workshop. No talents?! Can you sing, volunteer, help in a classroom, help in a hospital? Want to earn some extra money? Turn your talent and abilities in to a profit-making situation. All work and no play? Oh my!! Join us and experience new fun ideas to make each day a day of “Using Your Talents”.

Elizabeth “Liz” Sexson, Southern Illinois University, – Retired Emeritus, Consultant - Special Events, Chicago Region, is a long term member of IAEOP and NAEOP serving in numerous positions for both organizations. Liz served as President of IAEOP from 1981 to 1983 and NAEOP from 1997 to 1998. She has also served as NAEOP President-Elect, Secretary/Treasurer, Secretary and Central Area Director. She was selected as Illinois Educational Office Professional of the Year twice, once in the 1980's and once in the 1990's. She was selected as National Educational Office Professional of the Year in 2001.

“Professional Standards Program” - Naomi Fettes

The Professional Standards Certification Program is the only certification program for educational office employees. Naomi will explain the program to those in attendance and will assist them in determining the approach to earning the recognition and certification.

Naomi Fettes serves as Chair of the Professional Standards Program Committee and Chair of the Educational Administrator of the Year Committee for IAEOP. Naomi is an active member of IAEOP for eight years and NAEOP for eight years. She currently services as Executive Assistant to the Superintendent of CSD158, Huntley, Illinois.

Tour of Krannert Center for the Performing Arts- Since 1969, Krannert Center for the Performing Arts has served as one of the nation's premier educational and professional performing arts complexes. The setting for over 300 performances each year, Krannert Center nurtures excellence and innovation in the performing arts through education, presentation, community service, and research. Made possible by the generous gift of the late industrialist and University of Illinois alumnus Herman Krannert and his wife, Ellnora, Krannert Center continues their vision of "education through participation in culture." Krannert Center has four main venues and is most famous for Foellinger Great Hall, its acoustically superior concert hall sought out by artists from across the country and around the globe. During intermission, audiences can mingle in the vast, elegant lobby or enjoy fine fare at Intermezzo. Backstage you'll find rehearsal halls; studios; classrooms; and shops for scenery, costumes, and property construction -- along with hundreds of students, faculty, and staff members hard at work.

Tour of Carle House - The Carle Auxiliary and The Carle Foundation built the Guest House to provide a "home away from home" for families of hospitalized patients. The Guest House features 12 bedrooms with private baths, a comfortable living room, communal kitchen, dining room and laundry facilities. Two of the rooms are ADA compliant. Other features include direct phone lines to key Carle departments, computer access and elevators. The House is staffed 24 hours-a-day by a resident caretaker. The Auxiliary also plays an important hospitality role, making guests comfortable and assisting them with personal needs. The traditional-style two-story home sits on two lots with adjacent parking. The location is at the corner of Orchard and Church in Urbana, with a view of Crystal Lake Park and the fastest possible access to the Hospital.