



Make a Ripple,
Make a Wave,
Let Your Talents Shine Through

NEOPA Spring 2009 Conference

April 16 - 17, 2009

Southeast Community College Continuing Education Center (310 South 68th)

April 16 – Thursday night Social at Lone Star Steakhouse and Saloon (200 N 70)

There will be a \$5.00 cover charge and will include room, Hors D’oeuvres and a cash bar.

April 17, 2009 -- Registration, Continental Breakfast, Welcome (7:30-8:30)

Keynote Speaker (8:30-11:45)

Kris Thaller, Certified Life Coach

Know your playing field as well as your purpose and how to apply it professionally and personally.

Business Meeting, Lunch and Installation of 2009-2010 NEOPA Officers (11:45-1:30)

Breakout Sessions: Choose one from each group

Breakout Group 1: 1:45 p.m. – 3:00 p.m.

Chris Timm – *“Moving Onward and Upward”*

The days of hand delivering your resume and cover letter are disappearing. Whether applying for a different position in the same organization or considering a change, savvy jobseekers should know how to navigate online application systems and describe their skills in ways that help their application rise to the top. This session will describe the use of keywords in resumes and cover letters, characteristics of online application systems and job search sites.

Gina Larson – *“Putting Your Best Foot Forward”*

Putting your best foot forward is doing your very best by using your talents for peak performance and satisfaction. The most effective people are those who understand their talents. When you better understand your own unique talents and how to blend those in the workplace, you can begin to value the difference in others.

Breakout Group 2: 3:15 p.m. – 4:30 p.m.

Sheryl Piening Keller – *“Writing of Minutes and E-Mail Courtesies”*

Review the latest version of Roberts Rules of Order including proper ways to do agendas and formal and informal minutes. Also included are e-mail format and courtesies.

Suzanne Drew – *“Shining Through the Occasional Cloud”*

On a good day, with the right people, we can pretty much accomplish anything. But just as some days are better than others, some people are easier to work with and around than others. In this conversation, we will discuss possible explanations for why some people, sometimes, make it difficult for themselves and others to get done what needs to get done. . . and what we can do when we find ourselves in those situations.

Conference Registration:

NEOPA Members - \$55 - - - Non NEOPA Members - \$65

Register through Southeast Community College by calling Diane Siefkes @ 402-323-3386, 800-828-0072 (ext 3386) or email: DSiefkes@southeast.edu

Deadline to register is March 31, 2009

Registration includes conference speakers, lunch and breaks

Conference Co-Chairs: Debbie Hendricks (472-3755) and Diane Wasser (472-6251)

Hotel: Chase Suites has reserved a block of rooms for the conference, please contact them directly at 402-483-4900. Room rate is \$79.00/queen suite plus tax. Mention the conference to get this rate.