

**Engaging and Innovate PD Day, held on April 20, 2016
at Kempenfelt Conference Centre overlooking Lake Simcoe**



For our PD Day this year, we decided to try something different. We wanted members to be engaged for the full day, so instead of one or two speakers for a full or half day, we decided to have four engaging speakers that would speak for 60 to 90 minutes about interesting topics that would be useful to Administrative staff. We held our event at Kempenfelt Conference Centre with a breath taking view of Lake Simcoe. The weatherman was on our side, as it turned out to be a beautiful sunny day!

Our first presenter, Elayne Whitfield, co-founder of CAVA (Canadian Association of Virtual Assistants) presented on "A Day in the Life of a Virtual Assistant". Elayne offered insight on how to determine if this is something for you, how to begin, and what you need to do to maintain your business. This was very intriguing for some of our attendees, and this could be the future of the Administrative profession...

Our second presenter, Sara Bentham, presented on "Event Planning 101". Sara offered great information on venues, invitations, free and helpful Apps as well as a variety of cost efficient, but very effective tips for party and event planning, big or small.

We then enjoyed a full buffet lunch in the dining room and some of us went on a tour of the facility.

After lunch, Katherine Vaillancourt, Treasurer of the National Board for AAA, presented on "Tech Savvy Tool Box". This was a very informative session, with lots of information presented on Presentation Tools, Calendar Apps, List Apps, Project Management, Travel Management, Event Planning and Fun Apps. Katherine offered her feedback on a variety of Apps, which ones

were free or cost effective, and which ones worked for her. She also provided Tip Sheets for working with WORD, Excel, Outlook and Power Point.

We ended the day with Fashion Consultant, Andrea, from Ricki's /Cleo, who presented on "Dress for Success". Andrea provided fashion tips on how to dress based on your body style and how to enhance your look for each body style. Andrea listed the basic items that everyone must have in their wardrobe, and then you can build your wardrobe from there. Andrea brought some clothing samples with her and showed how you can work with 10 items in 10 different ways. Everyone was then given an opportunity to sign up for a client card to obtain discounts and points on purchases in the store or on-line.

There was lots of networking throughout the day, everyone had something to take back. We ended the day with some door prizes, donated by our local sponsors.

Comments from attendees:

I am reaching out to you today to thank you for all your efforts in arranging a fun filled conference yesterday. It was engaging, informative and innovative. I had such a wonderful time. The day away from the office yesterday is all worth the mound of work I am picking through today.

Following up from yesterday, I wanted to say thank you for putting on such a wonderful PD day!! I really enjoyed myself and all the speakers were amazing!!!

This was the Best PD Day Yet! I had fun, made some new contacts, and learned something from each presentation and have good information to take back to my team!!