

The Multi-Dimensional Office Professional Conference

March 25, 2026

Breakout Sessions: 8:45 a.m.

- **Exploring Google Drive and File Management:** Learn the fundamentals of Google Drive, the cloud-based platform for file management and collaboration. In this session, you'll navigate the interface, upload and organize documents, create new files (Docs, Sheets, Slides), and master essential sharing and co-editing techniques. This session is ideal for new users or anyone looking to streamline their digital workflow.
- **Workstation Wellness - Prevention of Injury in the Office:** Learn about the most common workplace injuries, how to prevent them, and what to do if they occur. You'll also get practical guidance on postural control, desk ergonomics, and workstation modifications to help manage existing injuries.
- **Digital Accessibility/ADA:** This session gives you an overview of digital accessibility and its connection to the Americans with Disabilities Act. You'll learn why inclusive digital environments matter, understand key principles and legal requirements, and explore best practices to ensure websites, documents, and online tools are accessible to all users, including people with disabilities.

Breakout Sessions: 10 a.m.

- **Exploring Google Docs:** This training is designed for office professionals who need to manage and collaborate on documents efficiently. You'll get a practical introduction to Google Docs, including its cloud-based features, core editing tools, and collaboration capabilities that streamline teamwork and eliminate confusion over multiple versions. You'll gain the foundational skills to create, format, and share documents with confidence. This session covers editing and formatting basics, the importance of autosaving in the cloud, and the collaboration tools essential for office workflows. You'll learn how to manage sharing permissions (Editor, Commenter, Viewer), work in real time with others, and use Commenting and Suggesting modes for efficient feedback. We'll also briefly review how to insert images and tables and use Version History for document management and control.
- **Social Media That Sticks: Creating Content People Love:** Want to make your school's social media stand out? In this session, you'll learn practical tips for creating content that grabs attention and encourages interaction. Discover how to grow your followers, increase engagement, and build a stronger online community by posting with purpose. We'll cover timing, tone, visuals, and strategies that work across platforms. You'll see examples of successful posts and leave with fresh ideas you can use right away. Whether you're just getting started or looking to boost your current approach, this session is for you.

- **Generative AI for Beginners:** This session is designed to help you gain a clear understanding of what AI is — and isn't — and what it can do for you, along with what it probably shouldn't. You'll explore the potential of AI while also learning when to approach it with caution.
- **Microsoft Helpers (Co-Pilot and Designer):** Learn how to work smarter with Microsoft's newest tools. In this session, you'll explore how Copilot can streamline tasks such as drafting, summarizing and analyzing, while Designer helps you quickly create polished visuals. Perfect for administrative professionals, you'll leave with practical skills to save time and tell your story with impact.

Breakout Sessions: Noon

- **Exploring Google Sheets:** This session introduces standard spreadsheet functions alongside the unique features of Google Sheets. You will actively learn strategies to manage and organize data efficiently and discover how Google Sheets can become an essential tool in your daily work.
- **Train Your Brain for the Power of Positive Thinking:** It can be a great day—if you choose it. Helping students and staff build social-emotional skills around their health has been a key focus within LPS Wellness. In this session, Welch will share simple, practical approaches to boost your mood, support emotional well-being, and help you stay positive even when things go sideways.
- **Fact or Fiction? Becoming a Digital Detective:** In today's digital world, misinformation and disinformation are more widespread and convincing than ever. This session explores how the internet has changed the way false information spreads and why traditional strategies for spotting it may no longer be enough. You'll learn updated approaches for evaluating online content, gain practical tools to sharpen your digital literacy, and see how one school district is teaching these skills to students. Come ready to test your own detection skills and leave with habits you can apply immediately.
- **The Power of Reframing — Skills to Shift Perspective and Unlock Possibility:** Administrative professionals are at the center of communication, problem-solving, and workflow in any organization. This breakout session introduces reframing—a practical, mindset-shifting approach that helps you view challenges from new angles, reduce stress, and find clearer paths forward. You'll learn how small shifts in perspective can improve daily decision-making, strengthen collaboration, and turn unexpected obstacles into manageable tasks. Through examples and interactive activities, you'll practice reframing techniques you can apply immediately to emails, customer interactions, scheduling conflicts, and team communication. Leave with simple, effective tools to boost confidence, increase efficiency, and support your workplace with a flexible, solutions-focused approach.

Breakout Sessions: 1:15 p.m.

- **Exploring Google Forms:** Explore Google Forms, one of the easiest and most fun ways to collect and organize information digitally. In this session, you'll learn the basics of creating, customizing, and sharing Forms for a variety of office needs—from gathering feedback and tracking responses to organizing event sign-ups.
- **Healthy Snacking:** Maintaining healthy eating habits at work can be challenging. In this interactive session, you'll learn to prepare quick, nutritious snacks and easy-to-pack lunches that keep you energized throughout the day. You'll focus on simple, balanced meals using nutrient-dense foods from all food groups. During the session, you'll make a tasty snack and leave with practical tips, creative meal-prep ideas, and time-saving strategies for healthier eating at work.
- **Excel IF Functions:** The Power of IF: Master Excel's essential IF functions to create smarter spreadsheets in less time. In this fast-paced session, you'll learn IF, nested IF, IFERROR, and SUMIF, giving you practical tools to simplify decisions, reduce errors, and uncover insights with ease.

Breakout Sessions: 2:30 p.m.

- **Building an Inclusive Workplace:** Building an Inclusive Workplace: A Practical Guide to Digital and Physical Accessibility helps you create a more inclusive and productive work environment. Led by Charles Andersen and Nancy Coffman, this session provides actionable tips to make digital and physical workspaces more accessible. You'll learn best practices for accessible documents, web pages, emails, meetings, and shared spaces, along with an overview of assistive technologies for blind and visually impaired individuals. The session emphasizes that accessibility isn't just a legal requirement—it's a key part of building stronger teams and benefiting everyone.
- **Excel Charts and Graphs:** Bring your spreadsheets to life by turning raw numbers into clear, compelling visuals. In this workshop, you will explore different types of charts and learn how to format chart elements to highlight key insights. By the end, you will be able to use charts to tell a story with your data, making your reports more engaging, persuasive and easy to understand.
- **Got Stress?:** Join us for an engaging session designed to help you navigate stress with confidence. You will discover practical techniques to calm your body's "fight-or-flight" response during high-pressure moments. You will also explore strategies for managing long-term stress, empowering you to create a healthier, more balanced lifestyle.