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# ADMINISTRATIVE PROFESSIONALS CONFERENCE

Join us for an enriching, interactive conference designed to elevate the skills, knowledge, and professionalism of administrative professionals across industries. This event offers a unique opportunity for administrative assistants, office managers, executive assistants, and other administrative support staff to connect, learn, and grow in their careers. You'll walk away with actionable strategies to enhance your productivity, increase your value within your organization, and build a strong network of peers from diverse sectors.

Whether you are a seasoned administrative professional or just starting in the field, this conference will provide you with the resources and support needed to thrive and advance in your role.

**\$65**

EARLY BIRD

**\$80**

AFTER MAY 1

**MAY 22, 2025** | **RURAL HEALTH EDUCATION CENTER**  
OTTUMWA CAMPUS - 525 GRANDVIEW AVE.



Scan the QR  
code or visit:  
[www.ihcc.edu/  
adminconf](http://www.ihcc.edu/adminconf)  
to register and  
learn more.

## CONFERENCE SCHEDULE

|               |                          |
|---------------|--------------------------|
| 7:30a-7:55a   | Check-in                 |
| 8:00a-9:30a   | Session #1               |
| 9:30a-9:40a   | BREAK                    |
| 9:40a-11:10a  | Session #2               |
| 11:10a-12:10p | Lunch/Networking/Vendors |
| 12:15p-1:45p  | Session #3               |
| 12:15p-1:45p  | BREAK                    |
| 2:00p-3:00p   | Session #4               |
| 3:00p         | Dismissal                |

## QUESTIONS?

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## KEYNOTE & SPEAKERS



**KEYNOTE:**  
**From Overwhelmed & Overworked to a Life of Abundance & Balance**  
**Speaker: Hollie Tometich, Life & Leadership Coach, Speaker, Trainer**

Do you feel like your life has gotten a little out of control? With a demanding work and home life, we can feel overwhelmed and overworked. Now more than ever, many of us are yearning for a life that feels abundant and balanced. In this session we will explore the mental load we carry worrying about other people's opinions and how to change that. We will discuss how to take our out-of-control schedules to a value-based balance, and we will discover how to create a more abundant life.

**Speaker Bio:** Hollie Tometich is a passionate life and leadership coach, dynamic speaker, and transformative trainer. As a Gallup Certified CliftonStrengths Coach, a John Maxwell Certified Speaker, Trainer, and Coach, and certified by The Life Coach School in Tools, she empowers individuals to unlock their true potential. With a Diversity and Inclusion certificate from Cornell University, Hollie champions belonging and authenticity in every space she enters. For nearly two decades, she has inspired countless leaders through leadership development and coaching, helping them grow in confidence, purpose, and impact.

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**Click, Post, Plan: Balancing Social Media and Project Management Like a Pro**  
**Speaker: Delaney Evers, Executive Director, PACT**

Are you juggling social media management with your already-packed to-do list? In "Click, Post, Plan: Balancing Social Media and Project Management Like a Pro," you'll discover practical strategies to streamline your content creation process, optimize your social media marketing efforts, and tackle project management like a seasoned pro. Learn time-saving tips, tools, and tricks to maximize impact without feeling overwhelmed. This session is your roadmap to thriving in the digital age while keeping your existing responsibilities on track!

**Speaker Bio:** Delaney Evers joined PACT (Promoting Appanoose & Centerville Together) as Tourism Director and, in July 2024, was promoted to Executive Director. With four years of dedication to the organization, Delaney has been recognized as the 2023 Iowa Tourism Award winner for Outstanding Leader. Celebrated for her approachable and effective teaching style, she helps communities across Iowa tackle social media marketing with confidence. With a passion for empowering others and driving community growth, Delaney continues to make a lasting impact locally and beyond.

### **AI in the Workplace: Smart Tools for Smarter Work**

**Speaker: Javin J. Sword, Associate Dean for Digital Initiatives, Assistant Teaching Professor of Computer Science, William Penn**

Artificial Intelligence is revolutionizing office jobs, helping administrative professionals work smarter, not harder. In this session, we'll explore how AI can enhance productivity, automate repetitive tasks, streamline communication, and improve decision-making. From email automation to smart scheduling, document management, and AI-powered chat assistants, attendees will walk away with practical tools they can start using immediately. This interactive session will provide real-world applications and actionable takeaways tailored for administrative professionals.

**Speaker Bio:** Javin Sword is a leader in AI and digital transformation, currently spearheading the AI Impact Center at William Penn University. With a background in software engineering, AI automation, and higher education, he works at the intersection of technology and workforce development. Javin collaborates with businesses and educational institutions to implement AI solutions that enhance efficiency and create new opportunities. Passionate about making AI accessible and practical, he regularly speaks at conferences and leads initiatives that empower professionals with the latest advancements in technology.

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### **Advanced Excel and Outlook - Tips & Tricks**

**Speaker: Tish Gouge, BA, Associate Professor, Indian Hills Community College**

Let's have an "Excel"lnt time learning some advanced features of Excel and some time-saving tips for Outlook.

Excel is undoubtedly one of the top software skills requested by employers in today's professional environment. Proficient Excel use can enhance productivity, provide tools for efficient analysis, reporting, and collaboration. It's a versatile tool that supports a wide range of business activities, making it essential for success in many professional environments. In this session we will be reviewing formulas and functions, conditional formatting, PivotTables and PivotCharts.

It goes without saying that Outlook is one of our primary lifelines in the business world. We spend our days balancing numerous emails while also navigating (sometimes countless!) meetings. It is crucial that we keep an organized inbox to better enhance our overall workflow. Outlook's calendar feature is a great way to better organize your time around meetings and appointments, while also utilizing its functions to block time for project work. This presentation will provide a comprehensive overview of Outlook's email and calendar functionalities, highlighting its usefulness in enhancing productivity and collaboration for both personal and professional use.

**Speaker Bio:** Tish Gouge is an Associate Professor at Indian Hills Community College. She has been teaching full-time for five years for the Administrative Support Specialist and Business Office Specialist programs. She has performed adjunct teaching since 2011 for Indian Hills' Continuing Education with classes for the public and provides trainings for various business and industry organizations. Prior to teaching, she spent over 20 years working in administrative support staff roles.