

Head to the Heartland



22nd Annual

KAEOP Central Area

Professional Development Day

A Workshop for

Educational Office Professionals

April 26-28, 2012

Hosted By:

Kansas Association of Educational

Office Professionals

(KAEOP)

Register online by going to: <http://events.ksde.org/Default.aspx?tabid=698>

Calling All Educational Office Professionals

The members of the Kansas Association of Educational Office Professionals (KAEOP) are excited to invite you to "Head to the Heartland" in Olathe, Kansas! You will be joined by educational office professionals from all six states of Central Area: Kansas, Iowa, Missouri, Indiana, Nebraska, and Illinois.

We invite you to embrace this opportunity to grow professionally through a series of fun and educational workshops. You will have a chance to hone your professional skills and network with peers. Join us in Olathe to catch up with old friends, create new friendships and develop some great memories.

Hotel and Reservation Information

We hope you'll choose to spend a night or maybe two with us at the *newly remodeled* Holiday Inn located in Olathe Kansas.

- Room Rate: \$75/night for 1-4 persons (Includes breakfast)
- Hotel Address: 101 West 151st Street, Olathe KS 66061
- Hotel Phone: 913-829-4000 (Phone registration code: **CAPDD**)
- Online Reservations: www.holidayinn.com/olatheks (Online reservation code is: **AOP**)
- Deadline: **Register by March 25, 2012** to guarantee conference room rate

Conference Hints and Tips

- Conference Attire:
 - Thursday: Casual
 - Friday: Business
 - Saturday: Business Casual
- Bring a sweater or jacket for your comfort. Room temperatures in meeting rooms fluctuate.
- Business cards are a great way to share your contact information with new friends.
- Address labels are great to put on raffle tickets!!
- Friday morning activities will begin promptly at 7:45 a.m.
- Certificates of attendance for Friday will be given out **after** the "Retiring of the Colors."
- All events on Friday will be in Ballroom A with the exception of the KAEOP Installation Banquet which will be in Ballroom B.

Registration Deadline: **Friday, April 13, 2012**

Head to the Heartland Schedule of Events

Thursday, April 26, 2012

- 1:00 - 2:30 p.m. KAEOP Executive Board Meeting, Ballroom A
 - 3:00 - 5:00 p.m. Leadership Meeting (State Presidents/President-Elects), Ballroom A
 - 12:00 - 7:00 p.m. Registration
Dinner is on your own
 - 7:00 - 8:30 p.m. Open House, Ballroom A
- Conference Attire—Casual**

Friday, April 27, 2012

- 7:00 - 7:45 a.m. Registration
 - 7:45 - 8:00 a.m. Welcome and Flag Ceremony, Ballroom A
 - 8:00 - 10:00 a.m. "Are We Really Communicating?", Ballroom A
 - 10:00 - 10:15 a.m. Break
 - 10:15 - 11:15 a.m. "Stress Management for Superwoman!", Ballroom A
 - 11:30 - 12:30 p.m. Lunch: Central Area Communications and Connections Business Meeting, Ballroom B (**Attendance required for PSP points**)
 - 12:45 - 2:45 p.m. "Help Your Supervisor Help You!", Ballroom A
 - 2:45 - 3:00 p.m. Break
 - 3:00 - 4:30 p.m. The Phoenix—Rising Again!, Ballroom A
 - 4:30 - 5:00 p.m. Winding Down, Wrapping Up, Moving Forward!
Certificates of attendance will be distributed following the "Retiring of the Colors"
 - 5:00 - 5:30 p.m. KAEOP Installation Practice, Ballroom B
 - 7:00 - 8:30 p.m. KAEOP Installation Banquet, Ballroom B (Optional)
- Conference Attire—Business**

Saturday, April 28, 2012

- 8:00 - 10:00 a.m. KAEOP General Business Meeting
- Conference Attire—Business Casual**

Thursday Evening: Open House

Back to the Good Ole Days!

For those too young to remember and those not too young to remember, join us for a stroll down memory lane. Back to a time before iPod's, cell phones and Facebook. Back to a time when going to Slumber Parties meant wearing Baby Doll pajamas, listening to 45's and LP's, crazy pillow fights and even crazier hair styles. Or maybe going on snipe hunts, looking at SEVENTEEN magazine, wanting to be like Annette, loving Troy Donahue, playing "board" games, and most important **TALKING ABOUT BOYS!!!**

We dare you to join us for some extra special memories as we relive some of the fun of yester-year. For one evening travel back in time with us.....grab your most comfy pair of pj's or sweats, your favorite pillow and if you have it, a favorite 45 or LP. Come relax with a soda, popcorn, and good friends. We guarantee this will be a night where the young and the not so young will have a chance to tell a story or two, listen, sing and dance to the music that make our kids roll their eyes! And if you take our dare, we guarantee a night of laughter, new friends and memories. Come on.....**We double dog dare ya!!!**

Friendship Gifts

Staying with our theme of the "good ole days".....at past Central Area events we used to exchange a simple friendship gift with those attending the Thursday night event. This was a way to meet someone new. If you'd like to participate, bring a small inexpensive gift and include your business card or contact information for your new friend. We will exchange them at the Slumber Party on Thursday night!

Retirees and Guest Tours

The KAEOP retirees have some exciting activities in store for attending Central Area retirees or guests. The first stop Friday morning will be the Mahaffie Stagecoach Stop and Farm in Olathe where you will discover what life was like on the Kansas frontier at the only working stagecoach left on the Santa Fe Trail. There is a \$3.00 fee for this tour. Retirees will leave from the hotel lobby at 8:30 a.m. Friday morning and return to the hotel for lunch.

Stop Two will take you to the Stone Pillar Vineyard and Winery. This stop will include a tour and talk on the winery and include wine samples! Depart from the hotel at 12:30 p.m. and return by 3:00 p.m. to attend the last session of the day. Transportation will be provided for both activities.

If you are a recently retired office professional or if you have any questions, please contact Judy Shepard at 620-254-4927 or shepard.judy@gmail.com

Fundraising Fun

This year we have a ton of opportunities for you to help with fundraising and get a lot of bang for your buck! We will be hosting a potpourri of activities throughout the conference that will give you an opportunity to win Baskets of Goodies, Premier Jewelry, silent auction items and cold hard cash!

NAEOP Area Competition

The **Southwest Area** has issued a challenge to all other "areas" of our national association. The challenge is to see which "AREA" can collect the most "change"....which loosely translates to money! If our area raises the largest amount, we get to split the total **of ALL monies collected**. Central Area will get 50% and 50% will go to 2012 NAEOP conference expenses.

We are not picky with this collection. We are happy to accept your change, your dollars and your checks! You can donate anytime and as often as you want! Clean out your car, check under your sofa cushion and shake out the pockets when you do laundry!!! Gather up those coins and look for the Central Area Piggy Bank at the conference!

(Wouldn't it be cool if Central Area won this competition? Especially with the 2012-13 National President being a member of Nebraska AND Central Area!)

A Special Donation

This year we are going to donate school supplies to an elementary school. Bring any school supplies of your choice. For every "**different**" item you donate, you will get to fill out a card with your name. At the end of the day, we will draw a card and donate the supplies to a school of the winner's choice in their state.

Program

Are We Really Communicating?

Communication is the basis for getting along with other people, and everything we do involves communication. When we work in environments where conflict does occur, it is important to communicate effectively. Effective communication extends the concept that transmitted content is received and understood by someone in the way it was intended. The goals of effective communication include creating a common perception, changing behaviors and acquiring information. This two hour class covers why good communication skills are essential, what effective communication is, and tips for both sending and receiving clear messages.

Stress Management for Superwoman!

Stress management is an important topic to discuss since it affects our bodies and minds. Stress comes in many forms, and affects us all differently. Effective stress management includes learning how to manage stress by changing the way you respond to stress, making time for relaxation, and learning healthier coping strategies. This one hour class covers how stress affects us and ten essential tips to reduce the negative effects of stress in our lives.

Help Your Supervisor Help You!

Help your supervisor help you by “managing up!” “Managing up” is the process of consciously working with your supervisor to obtain the best possible results for your organization, your supervisor and you! “Managing up” focuses on improving your interactions with your boss for the benefit of the entire team. This two hour class reviews ten steps that you can take to increase understanding and cooperation between you and your supervisor. It will help you get more involved, contribute positive ideas, and be recognized for personal success in the workplace.

About the presenter:

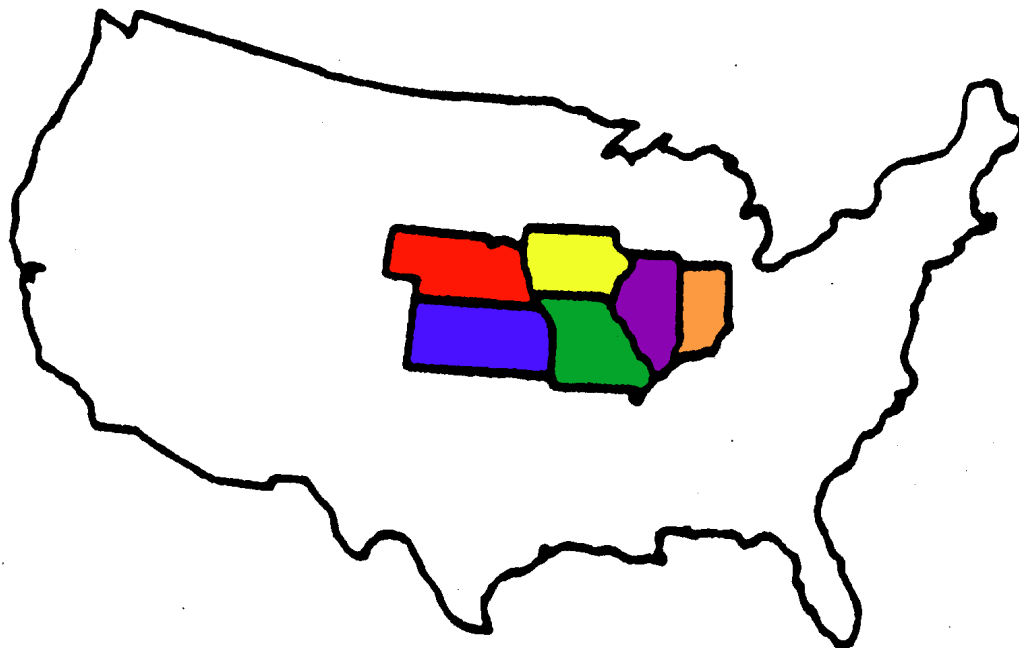
Cindy Johnson has a bachelor’s degree in food and resource economics from the University of Massachusetts. She worked in college meal programs, catering operations, conferencing, and child care before moving into school food service. Cindy has served as an assistant food service director at Springfield School District in Springfield, Missouri., director at Center School District in Kansas City and nine years as food service director at Eudora School District in Eudora, Kansas. During her employment at Eudora School District Cindy was also a Kansas State Department of Education cadre trainer. Since November 2010 Cindy has been employed by KSDE as the training coordinator for Child Nutrition and Wellness.

Program continued...

The Phoenix—Rising Again!

The myth of the Phoenix, a mythical Arabian bird that lives for centuries, dies and rises from its own ashes. Is it possible for institutions, associations or even individuals to rise where they have fallen? In this session, we are going to use the fabulous think tank of the Central Area membership ---*each of you*---and ask that question of ourselves and our associations. Together we will start to put together an action plan of change and opportunity that will help us rebuild! Our goal will be to develop an action plan for Central Area----**CAAP!** Through this process we will also identify ways to strengthen our local and state associations.

Wait a minute....am I hearing the infamous **WIIFM** question? Are you asking..... "**What's In It For Me?**" How does this help you be a better educational office professional or a better person? In this fast paced, interactive session, we will give you tools to help you strengthen your foundation and grow as office professionals and as individuals.



Conference Planning Committee:

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