

Administrative Professionals Day

Wednesday, April 25, 2018
Bismarck State College



BISMARCK
STATE COLLEGE
Continuing Education

8:00 - 9:00 am	Registration/Coffee	NECE 4th Floor Foyer
	Welcome	
9:00 am	<i>Master of Ceremonies - Retha Mattern National Energy Center of Excellence, Bismarck State College</i>	Bavendick Stateroom
	How to Live Your Passion...Every Day!	
9:15 am	<i>(keynote) Stephanie Goetz, Goetz Communication</i>	Bavendick Stateroom
10:30 am	Break	
10:45 am - 12:00 pm	Breakout Sessions	
	Foundations of Investing	
	<i>Jordan Nygaard, Edward Jones Investments</i>	Room 431
	Better Choices, Better Health	
	<i>Linae Bieber, Sanford Health</i>	Room 433
12:00 pm - 12:45 pm	Lunch (<i>provided</i>)	Bavendick Stateroom
12:45 pm - 2:00 pm	Breakout Sessions	
	Word to Your Brother! (How to Work with the Media)	
	<i>Amy Jo Johnson, iHeart Media</i>	Room 431
	Life Realignment: Life Changes	
	<i>Linae Bieber, Sanford Health</i>	Room 433
2:15 pm - 3:30 pm	Breakout Sessions	
	Get Fit Where You Sit	
	<i>Brenda Stone, Yoga for You</i>	Room 431
	Email Matters	
	<i>Debbie Mantz, Bismarck State College</i>	Room 433
3:45 pm	Closing/Event Adjourns	Bavendick Stateroom

Better Choices, Better Health

Better Choices, Better Health is an evidence-based program for people with chronic health conditions offered free of cost in Bismarck/Mandan. Learn about the common challenges of living with one or more chronic conditions, tools for better self-management and trend in care for people with chronic conditions. Participants will try out several of the tools presented in Better Choices, Better Health!



Linae Bieber
Sanford Health

Life Realignment: Life Changes

While the only constant in life is change, most people experience stress when things change in their lives. Transitions come in the form of job change, relationship shifts, changes in health, loss of loved ones, financial hardship...to name a few. Learning to cope well with transitions is a helpful skill, but not something we learn in school. We will walk through a process to identify change, moments of opportunity and challenge, try out tools for self-exploration and map out paths to successful transitions that align with core values, coping skills and bring out desired transformations!

Linae Bieber is a life-long teacher and a life-long learner. Linae has a BS from the University of Minnesota, and a post-bac certificate in Sculpture from MCAD (Minneapolis College of Art & Design). She has also studied dance at Minneapolis' Jawaahir Dance Company and created original dance costumes for troupe members. She has attended belly dance conferences locally and internationally, presenting and learning ethnic dance. In addition, She is currently working on her Masters in Human Development, with an emphasis on creativity, technology, and social change.



Amy Jo Johnson
Big Rig/Mojo

Word to Your Brother (How to Work with the Media)

Working with the media can make or break your business. Do you know how to do it and succeed? In this class, you will learn how to effectively work with the media. Whether it's getting out your important company news or fundraising information out to the general public, this class will help you do it in an effective manner.

As Amy Jo explains it, she was hired by God August 2nd of 2012 to serve as CEO to Carly Anne Olsen. Because of the passion she has for her job and for her many blessings, she has since made that job her full-time profession. Prior to becoming Carly's mommy, Amy Jo was employed with the Credit Union Association of the Dakotas as the Director of Learning; educating communities about credit unions, training credit union professionals and planning statewide conferences.

Today Amy Jo continues to work early mornings as a radio personality with Sid Hardt on The Big Rig at 105.9 fm. Amy Jo Johnson has an extensive background in volunteering which has led her to win many local and state awards as well as a national award in 2009.



Debbie Mantz
Bismarck State
College

Email Matters

Email matters to everyone everyday. From tips and tricks to make the most out of your email to simple ways to control the massive amount of messages coming into your inbox everyday will all be covered. Take control of your inbox before it takes control of you!

An expert in computer software, trainer Debbie Mantz provides companies and employees learning experiences for business success. She has held her current position as Computer Trainer at Bismarck State College for over 15 years. Debbie has both developed and customized curriculum in order to meet each client's needs. Debbie holds a Bachelor of Science Degree from the University of Mary in Business Administration with a minor in Computer Information Services. Debbie has completed the instructor training for the Cisco Networking Academy and is a Cisco Certified Networking Associate. Debbie is also a Microsoft Office Specialist (MOS) certified in MS Word, MS Excel, MS PowerPoint, MS Access and MS Outlook

Foundations of Investing

Are you interested in starting your own journey into investing, but aren't sure where to start? It doesn't have to be complicated, as long as you follow a few tips and strategies. We will cover rules for investing, and you will learn how to develop the right strategy, how to choose quality investments and what to invest in for the long term. It's time to put your hard earned income to work for you!

Board's Fitness Standards for Candidates and Registrants, agree to abide by the CFP Board's Code of Ethics and Professional Responsibility and comply with the Financial Planning Practice Standards.

As an Edward Jones financial advisor, Jordan believes it's important to invest my time to understand what you're working toward before you invest your money. Working with you, he can help determine the most appropriate financial strategy for you and your family. Jordan can also help with your retirement savings strategy so you have more options when you retire, regardless of what you decide to do.

Outside of work, Jordan enjoys biking and spending time outside with family.



Jordan Nygaard CFP®
Edward Jones
Investments

In 2010, Jordan became a financial advisor, after studying banking and financial economics at the University of North Dakota. In 2015, he completed the extensive process and exam to become a Certified Financial Planner.

The Certified Financial Planner Board of Standards Inc. awards CFP® certification to individuals who meet the board's requirements for professionalism in financial services. To gain certification, a financial advisor must pass the CFP® Certification Examination and the CFP

Brenda has a Bachelor of Science Degree in Management from the University of Mary with a Human Resources Certification from Dickinson State University. She has an extensive background in sales and marketing and has been an advocate for the Bismarck/Mandan community with her volunteer work supporting a number of local organizations. She owned and operated an art and framing gallery and an at home pet sitting business, and now owns Yoga for You.

Brenda has been practicing yoga since 2000, and has been an instructor since 2008. She is a registered yoga trainer through YogaFit and has owned Yoga for You since July 1, 2011. Since that time she has increased the number of students and class offerings in response to the Yoga for You members desire to develop their skills and learn new strategies in their practice of yoga. Brenda offers beginning yoga classes through the Bismarck State College Enrichment Program. Yoga for You is committed to helping people gain confidence and an awareness of their physical form for a healthier future. In her spare time Brenda enjoys sailing, traveling, the outdoors, and time with her family and friends.

Get Fit Where You Sit

Stuck at the office? You don't have to give up on your workout. In fact, you don't even have to leave your desk! In a few minutes, you can fit in a total body work out. From squats to leg extensions and stretching, your chair is the perfect tool to perfect your workout! This is a great work out for all ages and fitness levels.



Brenda Stone
Yoga for You



How to Live Your Passion...Every Day!

Many people dream of doing what they're really passionate about full-time – or incorporating it into their everyday life – but few people do. How do you discover your passion and make time for it? How do you take your passion and curiosity and make it into a lasting career or part of your everyday life? And how do you make a lasting difference in this world that becomes bigger than your individual efforts?

Stephanie Goetz will inspire you with her story of how she conceived, built, and is growing her passion of helping and empowering others through taking the steps of starting her own business to empower people. She teaches valuable lessons to executives, leaders and founders as she brings you through her own journey of navigating as a founder, to empowering great people around her to take her business & philanthropic work to new heights.

She will also teach you how to make a difference in the world through using this passion to help others. She will touch you deeply with her story, make you smile at her youthful naiveté (believing she could do anything) and the wonderful challenges that come with launching a business or philanthropic effort. She will also talk about the lessons learned from building something meaningful that will help you get started on your own piece of world impact and provide a roadmap for how to build a lasting legacy.



Meet Keynote Stephanie Goetz!

Stephanie Goetz is an award-winning news anchor, executive speaker coach, philanthropist, accomplished speaker, and professional trainer. This Emmy-nominated broadcaster anchored and reported more than 5,000 newscasts at NBC, CBS, and ABC affiliates over 10 years.

She's now a media and communications expert who started the communications firm Goetz Communications. Stephanie brings focused, effective communication, leadership, presence, and speaking expertise to CEO's and executives at Fortune 500 companies, start-ups, top levels in law enforcement, and all walks of life. She's a TEDx speaker whose client list includes Microsoft, T-Mobile, Thomson Reuters, Northwestern Mutual, top architectural firms, and North Dakota's current governor.

Through her trainings, she challenges and empowers her clients to take powerful risks and re-think their perspective to live the life they were meant to. With her stories and experience, Stephanie will inspire you to find and LIVE your passion each day. She will give you the practical resources to tap into and use your unique talents - ultimately giving your life more fulfillment and meaning. It's time to get out of your comfort zone, expand your mind, and have fun in the process!

Don't ask yourself what the *world* needs; ask yourself what makes *you* come alive.

And then go and do that. Because what the world needs is *people* who have come alive.

~Attributed to
Howard Thurman



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