

Registration  
Deadline:

April 24, 2017

Tuition includes  
Continental  
Breakfast and Lunch!

Location:

ATC Clear Springs  
Campus  
310 Technology Drive  
Bartow, FL 33830

For more  
information, please  
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Professional Development Institute

April 2017

## 4th Annual Administrative Professionals Conference

April 27, 2017

**Agenda:**

08:30 a.m. Continental Breakfast

9:00 a.m. Bill Mutz -  
*Keys to Time Management*

10:30 a.m. Break

10:45 a.m. Christine Peters -  
*How Successful People Handle Toxic People*

12:00 p.m. Lunch Break

12:30 p.m. Mary Owens -  
*The Emotionally Intelligent Leader*

2:00 p.m. Closing - Announcements



Kelly Andrews: *Finding Peace in the Midst of Chaos* (2016)

This event is held at:  
Polk State Clear Springs Advanced Technology Center  
310 Technology Drive Bartow, FL 33830

