



# ALASKA ALA

A CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS®

## 9<sup>th</sup> Annual Fall Educational Conference Registration Form

Tuesday, October 18, 2016  
The Lakefront Anchorage  
4800 Spenard Road

### AGENDA

#### Registration, Welcome and Breakfast

7:30 a.m. – 8:30 a.m.

*Redington 1 Ballroom (upstairs)*

#### Educational Sessions

8:30 a.m. – 10:00 a.m.      Beating the Workplace Bully: A Tactical Guide to Taking Charge

10:45 a.m. – 12:15 p.m.    Non-Verbal Communication Skills for Managers

Lynne Curry, Ph.D, SPHR, The Growth Company

*Redington 1 Ballroom (upstairs)*

#### Exhibit Hall

There will be breaks to visit with our Business Partners during both the morning and afternoon educational sessions

*Redington 2 Ballroom (upstairs)*

#### Lunch

12:15 p.m. – 1:45 p.m.

*Redington 2 Ballroom (upstairs)*

#### Educational Sessions

1:45 p.m. – 2:15 p.m.      The Importance of Moving

Stephanie Figarelle NASM C.P.T.

3:00 p.m. – 4:30 p.m.      Achieve Success from Good to Great

Beverly Holmes, MBA, CHAE, CHTP, Associate Professor, Alaska Pacific University

*Redington 1 Ballroom (upstairs)*

#### Closing Reception

4:30 p.m. – 6:30 p.m.

*Redington Ballroom (upstairs)*

### REGISTRATION

Members:    \$100

Non-Members    \$125

Attendee Name: \_\_\_\_\_

Member

Company: \_\_\_\_\_

Non-Member

Send Registration form and payment to:  
Alaska Association of Legal Administrators  
P.O. Box 100031  
Anchorage, AK 99510-0031



# ALASKAALA

A CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS®

## 9<sup>th</sup> Annual Fall Educational Conference

### SPEAKER INFORMATION

Lynne Curry, Ph.D., SPHR, is the President of The Growth Company, Inc., a management consulting, training, human resources and organizational strategy firm. Lynne brings her clients a track record in management and human resources consulting; Board, manager and employee training; and organizational strategy consulting. She has provided over 55,000 consulting projects to more than 3,700 organizations in Alaska, Hawaii, Washington, Oregon, California, Connecticut, Arizona, Washington D.C., Illinois, New York, Arizona, Texas, Japan, Korea, China, Guam and England.

Lynne's first session will address the workplace bully. She recently published a book, *Beating the Workplace Bully: A Tactical Guide to Taking Charge*. She will guide us on how to recognize, fight back and defeat the office bully. Bullies aren't limited to the playground anymore.

Lynne's second session is on Non-Verbal Communication Skills for Managers. She will address how we, as legal administrators (office managers), portray ourselves to staff and attorneys and how important it is to set an example. Our mood sets the mood for the entire office.

Beverly (Dennis) Holmes, MBA, CHAE, CHTP has over 30 years' experience working in business and financial management, specializing in the hospitality industry. After her graduate degree in 1998, she began teaching at Alaska Pacific University as an adjunct professor. In 2007, she became a full-time faculty member in the Business Administration and Management department for graduate and undergraduate programs. The subjects include: Survey of Accounting, Financial Tools for Managers, Strategic Leadership, Organizational Communication, Organizational Development and Organizational Behavior.

Beverly will show us how to Achieve Success from Good to Great. The landmark book from Jim Collins is becoming a workplace must. Based on extensive research, its findings have been applied to organizations of all types. Beverly will introduce us to these findings and teach us how to apply them to our organizations and to our own personal and professional growth.