

Be Our Guest,

Be Our Guest!!

Agenda

9:00-9:30 Registration and Refreshments

9:30-10:30 Exercising Leadership When You're Not in Charge

Kristen O'Shea, O'Shea Strengths Coaching

Your role as an office professional is critical to the success of your office. Everyone has the opportunity to exercise leadership to make Extension programs valued by our customers. Kristen will highlight ways you can exercise leadership to show your strengths along with tips for communication to alleviate concerns of overstepping.

10:45-11:45 Websites with More Photos and Banners

Ariel Whitely-Noll, Shawnee County Horticulture Agent

Lisa Martin, Expanded Food and Nutrition Education Agent

Ariel and Lisa will share the tips they have implemented on the Shawnee County website to include unique rolling banners and more photos.

11:45-12:30 Lunch Catered

12:30-1:30 Polish Your Writing and Grammar to Market Extension

Mary Lou Peter, Extension Communications

Mary Lou will share writing tips for grammar do's and don'ts to help you make the extension message clear.

1:30 Be Our Guest, Be Our Guest

We'd like to show you some of Topeka's retail treasures along the avenue. You'll love the chocolate at Hazel Hill and the 23 flavors of popcorn at Cashmere Popcorn. Moburt's Spices and More has spices by the bulk and Prarie Glass Studio has lots of fun glass giftware, many designs featuring the Kansas Sunflower. Leaping Llamas features Kansas-connected one-of-a-kind art. Hot Spots new to downtown Topeka include The Pennant, The Iron Rail Brewery and the Cyrus Holiday Hotel.