



**Sign up for this new workshop to help you
Move your “just admin” to your A-Team!
Learn how to empower, communicate,
and lead those who support you!**

Who Should Attend?

Join us for an exciting opportunity to grow your administrative assistants and other office personnel to be your organization’s best asset. This workshop designed for executives, managers, supervisors, and small business owners will help you rethink how to organize the admin function and increase your ability to lead.

Our Objectives

- Learn how to analyze what’s not working
- Understand keys to developing your Adminnovate Model
- Identify how your leadership role will change
- Learn how to create exceptional communications and engagement



Tuesday, November 1, 2022

9:15-11:45 a.m.

**Bryant & Stratton College
301 Centre Pointe Drive,
Town Center, Virginia Beach**

Our Agenda

- 9:15-9:30 Welcome, networking**
- 9:30-10:20-First two objectives**
- 10:20-10:30 Break**
- 10:30-11:15 -2nd two objects**
- 11:15-11:45 Wrap up**

Meet Your Presenters



Jamie Vanek made the unexpected career leap from teaching to construction in 2007, and discovered a passion for project management and team leadership. She has worked her way through administrative, operational and leadership roles in the construction industry, managing multimillion dollar projects and teams across the country.

Jamie is President of Etolin Strait Development Group, a general construction contractor, and founder of Adminnovate, a resource for small businesses. Jamie has been featured in *Construction Business Owner*, *Construction Executive*, *ThriveGlobal*, and other digital publications about breaking glass ceilings and leading in a male-dominated industry. She has taken a deep dive into small business experiences, stories, statistics, and strategies to formulate a tactical framework for managing administrative functions.

Jamie is passionate about breaking down barriers and creating opportunities. It’s time to rethink administrative support. By clarifying the admin functions and redefining traditional roles, leaders can leverage the potential in their businesses to grow stronger. This is the passion behind Jamie’s book, *Buried in Business, Find Freedom by Unlocking the Power of Your Admin Team*. Learn more at www.jamievanek.com



Susan Long-Molnar is a leading regional consultant, strategist, trainer and presenter celebrating the firm’s 20th Anniversary.

After an 11-year jaunt in corporate communications management with Sentara, Cox, and USAA, she founded Managing Communications. Susan has served in leadership roles in the region including the Hampton Roads Chamber, Chair for the judging of the Hampton Roads Small Business of the Year Awards and other organizations. In 2021, she was appointed to a three year term on the Virginia Department of Education CTE Advisory Council. Today, her passion is to assist others develop leadership throughout their organizations, as well as supporting education and women leadership initiatives. Susan founded SEVA Women in Leadership Roundtable in February 2021 to assist women in leadership to have a voice and influence in shaping futures. She also plans to have her first book, *Gifting Leadership, for Women who Want to Do More*, published in first quarter 2023.



\$65.00 include continental break plus templates to use with your team! Register by October 30th. Bring 3 from your organization for a discounted total of \$165. If you attend, you may purchase Buried in Business for \$10 on site! For Eventbrite Link or to pay by check contact: susan@managingcommunications 757-513-8633