



Agenda Office Admin Seminar

Date: Monday, November 28, 2022
Place: Jubilee Ballroom – Radisson Hotel Edmonton South

Monday, November 28, 2022

- 8 a.m. Coffee and Registration
- 8:15 a.m. Welcome from the Federation
- 8:30 a.m. Round Table Discussions
- Office Admin Seminar every 6 months
 - Accounts Collections. Strategies on how to get payment etc.
- 9:30 a.m. Ray Purdy, Q & A
Questions Previously Submitted
- Proper Documentation
 - Rules
- 10:15 a.m. Coffee Break
- 10:30 a.m. Gas Alberta Inc.
- 11 a.m. Ed Keef, Key Points on Gas Balancing
- 12 p.m. Lunch
- 12:45 p.m. Danielle Reed – Emotions....You Have to Name it to Tame it!

If we want to live well lives, we have to be willing to look at both the moments that feel amazing and the ones that we'd rather push away and not have to feel. In this session, Danielle will teach you the four key steps to leaning into emotions, seeing them as data instead of good and bad, and finding a way to process the tough stuff so you can get back to living life!

Emotions are key in relationships, in the workplace and in life. We have to name it to tame it!

- 1:45 p.m. Round Table Discussions Continued
- 2:30 p.m. Adjournment