



VFCA Administrative Professionals Retreat



Adapting Your Leadership, Promoting Respect and Civility, and Managing Up in Today's Ever- Changing World

The admin role and profession are constantly evolving. What you mastered yesterday needs to be expanded tomorrow. The VFCA Administrative Professionals 2018 Retreat will provide training and networking to not only ensure you keep your current skills updated, but also showcases new skills to prepare you for tomorrow.

I realize it's hard for administrative professionals to step away from their work. In the midst of juggling schedules, planning meetings, and arranging travel, who has the time or the energy to take a learning break?

After taking just a little time off to attend this year's retreat, I hope you will come away with some great ideas and inspiration that comes with connecting with other like-minded people who face the same challenges that you do each day; and feel more confident in your ability to manage your workload and grow into new responsibilities.

RETREAT SCHEDULE

Friday, October 5
8:30 - Registration
coffee and light breakfast fare

PROMOTING RESPECT AND CIVILITY

Presented by Christina Smith, HR Administrator with Chesterfield Fire and EMS and Dave Tesh, Volunteer Coordinator

9:00 AM - Retreat begins

10:30 AM - morning break

WELCOME TO THE ZOO: ADAPTING YOUR LEADERSHIP

Presented by MaryJo Burchard, PH.D., Learning and Development with the City of Virginia Beach

10:45 AM - Retreat resumes

11:45 - 1:00 PM - Section Meeting and lunch

MANAGING UP

Presented by MaryJo Burchard, PH.D., Learning and Development with the City of Virginia Beach

1:15 PM - Retreat resumes

2:30 PM - afternoon break

5:00 - End of Retreat

PROGRAM OVERVIEW

Promoting Respect and Civility –

Not “just another diversity class”; participants engage in an open discussion based on their personal bias – both at home and in the workplace. Keeping organizational culture and values in mind, this session supports the following learning objectives: (1) Understand, recognize and evaluate unconscious bias (2) Identify the impact of unconscious bias and identify personal bias towards individuals, groups and/or situations (3) Define and identify civility/incivility and the impact to working relationships within career or volunteer Fire and EMS.

Welcome to the Zoo: Adapting Your Leadership –

Have you ever wondered why your coworkers think and respond the way they do? In this mini-training that contains the highlights of “*Adapting Your Leadership Style*,” you’ll learn how to understand and communicate with four basic personality types, using four different animals that represent each one. This training enables people to work more effectively with their team by adjusting their communication and behavioral style to fit the needs of others.

Managing Up –

The reality of today’s workplace is that individual success depends not just on how well you do your job, but on how well your supervisor does theirs. When they’re unable to meet deadlines, accomplish goals, and fulfill expectations, those unmet obligations inevitably become yours, and the communication between you can suffer greatly. ‘Managing Up’ will help you become more in tune with their needs and help them meet daily obligations in turn, benefiting you. Your work life will run smoother, you’ll encounter less conflict, and you’ll make a positive impression on your supervisor, ultimately forging a successful relationship.

VFCA Membership

The APS welcomes administrative professionals from the fire-rescue service and partnering organizations. Annual Section membership is \$40.

Membership provides you with opportunities to receive valuable training, and to network with experienced, dynamic individuals. Members receive *Behind the Scene* section newsletter and the *Commonwealth Chief* magazine. Accidental Death & Dismemberment Insurance is also provided for members.

Registration is available online, www.vfca.us.

Purpose

To provide administrative professionals opportunities for growth and development, thereby increasing our value to the fire service and community.

Mission

The mission of the Administrative Professionals Section (APS) is to:

- *Provide quality assistance to the fire service and our community
- *Maintain a working partnership with administrative professionals
- *Enhance communication and sharing of information through networking and technology
- * Provide opportunities for education and training

Vision

Working together, the Administrative Professionals Section will be an integral and dynamic part of the Virginia Fire Chiefs Association, Inc. (VFCA) and a recognized resource and model for the fire service and the communities we serve.

Great things are happening, and it's a good time to be a part of the VFCA Administrative Professionals Section.

Join us today!



VFCA members pay \$50.00; non-members \$65.00 when you register on or before September 14, 2018.

**Registration after September 14:
VFCA members - \$65.00; non-members \$75.00**

Your registration includes the full day of training sessions, all materials, breakfast, refreshment breaks, and lunch.

Click here to register:

<https://www.eventbrite.com/e/2018-vfca-administrative-professionals-retreat-tickets-48579523663>