



UT Administrative Professionals Summit (APS)

Hilton Downtown Knoxville – 501 W. Church Ave., Knoxville, TN 37902

Tuesday, November 11, 2025		
TIME	SESSION	FACILITATOR(S)
4:00 PM	Check-in table open Reception & game night (optional)	EEOD
7:00 PM	Check-in table closed	EEOD
Wednesday, November 12, 2025		
Session Tracks:	Digital Dexterity Everyday Leadership Operational Excellence Professional Presence Wellness Unlocked	
TIME	SESSION	FACILITATOR(S)
7:30 AM	Check-in, Welcome, & Breakfast	EEOD
8:30 AM	Level Up Your Happiness – Keynote Address	Alexia Georghiou
9:30 AM	Break	
9:50 AM	A Practical Introduction to Using AI as Your Everyday Digital Assistant	Yunye Shi & Russell Zaretski
	Amplification Strategies that Level up Everyone	Jenna Dulling & Juliette Kesterson
	Emotional Intelligence: The New Superpower for Career Growth	Gabrielle Marshall
	Add CAP to My Signature, Please!	Trudi Neubeck, MS, CAP PM
	Me, My Mind, & Mondays	Clay Kyle & Marcia Lane
10:50 AM	Break	
11:10 AM	The AI Whisperer: Mastering the Art of the Prompt	Steve Chastain
	The Secret Sauce: How Support Creates Impact	Travis D. Williams
	From Chaos to Clarity	Tammy Sommers & Brittany Williams

TIME	SESSION	FACILITATOR(S)
11:10 AM	How To Get "Unstuck": Ignite Your Next Chapter	LaSaundra Pirtle
	Level Up Your Calm: Resetting Stress at Work	LaVerne Williams & Tiffany Johnson
12:10 PM	Lunch	
1:30 PM	Introduction to AI Magic in Adobe Photoshop	Steve Chastain
	I Can!! (Now what?)	Trudi Neubeck, MS, CAP PM
	Everyday Creativity	Beth O'Neill
	Accountability: Own It, Lead It, Live It	Debbie Long
	Beat the Stress: Office Wellness & Cardio Drumming	Heather Coleman
2:30 PM	Break	
2:50 PM	APS Connect	Jeannie Tennant
4:30 PM	Day 1 Wrap-up	EEOD

Thursday, November 13, 2025

Session Tracks:	Digital Dexterity Everyday Leadership Operational Excellence Professional Presence Wellness Unlocked	
TIME	SESSION	FACILITATOR(S)
7:30 AM	Breakfast & Day 2 Kickoff	EEOD
8:30 AM	Leveling Up with 5 Top Tech Tools	Sasha Hines, Christie Patti, Rachael Stanley, &
	Level Up Your Influence: Building Trust and Impact Through Who You Are	Rebecca Alcorn
	Level Up Your Budgeting	Angel Fields & Anne Hewitt
	Generational Collaboration: Bridging Perspectives, Building Stronger Teams	Porshá Toney
	Recharge! Avoid Burnout, Boost Energy!	Kent Carter, SHRM-SCP
9:30 AM	Break	

TIME	SESSION	FACILITATOR(S)
9:50 AM	APS Connect	Jeannie Tennant
10:50 AM	Break	
11:10 AM	Introduction to AI for Non-Techies	Ken Gilbert
	Conversations that Connect: Building Trust with Humble Inquiry	Kelli Frawley & Malachi Frederick, M.E.d
	From Rattled to Irreplaceable	Trudi Neubeck, MS, CAP PM
	You Have Time for That! The Balanced Blueprint for Admin Pros Who Want to Work Smarter (Without Losing Their Sanity)	Amy Capello
	Enacting a Balanced Approach to Well-Rounded Health	Robert Mullaney
12:10 PM	Lunch & Conference Wrap-up	EEOD