



Fresh Mindset New Results



AdmiNZ

Te Kawarangi

2022 Wellington Conference

Friday 12 August

Saturday 13 August





DAY ONE, MOVENPICK, WELLINGTON

*Fresh Mindset
New Results*

TIME	LOCATION	EVENT/TASK
8:30am	Retreat Room	Registrations Open and Refreshments
9:00am	The Gallery	Welcome/Opening with MC Jehan Casinader
9:15am	The Gallery	The Power of Stories - Jehan Casinader, Journalist & Mental Health Advocate
10:45am	Retreat Room	NETWORKING MORNING TEA
11.15am Workshops	The Gallery	Maximising Productivity in a Remote Working World - Chris Macintosh, Priority Management
	Retreat Room	Creative Problem Solving - Ian Haper, STEM:NZ
	Residence Room	Speaking with Confidence in Difficult Situations - Anna Coleman, The Confidence Company
12:15pm	Forage Restaurant	NETWORKING LUNCH
1:15pm Workshops	The Gallery	Maximising Productivity in a Remote Working World - Chris Macintosh, Priority Management
	Retreat Room	Creative Problem Solving - Ian Haper, STEM:NZ
	Residence Room	Speaking with Confidence in Difficult Situations – Anna Coleman, The Confidence Company
2.15pm		REST STOP AND MOVE TO NEXT WORKSHOP
2.20pm Workshops	The Gallery	Maximising Productivity in a Remote Working World - Chris Macintosh, Priority Management
	Retreat Room	Creative Problem Solving - Ian Haper, STEM:NZ
	Residence Room	Speaking with Confidence in Difficult Situations – Anna Coleman, The Confidence Company
3:20pm	Retreat Room	NETWORKING AFTERNOON TEA
3.40pm	Gallery Room	Mindfulness is not just a Tool, it's a Mindset – Kerene Strochnetter , Mindful at Work
4:30pm	Gallery Room	The Vital Role of Administrators - Executive Panel Discussion
5.15pm	Gallery Room	CLOSE CONFERENCE DAY 1
5:30pm	Forage Bar	Networking Drinks sponsored by Admin Advantage

DAY TWO, MOVENPICK, WELLINGTON

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TIME	LOCATION	EVENT/TASK
8:30am	Retreat Room	Registrations Open and Refreshments
8.55am	The Gallery	Welcome with MC Jehan Casinader
9.00am	The Gallery	From Lawyer to Executive Assistant - My Journey to Career Contentment - Dee Holmes, Executive Assistant, Fieldays
9.30am	The Gallery	Kotahi te Kōhao - Inclusion as a Strategy for the Revitalisation of Te Reo Māori - Ngahiwi Apanui, Chief Executive of The Māori Language Commission
10.30am	Retreat Room	NETWORKING MORNING TEA
11.00am	The Gallery	The Four Tendancies - Responding to Expectations – Kath Cooper, Cooper Coaching
12.00pm	The Gallery	LUNCH & ADMINISTRATIVE PROFESSIONAL AWARD FINALIST SPEECHES
1.00pm	The Gallery	Kicking it Forward - Facilitating Organisational Change as a Tempered Radical - Dr Farah Palmer, Associate Dean Massey Business School
1.45pm	The Gallery	Thoughts, Actions, Results - How to Create the Life you Want – Vicky Evans, Personal & Professional Coach
2.45pm	The Gallery	Believe in Yourself and Become Unstoppable - Panel Discussion
3.30pm	The Gallery	CLOSE CONFERENCE DAY 2
3.35pm	Retreat Room	NETWORKING AFTERNOON TEA



OUR VENUE

Movenpick Wellington, 345 The Terrace, Te Aro, 6011 Wellington.

A five star hotel offering luxury and a first class conference experience.

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AND PACKAGING DESIGN



Gala Dinner

CELEBRATING
50
★ YEARS ★

JOIN US FOR GLITZ & GLAMOUR
AS WE CELEBRATE
50 YEARS OF ADMINZ
AND PRESENT THE
2022 ADMINISTRATIVE
PROFESSIONAL OF THE YEAR AWARD.

