

ADMINISTRATIVE PROFESSIONALS DAY

APRIL 25, 2007

Alumni Hall, Dartmouth College

PROGRAM AGENDA

- 8:30 Reception at the Top of the Hop
9:30 Welcome—Traci Knoblauch Nordberg
9:45 *The Power of Focus*—Cristin Lind
☛ Break ☛
11:00 *LIVING Practically WELL*—Carl Pratt
11:45 Closing—Marilyn Ewing



Traci Knoblauch Nordberg



Cristin Lind



Carl Pratt



Marilyn Ewing

ABOUT THE SPEAKERS

Traci Knoblauch Nordberg, appointed Dartmouth's Chief Human Resources Officer in September, 2005, has a keen interest in the development of staff and of the College as it relates to workforce issues. A graduate of Suffolk University Law School and Ball State University, she focuses on providing innovative solutions to attract, retain, manage, and develop employees.

Cristin Lind helps busy professionals make time and space for their success by becoming more organized and productive. She works with individuals and groups to create work spaces and systems that enhance their work and enrich their lives. She is a member of the National Association of Professional Organizers and the Network for Productivity Excellence. Her Web site is www.clearwaterproductivity.com.

Carl Pratt is the General Manager for the Hanover Inn. Prior to coming to Dartmouth in 2006, he was Managing Director for Canyon Ranch, the nation's leading health resort, in Lenox, Massachusetts. He is a leader in the field of wellness education and recently delivered a series of presentations coordinated by the Dartmouth Staff Partnership.

Marilyn Ewing, Administrative Assistant in the Upperclass Deans' Office, is the current Chair of the Dartmouth Staff Partnership and is one of the coordinators of Dartmouth's Administrative Professionals Day event. She has been with the College since 1999.

Administrative Professionals Day is a national event that annually recognizes the "valuable contributions of office support staff." It originally began in 1952. For more information, visit the International Association of Administrative Professionals on the Web at www.iaap-hq.org.