Administrative Professionals Day
Virtual AI & Wellness Summit

Wednesday, April 23, 2025 | 11:45 a.m. - 1 p.m.

Calling all administrative professionals! Join this Microsoft Teams webinar to celebrate Administrative Professionals Day. This event is **FREE** and open to all.

Generative AI is everywhere, but what is it, where did it come from, and what can you actually do with it? This session will break down Generative AI like ChatGPT, explore how they generate text, and show you how to get better results with smarter prompts. We'll also cover the risks—like bias and misinformation—so you can use Generative AI effectively without falling for its tricks for today's Administrative Professionals.

Agenda:

11:45 a.m. – 12 p.m.
Find Your Peace & Yoga
Kyle Elden-Heyesen, Founder and YACEP
Svalja Whole-Being Yoga

12 p.m. – 1 p.m.
Generative AI 101
Emily Laird, AI Integration Technologist
University of Wisconsin-Stout

To register, visit
bit.ly/adminprofessionals2025

Sponsored by the Administrative Coordinator program to recognize Administrative Professionals Day 2025.

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