

NAEOP VIRTUAL SUMMIT

# Spring Edition: Skills for the 21st Century

REGISTRATION IS \$100 - MEMBERS WILL RECEIVE A \$50 DISCOUNT



▶ **6 Hours of In-Service**

12:00 PM TO 3:30 PM EDT

**February 21 & 23 2023**





## RIK BARRERA

*Tuesday, February 21, 2023 - 12:00 pm – 1:30 pm, EDT*  
*Thursday, February 23, 2023 - 12:00 pm – 1:30 pm, EDT*

Rik Barrera is the Associate Dean of Operations, Inclusion and Chief of Staff (CoS) of the University of Nebraska–Lincoln College of Business. He oversees all business operations, financial reporting, budget preparation, human resources, facility management, IT operations, staff development, as well as the Communications, Marketing and External Relations unit. As the college Diversity & Inclusion Officer he oversees all planning and initiatives around D&I for the college.

Barrera joined the University of Nebraska-Lincoln in 1994 as a US Army officer and chair of the Military Science Department. Following retirement from the U.S. Army as a Lieutenant Colonel in 1998, he took the position of Business Manager of the Beadle Business Center at Nebraska where he introduced Strengths Based Leadership to the organization. Barrera joined the College of Business in October of 2011 where he has continued his work in Strengths Based Leadership in his role in the college as well as in leadership classes he teaches in the UNL Raikes School.

Before coming to Nebraska, he taught leadership, tactics, and military history at the U.S. Army Command & General Staff College, Fort Leavenworth, Kansas. He earned master's degrees in management and human relations from Webster University and a bachelor's degree from the University of Arizona.

### **SESSION 1: HOW TO BE AN INCLUSIVE LEADER**

*As organizations continue to evolve and become more engaged in their communities, the need for inclusive leaders grows rapidly. The need to attract and retain top talent makes inclusive leadership of great importance to all organizations. In this training session we will address topics like: Why Be an Inclusive Leader?; The Inclusive Leader Continuum; The Diversity and Inclusion Iceberg; What Can We Do?.*

### **SESSION 2: ACCEPTING CHANGE**

*Like it or not, change is an integral part of today's business climate. Those employees who embrace and initiate change will thrive, while those who complain and fear change may be headed for challenging times in the workplace. Employers feel strongly about the need to have employees who are successful change agents for their team and their organization as a whole. In this training session we will address topics like: What Is Change?; What's Wrong With Change?; What's The Key to Change?; How to Embrace the Change; The Positive Side of Change.*



## PAUL CASEY

*Tuesday, February 21, 2023 - 2:00 pm – 3:30 pm, EDT*  
*Thursday, February 23, 2023 - 2:00 pm – 3:30 pm, EDT*

Originally from Chicago, Paul has now been a professional speaker for over 25 years (giving almost 300 presentations in the past 4 years), and he is one of the leading authorities in leadership and personal growth—especially time management—helping people take back their calendars and restore sanity to their lives. He has spoken for organizations like McDonalds, Subway, Lamb Weston, Northwest Public Power, and Autozone—and among the 80 leaders he coaches per year, 25 of them lead at Pacific NW National Laboratories. Paul has a Master’s degree in education, and has been an educator/administrator/Chief Operating Officer in 5 non-profit organizations. He has coached leaders for over 3,400 hours and is an ACC-certified coach with the International Coaching Federation, as well as a Master Trainer, and a board member of the National Speakers Association Northwest. He was honored as an Entrepreneur of the Year in the Tri-Cities in 2021.

Through his company, Growing Forward Services, Paul has partnered with his corporate and individual clients to transform their vision, their habits, and their lives. Currently, Paul carries out his mission of sparking breakthrough success by contributing daily inspirational growth messages on local radio, other people’s podcasts, and via social media. Also, he has inspired thousands of individuals and leaders to grow forward through his seminars, team-building off-site retreats, one-to-one self-leadership coaching, and as a keynote speaker. Paul has written 5 books: *The Static Cling Principle* (on habits and mindsets), *Maximizing Every Minute* (on time management), *Leading the Team You’ve Always Wanted*, *Leading with Super-Vision*, and his newest book: *Leading through the Dark Waters of Conflict*. He interviews local leaders in his podcast: *the Tri-Cities Influencer* and national leaders on his podcast: *Grow Forward Today*.

Paul is married to lovely Laura, has two young adult children named after state capitals, owns a new puppy named Gizmo, and has lived in the Tri-Cities, WA, for over 20 years. For fun, he enjoys golfing and hiking—and orange slices—and he reads about 40-50 books per year.

### **SESSIONS 1&2: TIME MANAGEMENT MADE EASIER**

*Paul will share 8 essential habits of being an effective time manager, starting with establishing your top priorities and ending with protecting those priorities with boundaries. He will discuss practical solutions for times of day to keep sacred, ways to limit distractions, and how to stay on track throughout the year.*

# NAEOP Virtual Summit

## Registration Form

Join us for the "Skills for the 21st Century" on February 21 & 23, 2023. This professional development opportunity will consist of 6 hours of in-service, offered in two three-hour sessions.

Registration fee for the Virtual Summit is \$ 100.00. NAEOP members will receive a \$50.00 discount for a final cost of \$50.00 for both days. The sessions will be recorded and extended to registered participants for up to 30 days after the sessions.

A special thank you to the NAEOP Educational Foundation for their financial support for professional development opportunities to our members.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Phone:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ **Email:** \_\_\_\_\_

\$50.00 Member Registration

\$100.00 Non-Member Registration

### PAYMENT METHOD:

Check  AMEX  MasterCard  VISA  Discover

Cardholder's Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Security Code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ / \_\_\_\_\_ Zip: \_\_\_\_\_

*\$5 convenience fee applies for all credit and debit cards.*



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Educational Office Professionals

Questions? **Contact NAEOP**  
**at [staff@naeop.org](mailto:staff@naeop.org) for more**  
**information.**