

people  ready

**Microsoft®**

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technology is the tool\_people are the key



Welcome to the people  ready business.

**Executive Administrative Professionals Summit**

June 22, 2006

**Microsoft®**



### **People-Ready Business**

A People-Ready Business believes people are at the core of driving and achieving key business outcomes. It believes that people are more important than processes, than systems, than outside consultants. The ultimate drivers of success are the people inside the organization. A People-Ready Business recognizes that, and invests in software and tools to harness the power of its people.

### **Productivity**

Microsoft-based solutions help professionals solve some of the biggest challenges they face today: the need to increase productivity, the need to reduce time and costs associated with people adopting new technology, the need to build better relationships with customers, partners, and suppliers; and the need to build and maintain an integrated, scalable IT infrastructure that can keep up with change.

A People-Ready Business believes that if you empower the people inside an organization you empower the organization itself.



You are cordially invited to an extraordinary day designed exclusively for  
**Executive Administrative Professionals**



Microsoft Office: 201 Jones Rd., 6th Fl., Waltham, MA 02451 Date: Thursday, June 22, 2006 Time: 8:00am-4:30pm

#### **Carol Grace Anderson**

*Public Speaker, Author & Consultant  
"Get Fired Up"*

A one-person powerhouse that lives real world challenges everyday...running her own company, taking risks, overcoming obstacles and getting great results. She doesn't sugar-coat the real world, but she'll give you practical ways to get and stay fired up!

Carol's presentation will give you the motivation to reach beyond your goals, take risks to make it happen, and learn how to refuel when life's challenges get in the way. She's bold, she's witty and she's unforgettable. Carol will stop at nothing to get you thinking, laughing, and fired up.



#### **Bonita Armstrong**

*Executive Administrator to the Corporate  
Vice President, North America, Microsoft*

*"How to establish an internal Executive  
Administrative Council"*

Behind every new process, every cost-saving measure, every new inventory control is a person who saw a better, more efficient way to do things. This Real Life Experience of building a team through an executive council for Administrators will enlighten, reinvent, and reinvigorate your role. Come learn how to launch an action plan to reach, risk and refuel yourself and how to create an internal executive administrative council.

#### **Bob Lincavicks**

*Business Productivity Technical  
Specialist, Microsoft*

Collaboration Training: How to get the most of the tools you have today!

The nature of work is changing -- business success, more than ever before, is critically dependent on your ability to seamlessly and instantly connect with customers and partners, gain insights, make decisions and take actions. Microsoft recognizes that you play a critical role in addressing these new demands of the digital workstyle. This interactive tips and tricks training session will cover the essentials of your desktop and how to become more efficient and effective in your daily work. Bob will also take us through a sneak peek at the 2007 Office Release!

Seating is limited. Please register early! RSVP to Andy: [v-anmacp@microsoft.com](mailto:v-anmacp@microsoft.com) or 781-487-6605.