



**Florida Police Chiefs Association**  
Serving Florida's Law Enforcement Since 1952

**CORE I – EXECUTIVE/ADMINISTRATIVE ASSISTANT TRAINING**  
**Embassy Suites Orlando - Lake Buena Vista Resort**  
**May 3 – 5, 2021**

<b><i>Tentative Agenda – Subject to Change</i></b>	
<b>Monday, May 3</b>	
<b>COMMUNICATIONS</b>	
11:30am	Registration – Sign In
11:45am	Welcome – Opening Remarks <i>Amy Mercer, Executive Director</i>
12:00pm-5:00pm	<b>Communications</b> <i>Speaker: Sara Brady, Sara Brady PR</i>
2:10pm-5:00pm	<b>Embracing Job Challenges</b> <i>Speaker: Sara Brady, Sara Brady PR</i>
<b>Tuesday, May 4</b>	
<b>ORGANIZATION SKILLS/ROLE AND RESPONSIBILITIES</b>	
7:45am-8:00am	Sign In
8:00am-12:00pm	<b>Organization Skills</b> <i>Speaker: Michelle Bono, Bono Communications &amp; Marketing LLC</i>
12:00pm-1:30pm	Lunch Provided
1:30pm-5:00pm	<b>Become the Ultimate Assistant</b> <i>Speaker: Michelle Bono, Bono Communications &amp; Marketing LLC</i>
<b>Wednesday, May 5</b>	
<b>EXPECTATIONS</b>	
7:45am-8:00am	Sign In

8:00am-9:30am	<b>Brand You: Bullet Proof Your Career</b> <i>Speaker: Ida Walker, Tampa Police Department</i>
9:30am-10:30am	<b>Secrets to a Successful Boss/Assistant Relationship</b> <i>Speaker: Ida Walker, Tampa Police Department</i>
10:30am-11:30am	<b>Seeing Things from a Chief's Perspective</b> <i>Speaker: To be determined</i>
11:30-12:00pm	Open Forum Discussion
12:00pm	Graduation Class Photo