



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

CORE I – EXECUTIVE/ADMINISTRATIVE ASSISTANT TRAINING
The Villages, Florida
May 22-24, 2023

Monday, May 22	
7:30am-7:45am	Registration – Sign In
7:50am	Welcome – Opening Remarks <i>Amy Mercer, Professional Development Manager</i>
8:00am-Noon	Communications <i>Speaker: Sara Brady, Sara Brady PR</i>
Noon-1:00pm	Lunch Sponsor: TBA
1:00pm-5:00pm	Navigating Social Media <i>Speaker: Mark Economou, Public Information Manager</i> <i>Boca Raton Police Department</i>
5:30pm	Reception Sponsor: TBA
Tuesday, May 23	
7:45am-8:00am	Sign In
8:00am-12:00pm	Managing Time and Priorities Like an Organized Pro <i>Speaker: Michelle Bono, Bono Communications & Marketing LLC</i>
12:00pm-1:00pm	Lunch Sponsor: TBA
1:00pm-5:00pm	Become the Ultimate Assistant <i>Speaker: Michelle Bono, Bono Communications & Marketing LLC</i>
Wednesday, May 24th	
7:45am-8:00am	Sign In

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