



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

<p><b>2023 Executive/Administrative Assistant CORE PLUS Training with an elevated focus on becoming the Ultimate Assistant</b></p> <p><b>Brownwood Hotel and Spa The Villages, Florida</b></p>	
<p><b>Thursday, May 25<sup>th</sup></b></p>	
<p>8:30am – 8:45am</p>	<p><b>Registration</b></p>
<p>9:00am- 5:00pm</p>	<p><b>Training: Power Up and Taking Charge! Assistants as Leaders in the New Workplace</b></p> <p><b>A Full-Day Workshop with Bonnie Low-Kramen</b></p> <p>Bonnie Low-Kramen is one of us. <b>She is a former assistant of 25 years to Oscar winning actress Olympia Dukakis (Moonstruck, Steel Magnolias)</b> and now she trains assistants all over the world. And now she is coming to The Villages to spend the day with us to talk about what is really going on for assistants in today's workplace.</p> <p>This highly interactive day is designed to educate, celebrate, motivate, and inspire action. With emphasis on communication, organization, and mentorship, Bonnie explores realistic ways to fully leverage the role of an assistant in the new workplace of 2023. She knows that when assistants find their voice and the confidence to work as true business partners, the potential for increased productivity and professional growth is limitless. Bonnie's workshops empower assistants to take their careers wherever they want them to go. Let's go there.</p> <p><b>To learn more, visit Bonnie's website.</b> <a href="http://www.bonnielowkramen.com">www.bonnielowkramen.com</a> <b>Bonnie's TEDx Talk: <a href="#">The Real Reasons People Quit</a></b> <b>Bonnie's article for <a href="#">Harvard Business Review</a>, "Is Executive Assistant the Right Career for You?"</b> <b>Bonnie quoted in <a href="#">Forbes</a> about toxic femininity</b> <b>Bonnie quoted in <a href="#">Fast Company</a> about how to spot a bully manager</b></p>

12:00pm- 1:00pm	<b>Lunch</b> <b>Sponsor: TBA</b>
<b>Friday, May 26<sup>th</sup></b>	
9:00am- 11:00am	<b>Training: Panel Discussion with Florida Police Chiefs and Executive Assistants</b>  <b>Facilitated by: <i>Amy Mercer, Professional Development Assistant, Florida Police Chiefs Association</i></b>
11:00 am	<b>Graduation</b>