

Institute for Administrative Assistants

June 2025



Welcome!

Welcome & Introductions
SAIS Community Agreements
What? How? Why?



Welcome & Introductions

Partner chat:

Introduce yourself to someone around you
and share the answer to one question:

What's something you always travel with? Or

What was your first job?



Welcome & Introductions

Table Talk:

What are you most looking forward to over the next two days?

Share with the people at your table.



COMMUNITY AGREEMENTS

1. Engage fully.
2. Take risks.
3. Be mindful of other learners.
4. Take care of yourself.



What? How? Why?

Simon Sinek

1. What do you do?
2. How do you do it?
3. Why do you do it?



Desired outcome for the next two days

Increase your self-awareness - Ted Talk



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