



MARCH
18-20



SAN DIEGO 2019



The **Certified Administrative Professional** credential is a prestigious honor thousands have earned over the last 15 years. Adding the CAP after your name proves to the world not only that you have the knowledge to be great at your job, but also that you are committed to your profession, success, and lifelong learning.

CAPstone 2019 is exclusively for those taking the **CAP** exam in 2019 or those who hold an active CAP and wish to earn a focused specialty certificate.

Join your peers March 18-20, 2019, at the InterContinental San Diego in San Diego, California, for this incredible opportunity. Class size is limited to ensure personalized learning, so register today!

PARTICIPANTS HAVE 4 OPTIONS TO CHOOSE FROM:

Certification Study Bootcamp

- A 2 1/2-day intensive study bootcamp for those planning to take the 2019 CAP exam *

Project Management Specialty Certificate

- An engaging deep dive into project management with the ability to earn a PM specialty +

Technology Applications Specialty Certificate

- A hands-on workshop on various technology platforms and software with an opportunity to earn a TA specialty +

Meeting and Event Planning Specialty Certificate

- An experiential workshop designed to create proficiency in the planning, design, and execution of meetings with an opportunity to earn an MEP specialty +

The Specialty Certificate courses are each worth 25 CAP recertification points!

All tracks run concurrent, so select the one that's right for you. Those who wish to attend must fill out an [interest form](#). Once your information has been received and verified, you will receive the link to register for CAPstone 2019. Space in each track is limited, so register today!

Sending a group of admins from the same company? [Enjoy a corporate discount!](#)

* Attendance or participation in this bootcamp does not guarantee a passing score on the exam, nor does it replace the independent learning necessary for success on the CAP exam. Candidates should utilize multiple preparation methods and tools.

+ Attendance at all sessions and a completed final assessment is mandatory to receive the specialty certificate; participants must hold an active CAP to attend. Final assessments are pass/fail and utilize the tools learned throughout the sessions in a final project or presentation.



CERTIFICATION STUDY BOOTCAMP:

Planning to take the **CAP** exam in 2019? Studying for an exam can be intimidating and overwhelming, especially if you are preparing on your own. Join your fellow test-takers for an online and in-person experience of joint study, learning, and collaboration.

The Certification Study Bootcamp track at CAPstone provides you the opportunity to engage with content experts from all six domains. Participants will be assigned to small group cohorts to maximize custom learning opportunities. Domain stations allow each cohort to visit and focus on one domain at a time, learning highly testable information from the CAP Study Guide and creating space for Q&A. Individually, revisit the domain station or stations you need extra time in.

Participate in pre- and post-conference online group discussions and prep. Be sure to read through the CAP Study Guide (using the hard copy or the SmartBook version) before you arrive to ensure you get the most out of your time at CAPstone 2019. You can purchase these separately or in a bundle at a discount with conference registration. The Practice CAP Exam is included with CAPstone Certification Study Bootcamp registration.

CAP Exam Domains:

- Organizational Communication
- Business Writing and Document Production
- Event and Project Management
- Technology and Information Distribution
- Office and Records Management
- Operational Functions

Over 90% of attendees agree that what they learned at CAPstone has had a positive impact on their efficiency at work.

TECHNOLOGY APPLICATIONS SPECIALTY CERTIFICATE:

The moment you get comfortable with technology, something changes. Today's administrative professional needs to be well versed in various applications and application platforms to stay nimble in an ever-evolving technology world and be effective as a technology influencer in your organization. The Technology Applications Specialty Certificate offers training in a wide variety of software applications and platforms, some with which you work every day, and some that you might find yourself needing to know tomorrow! This 2 1/2-day course is designed to align your business process challenges with the right collection of tools to maximize efficiency and be able to rise to the next challenge or career opportunity.

Monday's focus is the Microsoft suite of tools - beginning with desktop applications like Excel, Outlook, and OneNote, then moving into the Microsoft Cloud tools. Participants will be shown how to integrate Office 365, SharePoint, OneDrive for Business, and new tools like Flow and Planner.

On Tuesday, the focus shifts to cloud-based tools from G-Suite and Adobe Documents to Slack, Trello, Asana, Evernote, IFTTT, Keep, and more. Recent studies show that the average office professional has 10-20 online services available for collaboration and productivity, and third-party tools like Asana can easily integrate into your existing processes.

Review will happen on Wednesday morning and culminate in an assessment project using the tools you've learned.

The TA Specialty Certificate verifies you are up-to-date and ready for not only the current technologies available, but also utilizing those technologies with new ones to function in our virtual world.



TA Specialty Certificate Course Outcomes:

- Build a set of desktop-only tools for project management that can be used no matter your company's security concerns
- Smoothly leverage Office 365, SharePoint, and OneDrive for Business for online collaboration
- Use Microsoft Flow and IFTTT to integrate various Microsoft and non-Microsoft services into useful workflows
- Map the capabilities of various cloud technologies to real-world scenarios
- Create a management infrastructure for any project with Slack, Trello, and Asana
- Quickly share relevant information and insights with decision makers using OneNote, Evernote, and Keep

PROJECT MANAGEMENT SPECIALTY CERTIFICATE:

As an administrative professional, you manage a variety of projects every day. However, do you ever find yourself thinking, "There has to be a better way to do this"? So many times, admins are tasked with managing projects but not given any training or tools to feel confident it is being done efficiently and effectively.

The Project Management Specialty Certificate course instructs you in best practices, tools, and techniques for both planning and executing projects, while specifically targeted to administrative professionals. Learn more about both the technical and people skills required for project management, and complete the course feeling more confident in your project management capabilities.

Monday will cover:

- Project Management Overview
- Project Leadership and Team Building
- Communications, Facilitation, and Problem-Solving Techniques
- Initiating Projects: Creating the Initial Project Charter and Work Breakdown Structure (WBS)
- Developing the Communication Plan
 - Stakeholder Assessment
 - Action, Decisions, and Issues Logs
 - Communication Matrix
 - Change Control Log
 - Status Reports

Tuesday's topics include:

- Conducting Planning Workshops
- Developing the Detailed Project Charter, Detailed WBS, and Conducting Bottom-up Estimates
- Assigning Ownership to Project Deliverables
- Translating the WBS into the Detailed Project Schedule
- Understanding the Critical Path Method (CPM)
- Schedule Compression Techniques
 - Crashing
 - Fast-Tracking

Wednesday will wrap with:

- Risk Management
 - Risk Identification Techniques
 - Risk Response Planning
- Capturing Status
- Course Assessment/Closing Out Projects

Over 91% of attendees agree that utilizing the skills and tools they learned at CAPstone in their day-to-day tasks has increased their confidence.

MEETING AND EVENT PLANNING SPECIALTY CERTIFICATE:

As part of your administrative professional role, you are often asked to plan meetings and events—from board meetings and management retreats to client-facing summits and even executive training programs. And while you find planning these types of programs to be an exciting part of the job, you wish there were a method or process to follow to make the organization of meetings and events more efficient.

Join us for our new 2-1/2 day specialty in meeting and event planning, developed in partnership with industry leader Meeting Professionals International (MPI). Begin with a focus on defining meeting goals and objectives and stakeholder needs before learning how to develop a budget, create a blueprint, manage RFPs, and develop contracts. Then, discover how to manage speakers and content, plan menus, design room sets, arrange transport, and oversee logistics. Finally, discover how to evaluate the success of your meeting or event, communicate success, and improve your meetings over time.

Throughout the course, you will work on a project utilizing your new skills that will culminate in class presentations with your peers. The Meeting and Event Planning (MEP) Specialty Certificate verifies you have the skills necessary to plan meetings and events for your organization that drive value and create successful outcomes for your business.

MEP Specialty Certificate Course Outcomes:

- Identify stakeholders and define SMART goals and objectives for your meetings
- Source venues, vendors, speakers, and content for your events
- Design experiences that deliver value for your organization
- Oversee onsite logistics during the execution of your meeting
- Measure results and demonstrate business value and improve your meeting over time

SCHEDULE: MARCH 17, 2019

1:00 – 5:00pm

On-site Check-in

5:30 – 7:00pm

Connections and Networking Reception

MARCH 18, 2019

8:15am – 4:15pm

All day education (Lunch included in Registration)

MARCH 19, 2019

8:15am – 4:15pm

All day education (Lunch included in Registration)

MARCH 20, 2019

8:15am - 12:15pm

All morning education

LOCATION: INTERCONTINENTAL SAN DIEGO

901 Bayfront Court

San Diego, CA 92101

[Hotel Details](#)

Hotel Rates:

\$209 Single/Double

COST: EARLY BIRD RATE - NOW UNTIL JANUARY 31, 2019:

\$795/Member \$995/Non-member

AFTER JANUARY 31, 2019:

\$895/Member \$1095/Non-member



APPLY TODAY!