

Professional Development Recommendation List

Staff are always encouraged to seek out professional development opportunities that interest them and will benefit them in their role. For those who may be interested in ideas of where to start looking, an introductory list is below. Additional opportunities, trainings, webinars, conferences, and certifications may be available in your functional area and you are encouraged to seek those out as well.

Administrative Professionals Conference

<https://www.asaporg.com/events>

Book Recommendations

<https://leaderassistantbook.com/executive-assistant-and-administrative-assistant-books/>

<https://officedynamics.com/18-books-every-administrative-assistant-and-executive-assistant-should-read/>

Business Skills Development

Adobe Summit: <https://business.adobe.com/summit/adobe-summit.html>

American Marketing Association: <https://www.ama.org/>

Canva Events: <https://www.canva.com/events/>

Leadership Louisville

<https://leadershiplouisville.org/events/calendar-of-events/>

National Associations in Higher Education

American College Personnel Association: <https://myacpa.org>

Bluegrass Chapter PRSA: <https://prsabluegrass.org/>

College Personal Association of Kentucky: <https://ky.myacpa.org/>

MBA Career Services & Employer Alliance: <https://www.mbacsea.org/>

NACADA: The Global Community for Academic Advising: <https://nacada.ksu.edu/>

National Association of Colleges & Employers (NACE): <https://www.nacweb.org/>

National Career Development Association (NCDA): https://www.ncda.org/aws/NCDA/pt/sp/home_page

Professional Associations: <https://www.studentaffairs.com/resources/websites/professional-associations/>

Skills Training

Coursera: <https://www.coursera.org/>

Pryor Learning: <https://www.pryor.com/content-library/>

SkillPath: <https://skillpath.com/virtual/the-conference-for-administrative-professionals>

TrainUp: <https://www.trainup.com/Training-In-Louisville-KY/19>

Udemy Skill Training: <https://www.udemy.com/>

2025 Student Success Summit

[2025 Student Success Summit - Ky. Council on Postsecondary Education](#)