



Lisa Olsen *Biography*

Lisa is the owner of Wingspan, a company dedicated to people and their potential for achievement personally and professionally. Having worked her way to the highest corporate administrative levels over 20 years, she launched her successful speaking, training and consulting business. During her career, as the key administrative liaison between executives and employees, she launched several highly successful development programs designed to boost performance and productivity. She completed management training through Franklin Covey and GRH Management Company.

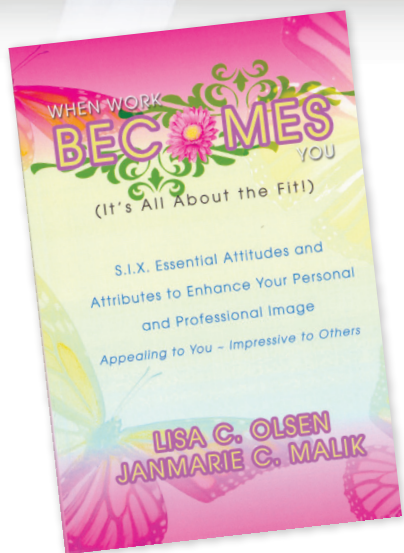
Her focus is simple: There is power in personal potential. She advocates continuous learning and encourages people to expand their potential, take initiative and build relationships – that is the hallmark of success and satisfaction in both personal and professional achievements. She has a passion for bringing out the best in others to increase productivity, connect creativity and enhance potential at all levels. Her enthusiasm is contagious and her speaking style is engaging, educational and motivational.

A business and human resources graduate of Brigham Young University, Lisa is part-time instructor at Shasta College, teaching business communications and office procedures courses. She advises college women on professional image, self-confidence and leadership skills and is involved with the Workplace Success program, coaching adult students returning to the workforce.

A business and human resources graduate of Brigham Young University and Simpson University, Lisa is a part-time instructor at Shasta College, teaching courses on business communications and office procedures. She also advises college women on professional image, self-confidence and leadership skills. She serves as a faculty member for the *Especially for Youth* programs sponsored by Brigham Young University, facilitating workshops for youth on integrity, leadership and personal development.

As a faculty member for the *Especially for Youth* program sponsored by Brigham Young University, Lisa enjoys facilitating dynamic summer workshops for youth on integrity, leadership and personal development. Lisa is a past member of the prestigious Advisory Council for the Administrative Professionals Conference (APC) one of the largest, most successful annual events geared to assistants worldwide and is a frequent contributor to the ASAP website (American Society of Administrative Professionals). She is also a member of the American Society for Training and development and the National Speakers Association.

Her first book, *When Work Becomes You - It's All About the Fit! Six Attitudes and Attributes to Enhance Your Personal and Professional Image*, was published in August, 2007. Her second book, *Widen Your Wingspan, Your Potential for Influence* is due for publication in 2009.



*“When Work Becomes
You – It’s All About the Fit!
Six Attitudes and Attributes
to Enhance Your Personal
and Professional Image”*

Potential for Leadership Influence

- Widen Your Wingspan – Your Potential for Influence and Leadership – It's Up to You!
- The Power of Critical Thinking
- Ethical Dilemmas in the Workplace - Tools to Help You Make the Best Decisions
- Fostering Teamwork in the Workplace – It Starts with You!
- Pitchin Peanuts – Keep Your Eye on the Target! Staying Focused Amidst Chaos!

Potential for Personal Achievement and Success

- Getting Unstuck! 5 Guiding Questions that Release Your Potential
- Hold on Tight to Your Dream!
- Thinking Up – Reaching Higher for Clearer Perspective in Life and Career
- Personal Planning for Today's Successful Woman
- What It Takes To Be Great!
- Stepping Stones or Tombstones! ®

Potential for Professional Image

- The Myths and Mystery of Professionalism®
- Image-in That® The Ins and Outs of Your Professional Image
- Your Credibility Factor - Use it or Lose It!

Lisa Olsen brings a new energy to the workplace. Her insights into what fosters creativity, good energy and a positive attitude help employees work more efficiently, provide better client service—and most importantly—enhance their daily lives. Managers and psychologists alike have studied the science of workplace democracy for years; Lisa Olsen helps put it in practice like no one else in the industry, and has helped us fight off groupthink and low morale. Our clients at Rauzon Media have benefited greatly from her expertise.

R. Rauzon, Rauzon Media

Lisa Olsen is the definition of maturity, class, poise, purpose, wisdom, and concern for others. Her presentations are well thought out, structured and presented in a friendly tone and delivery style that elicits the audience's attention and respect.

Bob Paget, President, Michaels Business Furnishings

Lisa is a dynamic speaker who educates and motivates her audience by sharing her life and professional lessons and experiences. Lisa can train the indispensable skills necessary for someone just entering the administrative profession to the advanced proficiencies for the administrative professional who already has a strong foundation of skills.

Dena Platz, Director of Human Resources, Oakdale Heights Management Company

"I attend about 16 seminars and/or workshops per year, and Lisa is the best presenter I have had the privilege of hearing. She is very knowledgeable, and she knows what it's like to be an administrative professional.

Her enthusiasm is contagious, and she has an amazing knack of connecting with her audience. I highly recommend Lisa Olsen for your next professional event! She is the BEST!

R. Strong, Eastman Chemical Company, Kingsport, TN

"She was a great speaker! She knows her stuff!"

IAAP Conference Attendee, 2007

"Great workshop!! Good energy and group participation – very interactive."

IAAP Conference Attendee, 2007