

AP COMMITTEE

Updates and Announcements

Contents include:

- GVSU AP Awards Nominations now open!
 - AI Navigators: Professional Development Opportunities
-

GVSU AP Awards – Nominations Now Open!

Do you know an Administrative Professional (AP) staff member who deserves recognition for their contributions to Grand Valley State University?

Nominations are now open! Submit a nomination for a hardworking Administrative Professional (AP) colleague for this year's AP Awards, in one of these six categories.

- AP Achievement Award
- Commitment to Diversity Award
- Commitment to Students Award
- Innovation Award
- Outstanding Team Project Award
- Service to Community Award

To learn more and nominate an AP colleague, visit the [AP Awards website](#).

Winners will be honored at the AP Celebration & Awards Luncheon on April 21st from 12-1:30PM.

Upcoming Professional Development Opportunities from AI Navigators



Banish the Bore: How AI Writes Your Agenda (So You Don't Have To) (hybrid)

Cut down on time spent planning for and conducting meetings and events by using AI. This session will give you the tools needed to plan strategic sessions, retreats, and meetings with simplified processes that save your brain space and produce results. Plus, you'll get a creative bonus: a quick introduction to Suno, where you'll learn to generate your own short music clips to use in presentations or as upbeat openers for meetings.

[Learn More or Enroll Via Workday: Banish the Bore, How AI Writes Your Agenda](#)

How to Think, Work, and Prompt AI with Purpose (virtual)

This seminar + lab will incorporate beginner-level knowledge of AI capabilities to support empowered choices and strategies for using AI tools effectively; participants will then have time to practice effective strategies in prompt design to solve a real-world problem they are facing at work. The last half hour will be an optional 30-minute play session with facilitators world problem they're facing at work.

[Learn More or Enroll Via Workday: How to Think, Work, and Prompt AI with Purpose](#)

Write it Right: Practical AI Tips for Professional Communication (virtual)

AI tools can help you communicate smarter, faster, and with greater impact, but only if you know how to use them well. This session explores how to work with AI as a creative partner, not a replacement for your voice. You'll learn how to tailor AI-generated content for different audiences and platforms, recognize when messages lose their human feel, and refine them to sound authentic, clear, and connection-driven.

Learn More or Enroll Via Workday: Write it Right, Practical AI Tips for Professional Com.

2025-2026 AP Committee Priorities from AP Survey Data

Based on participation in the AP Survey administered in June 2025, the AP Committee has developed a list of priorities for focused advocacy efforts. [Please review the summarized survey findings and list of AP Committee priorities](#) for the 2025-2026 year.

Summary of 2025 AP Survey Data: AP Committee Priorities

Browse all past AP Communication documents.

1 Campus Drive

Allendale, MI 49401

Unsubscribe from future emails