ADMINISTRATIVE PROFESSIONAL’S CONFERENCE AGENDA

8:30 – 9:00 AM  Registration and Continental Breakfast

9:00 – 9:10 AM  Welcome
Jeanne McAuliffe, Executive Coordinator, Hospital Council – Northern and Central California

9:10 – 9:40 AM  Bryan Bucklew, CEO, Hospital Council – Northern and Central California
Hear an overview of the state of health care and the Association’s role from the Hospital Council’s new chief executive officer. During this session, you’ll learn:

- Why the Executive Assistant role is so critical to our Association
- Overview of the Association Family
- How the Association helps our hospitals with advocacy issues and works with hospital CEOs

9:40 – 11:30 AM  Seamless Execution of Project Management for Executive Assistants
Rhonda Scharf, CSP, Administrative Trainer, On The Right Track Training and Consulting
EAs are no stranger to juggling multiple projects, priorities, nor bosses. Because this is a natural talent, many executive assistants are running or assisting projects as part of their daily tasks. Through real-life examples, you’ll learn to influence, inform, and manage projects. By looking at project management through the EA lens, you’ll realize how many skills you have that you can instantly use. Take away the fear and replace it with excitement and energy. During this session, you’ll learn:

- What’s involved with project management from the admin perspective
- Understanding the different needs of stakeholders, sponsors, leaders, and clients
- Managing the different phases of project management
- Managing, avoiding, and communicating mission creep
- The key skills of project management: vision, direction, technique, analysis and approach, and what that means to you

11:30 – 12:15 PM  Networking Luncheon

Register online
www.hospitalcouncil.org/administrative-professionals-conference
12:15 – 1:30 PM  The Gym Inside Your Body
Jeremiah Dees, CSCS, Kinesiology Specialist, Integrative Fitness Programs

The nature of executive work can often be an obstacle to maintaining personal health and fitness. Finding regular time to go to the gym gets interrupted by the variable daily priorities inherent to the executive roles in business. Stress stemming from deadlines, problem solving, and long work hours create additional strains on the ability to recover physically and mentally. As the working partners of executives, executive assistants share most of the same challenges maintaining personal health and fitness. To show up every day with a sharp mind, ready to perform, adapt and grow within their professional role requires a viable approach to exercising the body and mind. During this session, you’ll learn:

- Introduction to movement literacy, the skill map and the concept that the gym is inside the body
- Perception details that change your outcomes – Engaging the efforts that get you into the right postures, create inherent balance and keep you nimble
- Lifestyle integration – How to capture full time physical development within the lifestyle you already have
- “Yes you can” – Creating real confidence and fueling the optimistic, growth oriented mindset going forward

1:30 – 3:00 PM  Influence Your Way to Success
Pam Cunningham, Senior Consultant/LEAD Facilitator, Instructional Designer, IRI Consultants

The executive assistant role faces daily challenges that require EA’s to be informal leaders and exert influence at all levels of the organization, especially in the fast-paced, ever-changing world of health care. These challenges can be overwhelming if EAs don’t have a basic knowledge of predictable human behavior and the communication skills to adapt and communicate to influence all types of behavior. During this session, you’ll learn:

- How your behavioral preferences and comfort zone impacts how you communicate with others to influence outcomes
- How your communication style helps and hurts your relationship with others
- How to read others’ communication preferences
- How to adjust your style to stay win-win and influence others to better achieve desired objectives

3:00 – 3:15 PM  Wrap-up and Next Step

Hotel Information & Reservations
Lafayette Park Hotel & Spa, 3287 Mt Diablo Blvd, Lafayette, CA 94549
A special rate of $209 per night (plus, applicable fees and taxes) per single or double occupancy has been arranged for this conference. Your credit card will be charged for one night at the time of your reservation. Hospital Council appreciates the overwhelming response to this event, and we encourage you to reserve early. Our limited room block is for Thursday, October 24 and expires on Tuesday, October 22 or sooner if sold out. All hotel cancellations must be made directly with the hotel and are subject to the hotel’s cancellation policy.

Hotel Reservations:
Call Toll Free: (855) 382-8632
Mention Group Name: Hospital Council