

# healthcare administrative professionals conference

Hosted by  
 **Hospital Council**  
of Northern & Central California

*Sharpen your skills and knowledge while sharing your experience and ideas!*

**You are invited to join us for this, one-day program, all about YOU!**

## At this conference you will:

- Refresh your current skills and master new ones
- Increase your ability to collaborate up, down, and across the organization
- Focus your leadership skills and renew your sense of purpose
- Provide an opportunity to learn from and network with others in similar professions

## Who Should Attend

Hospital Administrative Professionals to include Executive Assistants, Administrative Managers and Coordinators, Office Assistants and Project Coordinators

**When: Friday, October 19, 2018**

**Registration: 8:30 AM**

**Program: 9:30 AM – 3:15 PM**

**Where: Embassy Suites, 100 Capitol Mall, Sacramento**

Registration Fee: \$325

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**See Conference Agenda  
on reverse side**

**Register online at [www.hospitalcouncil.org/Administrative-Professionals-Conference](http://www.hospitalcouncil.org/Administrative-Professionals-Conference)**

## ADMINISTRATIVE PROFESSIONAL'S CONFERENCE AGENDA

**8:30 – 9:30 AM**      **Registration/Continental Breakfast**

**9:30 – 10:00 AM**      **Welcome/Health Care Update**  
**Jeanne McAuliffe, Executive Office Coordinator and**  
**Arthur Sponseller, CEO, Hospital Council of Northern and Central California**

**10:00 – 11:30 AM**      **The Invaluable Assistant**  
**Sandy Geroux, MS, WOWplace International, LLC**



Your competence makes you “indispensable”. Beyond that, there are mindsets, attributes and skill sets that executives prize in their closest support professionals, and that move you from “indispensable” to “invaluable”. Knowing what your leader is looking for by anticipating needs, attending to things they overlook, and acting with the agility and adaptability demanded of executives is as critical to your success as it is to theirs. This program is designed to give you over 30 hard-hitting tips and ideas for serving your executive teams at a higher level as well as tools and templates to help polish your proactive and critical thinking skills.

**11:30 – 12:15 PM**      **Networking Luncheon**

**12:15 – 1:30 PM**      **Apps to Boost Personal & Professional Productivity**  
**Tara Thomas, Co-Founder and Editor, The Meeting Pool**



We are constantly being asked to do more with less. Luckily, technology is advancing in multiple ways to help us get organized and efficient, all while being more communicative, collaborative and connected. The speaker will share a legion of ready-to go apps to help you get rid of manual processes, automate your workflows and see a measurable difference in the way you manage your life and work time.

**1:30 – 3:00 PM**      **Leading Without Rank and Maximizing Your Value**  
**Sandy Geroux, MS, WOWplace International, LLC**



Since the title was invented, Administrative Professionals have been vested with great power and unofficial leadership, frequently asked to serve on and lead various teams and projects at work with responsibilities and deliverables, but often no real organizational authority. Accomplishing those duties requires strong skills and knowledge of informal leadership processes that allow you to lead without formal rank. This interactive program will help you unlock leadership abilities using relationships, feedback and team-building skills. You will learn to:

- Think and act more like a leader by focusing on the benefits versus the tasks performed
- Communicate more assertively and effectively
- Delegate more effectively by recognizing the correct mix of delegation and empowerment
- Bring more credibility and raise the reputation of the entire administrative team

**3:00 – 3:15 PM**      **Wrap-up and Next Steps - All**