



Administrative Professionals Development Series: Pillars of Leadership

Dates:

Course 1: August 9
Course 2: September 5
Course 3: October 3

Location:

Moseley-Salvatori
Conference Center
Good Samaritan Hospital
637 Lucas Ave.
Los Angeles, CA 90017

Huntington Hospital
100 W. California Blvd.
Pasadena, CA 91105

Time:

Registration: 7:30 a.m.
Program: 8 a.m.—noon

Cost:

\$180 per session
\$520 full series
(Group discounts available.)

Contact:

Leticia Salcido, (213) 538-0737
lsalcido@hasc.org

What Sets an Effective Administrative Professional Apart?

How does your role fit into your organization's overall mission?

How do your actions support the quality of patient care that your organization so highly values?

Join us for a leadership skills series designed specifically for the administrative professional. This three-course, half-day learning series will explore how to be more strategic in your daily role and how your leadership position has a larger impact than you may recognize. Using multiple tools, we will strengthen and build upon concepts that you currently use in your professional life.

What Makes This Series Different?

- Each course is customized for your specific needs
- Entirely interactive to create a productive, inspiring experience
- Participants will have the opportunity to join specialized cohorts

COURSE 1: Enhancing Your Leadership Skills

Administrative professionals are vital to the success of the leaders they support. As this role changes, there will continue to be an even greater demand for effective ‘behind the scenes’ leadership. This course focuses on what it takes to lead effectively in your role. As a participant, you will explore ways to develop and demonstrate critical competencies that will further enhance your ability to anticipate and respond to the needs of your organizational leadership while building your own influence in the workplace.

Course objectives:

- Learn about five important areas required to lead effectively
- Develop critical competencies that support your day-to-day practices:
 - ⇒ Strategic thinking
 - ⇒ Business acumen
 - ⇒ Problem solving
 - ⇒ Anticipating needs
 - ⇒ Adaptability
 - ⇒ Communication/conflict management

COURSE 2: Impacting and Navigating Organizational Culture

Administrative professionals sit in a critical role and are a trusted partner. Their actions and decisions directly impact those around them to create a culture of integrity. To contribute to a culture of integrity it is essential to understand individual weaknesses and strengths. When we understand these, we recognize and understand the same in others to assist in navigating the sometimes choppy waters of office politics. Participants will discover their role in helping to contribute and sustain a healthy and cohesive work environment.

Course objectives:

- Understand the active process between self-awareness and self-management
- Learn to create a culture of integrity
- Effectively navigate office politics and raise sensitive issues

COURSE 3: Successful Project Management

Effective administrative professionals must be efficient at the art of project management — learning to utilize tools for success and leveraging the talents of their teams to reach and exceed project goals. Applying project management techniques addressed in this course will allow administrative professionals to more effectively tackle multiple responsibilities, maximize productivity — and ultimately reduce stress!

Course objectives:

- Develop your transactional project management tools (i.e. SharePoint, One Note, Excel, MS Project)
- Strengthen priority management techniques
- Increase stress management and adaptability skills
- Navigate the people side of project management for success



Corinne Sinnigen
Vice President, FutureSense, LLC

FutureSense facilitator Corinne Sinnigen offers insights into organizational change management, project management, professional facilitation and executive coaching.

Sinnigen earned a bachelor's in history from UC Irvine. She also holds certification in training program management and instructional design from Cal State Fullerton, and is a DDI-certified professional facilitator. She began her presenting and training career with Ernst and Young Application Services in Irvine, where she developed and delivered technical and business skill training programs. She previously held a management position with Capgemini Consulting where she oversaw core consulting skill programs across the U.S. and Canada. She also spent 10 years as owner and president of ChangePac, LLC, a consulting firm that provided an array of consulting services for human resources, IT and clinical departments in health care.

Sinnigen is a avid surfer who enjoys riding waves along south Orange County beaches, and takes every opportunity to explore gourmet cooking. She is married, has two adult children, two grandchildren, and resides in Dana Point.

Administrative Professionals Development Series

Breakfast/Registration: 7:30 a.m. • Program: 8 a.m. — noon

5% discount when you register 3-5 attendees from the same organization*

10% discount when you register 6 or more attendees from the same organization*

**Registrants must complete registration at the same time in order to receive volume discounts*

Registration fees include continental breakfast, and course materials. To register online: www.cvent.com/d/0tqv1r/4W

\$520 HASC Hospital Member Full Program (*Enroll me for the entire series*)

\$180 HASC Hospital Member Per Session

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First Name: _____ **Last Name:** _____ **Preferred Name:** _____

Title: _____

Organization: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: (____) _____ **Email (required):** _____

To pay by credit card visit www.cvent.com/d/0tqv1r/4W to complete your registration using our online registration platform.

Payment

Check #: _____ Mail and make check payable to:
HASC, Attn.: Leticia Salcido, 515 S. Figueroa St., Ste. 1300, Los Angeles, CA 90071.

PO #: _____

IMPORTANT REMINDERS

- Registration deadline two weeks before the start of each course.
- Valid payment information must be received with your registration.
- Mail and make check payable to: HASC, Attn: Leticia Salcido, 515 S Figueroa St., Ste. 1300, Los Angeles, CA 90071.
Please note program ID #2175-152-000 on check.
- Fax registration form to (213) 538-0987.
- **HASC will photograph this event.** If you prefer not to be photographed, please email education@hasc.org.

CANCELLATION

- All cancellations must be requested in writing and confirmed by HASC **two weeks before the start of each session**, and will be subject to a \$50 processing fee.
- Cancellations after July 28, 2018, and non-attending registrants will be invoiced for the entire registration fee.
- Substitutions are accepted at any time for this program but will not be processed until full payment has been received. Fees are non-transferrable for other HASC seminars.

SPECIAL NEEDS or QUESTIONS

For ADA assistance or general registration questions, contact Leticia Salcido at (213) 538-0737 or lsalcido@hasc.org.