

2021 Virtual Workshop for Executive Assistants to the C-suite and Board Coordinators

Tuesdays | Oct. 5 – Nov. 2 | 2:30 – 4 p.m.

For the past 11 years, HANYS has brought together hospital and health system executive assistants and board coordinators to provide education and networking opportunities specifically tailored to your needs.

We look forward to you joining us this year!

AGENDA

OCT. 5 | Winning at work and wellness: Less stress, more swagger

ANNIEDI ESSIEN, Chief Executive Officer and Founder, Idem Spark

Faced with a global pandemic, economic downturn and ongoing social justice issues, burnout has become a major issue hindering employee well-being, especially in hospitals. Learn how to embody less stress and more swagger in any line of business. This engaging experience will empower participants with actionable strategies to cultivate their personal well-being and leadership skills so they can thrive, even in uncertain times.

Participants will:

- conduct a self-assessment to identify new coping skills to manage stress with greater confidence;
- understand how to be proactive in preventing burnout at work and home; and
- learn how to set healthy boundaries by applying a holistic wellness framework to enhance your personal well-being.

OCT. 12 | The executive assistant's role in employee engagement and workplace culture

MICHAEL LEVITT, Founder and Chief Burnout Officer, Breakfast Leadership, Inc.

Workplace culture is critical to the success of an organization. Hear from a former healthcare CEO and burnout expert on the best tips for a highly effective executive assistant. This session will help you understand your role in employee engagement and how to work in changing environments.

Participants will learn to:

- identify the various needs of your C-suite and other EAs working in your organization;
- contribute and be a role model of an engaged employee;
- leverage remote and in-person staff in changing work environments;
- recognize burnout in the work environment and how the COVID-19 pandemic impacts culture; and
- work with leaders and colleagues who might be burned out.

OCT. 19 | Project management 201: Beyond the basics

AYANNA T. CASTRO, PMP, CGMP, Founder and Chief Maven, Work Your Package™

This session is intended for senior administrative professionals who complete project management tasks as part of their responsibilities and duties. Using a real-world project, attendees will review the most common project management execution tools such as project tracking, risk monitoring, communication plans, how to address changes and issues and how to harness “intellectual gold” with lessons learned.

Participants will learn:

- the anatomy of a project;
- to use tools to keep projects on track; and
- the evolution of project management.

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OCT. 26 | Success in a diverse workforce

REGINA CLARK, CSP, Chief Learning Officer,
Creative Performance Solutions, LLC

Today's workforce includes five generations with different experiences and expectations. It is culturally diverse, globally aware and some employees work remotely. The internet has made information available to everyone and everyone wants that information immediately.

There are many benefits to working with a diverse workforce. Different people bring alternate perspectives to the workforce, which is crucial to solving problems. Diversity also stimulates creativity and innovative thinking.

Participants will:

- *be introduced to the primary and secondary characteristics of diversity;*
- *understand different types of bias;*
- *explore the five generations in the current workforce;*
- *identify challenges of leading and operating in today's workforce and craft strategies to overcome them; and*
- *identify ways to increase employee engagement, foster teamwork and celebrate success.*

NOV. 2 | Behind the curtain: A best practice sharing discussion

RHONDA SCHARF, CSP, HOF, GSF, President, ON THE RIGHT TRACK –
Training & Consulting, Inc.

Don't you wish you could sit down with other EAs and board coordinators and just get real? Talk about the real issues, talk about what is really happening and get honest answers from others? Now we can.

This session will offer open and honest discussion-based, best practice-sharing. You will have the opportunity to submit your challenge, question or issue confidentially to facilitator Rhonda Scharf in advance of the session. Scharf will share submissions anonymously and everyone will have the opportunity to comment and discuss their own experience with the whole group. Even if you don't want to share your experiences, you will learn from others!

In order to create a safe environment for participants to be vulnerable, honest and helpful, this session will not be recorded. You don't want to miss this opportunity to peer behind the curtain of other EAs and board coordinators who know exactly how to work through the challenges you're facing.

Register now at hanys.org/events!

*One fee covers all five sessions | \$75 per facility**

*Each attendee must register. After the initial paid registrant, additional individuals from the same facility may register as a group or individually at no charge. Each facility within a system will be subject to the \$75 fee.

Questions

About the program: Contact Madison Hubner, associate director, member relations at mhubner@hanys.org or Kristen Phillips, director, trustee education and community health policy at kphillip@hanys.org.

About registration: Contact Registration Support at learning@hanys.org or 518.431.7867.