

2020 VIRTUAL WORKSHOP FOR Executive Assistants to the C-Suite and Board Coordinators

NO FEE FOR THIS YEAR'S EVENT!

For the past **10 years**, HANYS has brought together hospital and health system executive assistants to the c-suite and board coordinators to provide education and networking opportunities specifically tailored to your needs. This year, we are offering four virtual programs to help strengthen your professional skills and adjust to new work environments as New York recovers from the COVID-19 pandemic while preparing for a possible second wave.

REGISTER TODAY AT
hanys.org/education_events/

The Amazing Assistant

Thursday, Sept. 3 | 3 - 4 p.m.

Rhonda Scharf, ON THE RIGHT TRACK – Training & Consulting Inc.
Refine and expand the critical skills that make you better than good, they make you “Amazing.” Come to work because you want to and because you know you make a difference! Achieve satisfaction at the end of the day because you know you excel in what you do – and others know too! Be proud, stand tall and be confident in your ability to be an Amazing Assistant!

Hot Technologies in 2020

Thursday, Sept. 17 | 3 - 4 p.m.

James Spellos, President, Meeting U.

How are you keeping up with the technological advancements that impact your job and career? Do you find that you're barely able to keep pace with the latest developments? This session reviews what's new and trendy in technology in this fun, fast-paced look at what's here for us to use now and what's coming in the near future.



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 HANYS' Healthcare Educational and Research Fund at learning@hanys.org.

Reinvigorating Your Communication: How to Be Efficient and Effective

Thursday, Oct. 1 | 3 - 4 p.m.

Dale G. Klein, MA, Corporate Communication and Speech Specialist, Profitable Speech, LLC. A Sound Investment®

In this one-hour, high-impact and interactive webinar, learn how to reinvigorate your on-the-job communication. By implementing vital business communication techniques, you can achieve better results when interacting at work. Additionally, you'll learn how to be more efficient and effective when you communicate.

Project Management for Administrative Professionals

Thursday, Oct. 15 | 3 - 4 p.m.

Rhonda Scharf

Face it, you didn't study project management, yet you're being asked to run small- to medium-sized projects while you learn on your feet. Save yourself the frustration and mistakes of learning on the go by attending this program designed specifically for administrative professionals running projects. Tie it all to crisis and crises management, and you've got a workshop that you can immediately apply! Work as we know it has changed — how we achieve our goals must change now too.