

2009

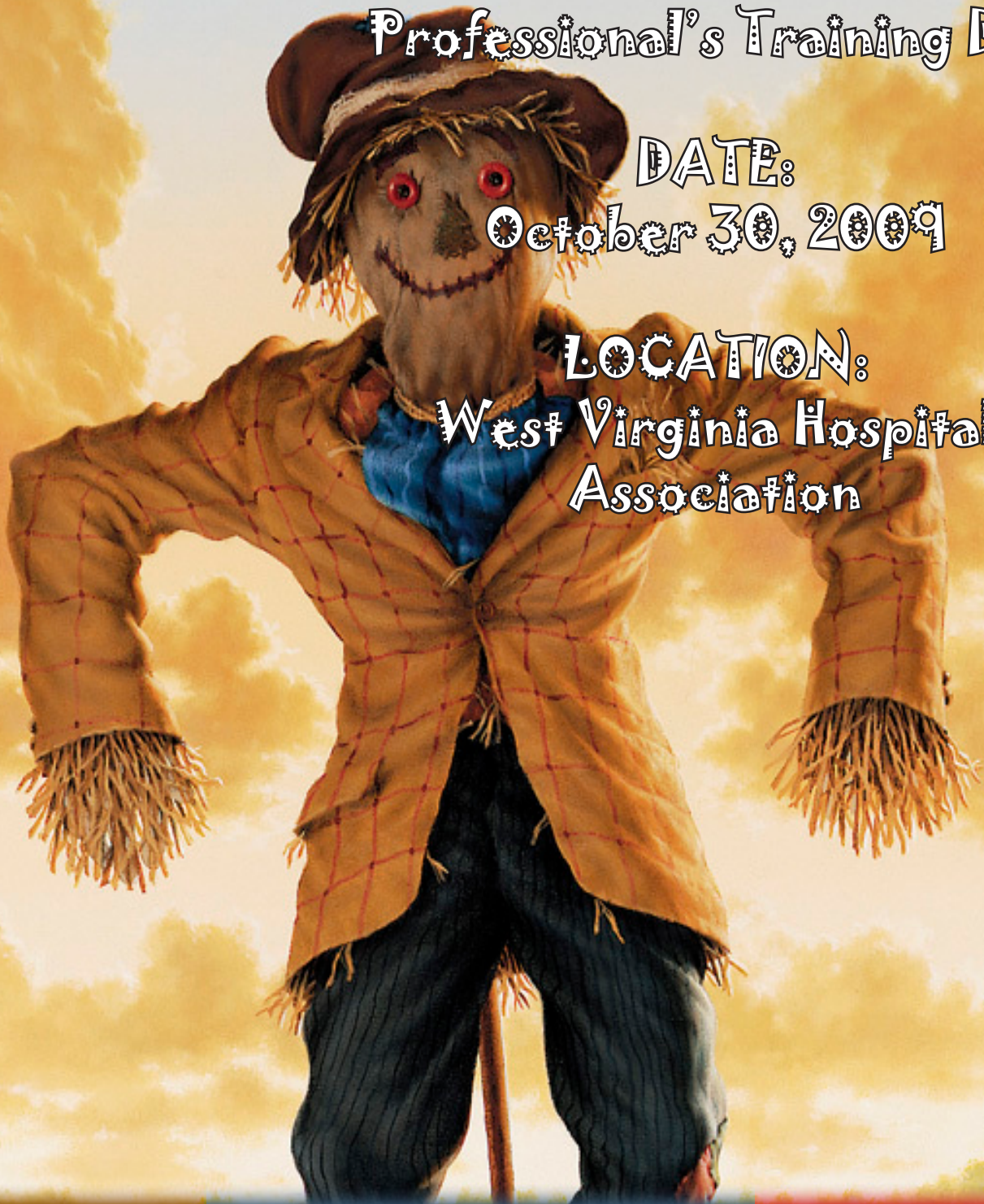
Administrative Professional's Training Day

DATE:

October 30, 2009

LOCATION:

West Virginia Hospital
Association



Presented By:



**The Charleston
Chapter of IAAP**



OVERVIEW

Join your colleagues on October 30, 2009 and register today for the annual Administrative Professional's Training Day sponsored by the West Virginia Hospital Association and the Charleston Chapter of the International Association of Administrative Professionals® (IAAP).

Make sure you register for what has become the training day of choice for today's administrative professional in the healthcare industry in West Virginia. This year's education offerings will once again touch on technology, with *"Outlook...Beyond E-mail"* covering the various other functions of MicroSoft Outlook that can assist in organizing and tracking work, as well as enhancing productivity. The afternoon session is in the forefront of business today, *"Ethics - The Moral Compass to Professional and Personal Success."*

Do not miss this opportunity to sharpen your skills and develop professional relationships with your colleagues through networking opportunities, not only in the healthcare field, but also in other industries.

OBJECTIVES

During this day of training the participant will:

Outlook...Beyond E-mail - Chuck Stout

1. Explore the various functions of MicroSoft Outlook
2. Learn how to use the various functions
3. Discuss how the use of these functions will enhance organization and productivity

Ethics - The Moral Compass to Professional and Personal Success - Tamra Goodall CPS/CAP

1. Explore ethics in the workplace
2. Discuss professional and personal ethics - is there a difference?
3. Discuss and share how to deal with ethical dilemmas
4. Participate in a discussion about ethics and responsibility when using social networking sites

WHO SHOULD ATTEND

Executive Assistants, Executive Secretaries, Administrative Assistants, Office Managers, Office Professionals and support staff from healthcare and other industries.

LOCATION

This program is being held at the WVHA Board Room in Charleston, WV. When traveling either I-77 or I-64, take Exit 99 (State Capitol Exit) and travel Route 114 North (Greenbrier Street). Approximately .05 miles on the left is the entrance to Northgate Business Park. Travel to the top of the first incline, and turn left onto Association Drive. The office is located in the upper level of the Greenway Building (back side of building).



PRESENTERS

Chuck Stout

IT Manager, West Virginia Hospital Association

Chuck Stout is a nurse that has made his career in information technology. How do the two professional relate, you might ask. It is a good fit when you think about it. He thinks with the nursing process mentality, making him good at thinking in linear technical ways. He has the compassion it takes to be a nurse. What an outstanding combination when you need technical assistance. Does your IT person give you funny looks when you ask for assistance? This one doesn't!

Chuck has 19 years of experience in healthcare management with progressive leadership responsibilities. He became interested in informational technology as the field grew and integrated into the healthcare workplace. He has a Bachelor's Degree in Nursing from West Virginia University, and a Master's Degree in Business from the University of Charleston.

Tamra Goodall CPS/CAP

Coordinator of Educational Services, West Virginia Hospital Association

International Vice President, International Association of Administrative Professionals® (IAAP)

In the session Tamra will share the basics of ethics, based on well-known ethics experts, as well as challenge and engage the participants to explore their ethical moral compass, and how their actions affect both their professional and personal success.

Tamra has been an administrative professional for over 25 years working in the legal, engineering, State government, and healthcare industries. She is a member of IAAP and is currently serving on the International Board of Directors for the association in the office of Vice President. Tamra previously served three years as the International Southeast District Director, whose area of responsibility encompassed 11 states, including Puerto Rico and the Virgin Islands.

TENTATIVE AGENDA

9:00 am - 9:15 am	Registration
9:15 am - 9:30 am	Welcome
9:30 am - 11:30 pm	<i>Outlook...Beyond E-mail</i> Presented by Chuck Stout
11:30 am - 12:30 pm	LUNCH (provided)
12:30 pm - 2:30 pm	<i>Ethics - The Moral Compass to Professional and Personal Success</i> Presented by Tamra Goodall CPS/CAP
2:30 pm - 3:00 pm	Wrap Up

CEU INFORMATION

An application has been submitted for Continuing Education Units (CEU) through the International Association of Administrative Professionals® (IAAP).



2009 WVHA Administrative Professional's Training Day

October 30, 2009

9:00 am - 3:00 pm

WVHA Boardroom

REGISTRATION FORM

(duplicate as needed - Please print or type clearly)

NAME _____

TITLE _____

FACILITY/EMPLOYER _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

E-MAIL _____

Please provide an e-mail address to receive meeting updates and information

Registration Fee Per Person

\$50

TOTAL \$ _____

To register for this program, please complete the form above and return with payment to:

Tamra Goodall CPS/CAP

100 Association Drive

Charleston, WV 25311

Make all checks payable to HEF.

You may also fax your registrations to 304-353-9755 or E-mail to tgoodall@wvha.org. All fax and E-mail registrations must be accompanied by a credit card payment.

CANCELLATION POLICY

All cancellations are subject to a \$25 non-refundable processing fee. There will be no refunds on or after October 23, 2009, but substitutions are permitted.

HEF has the right to change presenters for this program. Also, HEF, reserves the right to postpone or cancel this program for which registrants will be fully refunded. If you register late, please contact HEF at 304-344-9744 prior to the program to confirm your reservation