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AdminLeadership

Online Series

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\$49 – **Single Connection**
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Texas Healthcare Trustees understands that administrative support plays a vital role in the success of your organization's day-to-day and governance operations. Join THT and your peers across the state for our inaugural **AdminLeadership Online Series**, a 2-part live educational module designed specifically for administrative professionals. Participants will be empowered with tips from dynamic guest speakers to learn and share best practices in productivity and people management.

Visit www.tht.org/adminleadership to learn more and register.



Part 1: Say What? Understanding How Others Communicate So You Can Better Connect

Tuesday, September 22, 2020 | Noon – 1:00 p.m. CT

Faculty: Bridgett McGowen, Award Winning International Speaker

You've all heard "communication is key." In this interactive session, you will walk away knowing the most important thing to remember – no matter what you say or to whom you say it.

Participants will:

- Discover why humans communicate and behave the way we do;
- Learn their personal communication styles and the communication styles of others; and
- Understand how to consistently communicate in a way that connects with others.



Part 2: Productivity Super Power: How to Manage Time-Stealing Interruptions

Thursday, October 15, 2020 | Noon – 1:00 p.m. CT

Faculty: Helene Segura, Time Management Expert

No matter where you're working – onsite, from home or a combination – interruptions steal away your focus and time. This webinar offers tips to curb these interruptions and help you get more done during the day.

Participants will:

- Explore the five most common interruptions in the workplace;
- Discover the solutions to implement for each of these; and
- Gain back time from responding instead of reacting.



Visit www.tht.org for additional information |  | 1108 Lavaca, Austin TX, 78701-2180