

Registration now open!

Administrative Professionals Conference 2019

Tug of War: Organizational Skills for the Overwhelmed



September 12, 2019

8:00 am to 11:45 am

Alumni Center at the Medical College of Wisconsin

Breakfast and check-in at 8:00 am

Program begins promptly at 8:30 am

Being an effective professional in today's business climate demands the ability to manage all resources effectively and efficiently, including time and priorities. Please join us for a session that will help you plan more effectively and apply daily techniques for optimal production – even when it feels overwhelming.

Grow your skills in the areas of:

- **Work/Process Optimization** – including time management, organizing and prioritizing, and improving processes.
- **Conflict Management** – including building effective relationships and communicating constructively even when a colleague has a style that is challenging for you.
- **Personal Resilience** – having a positive presentation and attitude, strong systems in to manage unexpected changes, and the ability to bounce back when you get knocked down.

Our guest speaker Dr. Celina Peerman is an organizational behavior specialist with over 25 years of experience, ranging from front line to senior level positions in a number of different industries and organizations. She is passionate about supporting those in helping professions to achieve even better results for the communities they serve.



Is this conference for you?

This conference is geared for Children's Hospital of Wisconsin administrative, secretarial, clerical and support personnel. Other Children's employees whose development interests match the topic and staff from affiliates (Children's Specialty Group, Medical College of Wisconsin) are also welcome to attend.

Registration:

Space is limited. Registration is required and now open until August 30. Please confirm your availability and back up coverage with your leader prior to registering for the conference. Register at www.maxishare.com/conferences.

Please contact Julie Turkoske at jturkoske@chw.org or 414-337-7716 with registration or other event questions.