



Indiana Hospital Association

REGISTRATION IS NOW OPEN! 2019 Administrative Professionals Conference

Plan to join us for the Indiana Hospital Association's 47th Annual Administrative Professionals Conference, Friday, April 26 in downtown Indianapolis.

The day will feature **Pinterest's first Executive Assistant Michelle Parise**. Michelle has worked as an Administrative Professional supporting CEOs in the fields of Commercial Real Estate, Venture Capital and Technology. She's been sought out as a leader in the administrative field for her exceptional skills and speaks regularly at industry conferences. While working at Pinterest, she built a best-in-class administrative team of fourteen EAs and centralized the administrative function, becoming the first Team Manager.

We have partnered with Michelle to create a custom, interactive workshop that will address several of the most requested topics, based on our recent post-event surveys.

Closing out the day with a little inspiration and humor are HGTV sensations and fellow Hoosiers, the stars of the hit show "Good Bones" who will talk about their journey and success in a male-dominated industry.

Featured Presenters:



Michelle Parise, former Executive Assistant to the Pinterest CEO



Mother-daughter duo from HGTV's hit show "Good Bones"



Date: Friday, April 26
Time: 9 a.m. - 3:15 p.m.
Location: The Alexander Hotel, Indianapolis
Registration Fee: \$295
Register online:
regonline.com/IHA2019Admin

Suggested Audience:

- Executive Assistants
- Administrative Assistants

Topics include:

- Becoming an assertive communicator
- Owning "one-on-one" meetings with executives
- How being a strategic thinker builds trust
- Making time for mentoring and getting more deeply involved within the organization
- The importance of empathy in the workplace
- Defining the scope of your role
- Secrets to prioritizing your day

Plus, we're excited to add a "Best Practices" session where YOU drive the content! What can we standardize to work smarter? What resources can we share?

Nominate a Colleague for the Administrative Professional Excellence Award

One of the most exciting aspects of our conference is the awarding of the Administrative Professional Excellence Award. IHA established the award to recognize outstanding support staff service within our member hospitals. Read more about the award.

[Download the nomination form](#) and return it with as many testimonials and as much supporting documentation as you wish. This will help our Awards Committee get to know your candidate. Nominations must be received by **March 29, 2019**.

PAST WINNERS

- 2018 Linda P. Smith, IU Health North Hospital
- 2017 Sue Wood, Beacon Health System
- 2016 Suzi Sievers, Good Samaritan Hospital
- 2015 Linda Hartman, St. Vincent Anderson Regional
- 2014 Beth Auken, Jay County Hospital

Questions?

Contact Laura Gilbert (317) 423-7793
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