

# Administrative Professionals Conference



Indiana  
Hospital  
Association

***April 26, 9 a.m. – 3:15 p.m. ET***

The Alexander Hotel  
333 S. Delaware St | Indianapolis, IN 46204 | [thealexander.com](http://thealexander.com)

## Conference Agenda

8 – 9 a.m.	<b>Buffet Breakfast, Market Table</b> <i>(lower level)</i>
9 – 9:10 a.m.	<b>IHA Welcome</b> <i>(Alexander Ballroom)</i>
9:10 – 9:35 a.m.	<b>Introduction, Overview, and Goal Setting</b> , <i>Michelle Parise</i>
9:35 – 10:35 a.m.	<b>Assertive Communication Workshop, Role Playing, Group Recaps</b> , <i>Michelle Parise</i>
10:35 – 10:50 a.m.	<b>Break</b>
10:50 – 11:45 a.m.	<b>Tactical &amp; Strategic Skills</b> , <i>Michelle Parise</i> <ul style="list-style-type: none"><li>• One-on-one meetings with executives</li><li>• Time and stress management</li><li>• How to be calm and positive under pressure</li><li>• ‘Round the Room Resource Sharing and Working Hacks</li></ul>
11:45 a.m. – noon	<b>Administrative Professional Excellence Award</b> , <i>Brian Tabor</i>
Noon – 12:45 p.m.	<b>Buffet Lunch</b> <i>(outside the ballroom)</i>
12:45 – 1 p.m.	<b>Raffle</b>
1 – 1:45 p.m.	<b>The Empathy Game</b> , <i>Michelle Parise</i>
1:45 - 2 p.m.	<b>Wrap Up – Reaffirm Goals</b> , <i>Michelle Parise</i>
2 – 2:15 p.m.	<b>Break</b>
2:15 – 3 p.m.	<b>Two Chicks and a Hammer: Success in a Male-Dominated Industry</b> , <i>Mother-daughter duo Karen E. Laine and Mina Starsiak, stars of HGTV’s Good Bones</i>
3 – 3:15 p.m.	<b>Adjournment followed by Meet &amp; Greet, Two Chicks &amp; A Hammer</b>