



CEO/SENIOR LEADERSHIP ASSISTANTS
CONFERENCE

THURSDAY, FEBRUARY 26, 2015

NJHA CONFERENCE CENTER

*760 Alexander Road
Princeton, NJ 08540*

HEALTH RESEARCH & EDUCATIONAL TRUST OF NJ CEO/SENIOR LEADERSHIP ASSISTANTS CONFERENCE

Thursday, February 26, 2015 | NJHA Conference Center, Princeton, New Jersey

PROGRAM OVERVIEW

NJHA's CEO Senior Leadership Assistants Conference offers a specialized day of presentations designed to provide you with the tools you need to succeed. This conference offers practical, timely and relevant information that will maximize your effectiveness and strengthen your skills.

WHO SHOULD ATTEND

CEO and Senior Leadership administrative assistants, executive assistants, and office managers.

**REGISTRATION START:
8:00 A.M.**

**PROGRAM START:
8:45 A.M.**



CONFERENCE AT A GLANCE

CEO/SENIOR LEADERSHIP ASSISTANTS CONFERENCE | FEB. 26, 2015
NJHA CONFERENCE CENTER, 760 Alexander Road, Princeton, NJ 08540 | Rooms A & B

8:45 – 9:00 AM	Welcome and Introduction
9:00 AM-10:00 AM	<i>Keynote speaker</i> New Jersey's Changing Healthcare Environment JOHN K. LLOYD, PRESIDENT & CEO, Meridian Health System
10:00 AM – 10:10 AM	CHERYL KURKOWSKI, cHAP, Executive Assistant to the President/CEO and Board of Directors, Raritan Bay Medical Center A Preview of “Association of Healthcare Administrative Professionals (AHCAP)” Membership
10:10 AM-10:30 AM	<i>Break</i>
10:30 AM	Are you an “Assistant” or a “Business Partner: Leverage Your Skills to Maximize Your Organizational Value DIANE SEADER – Successful Solutions Coaching
11:30 AM-12:00 Noon	<i>Special AM Closing Session</i> Experiencing Peace and Well-Being in the Changing Healthcare Environment – NANCY SAXE, Never-Ending Paths
11:30 AM – 12:15 PM	<i>Mini Vendor Show</i>
12:15 Noon	<i>Lunch – Garden Room</i>
1:15 – 2:00 PM	<i>Keynote Speaker</i> Creating a Successful CEO and Assistant Working Relationship AMY MANSUE, President & CEO, Children's Specialized Hospital
2:00 – 2:30 PM	JESSICA HRITZ, Director, New Jersey Hospital Association – Governance Tips <ul style="list-style-type: none">■ Board Portals■ Board Education Regulation Requirements■ Annual Board Meetings
2:30 – 3:00PM	Board Effect Review – DOTTIE SCHINDLINGER, Executive Vice President of Sales, Board Effects
3:00 – 3:45 PM	Closing Session MARGE SMITH, MA Non-Profit Consultant “Emotional Intelligence: The Key to Greater Success”
3:45 PM	Evaluation and Closing Remarks
4:00 PM	<i>Adjournment</i>

NJHA
MEMBER
\$100

REGISTRATION INFORMATION

FEES: MEMBERS \$100 EA.

Location: NJHA CONFERENCE CENTER, 760 Alexander Road, Princeton, NJ 08540 | Rooms A & B

Directions: www.njha.com

PAYING BY CREDIT CARD

Guarantee your seat now by registering and paying on line with a credit card.

It's secure and easy!

<http://www.njha.com/education/brochure/?id=>

Note: For security purposes, please **DO NOT** mail credit card information with your security code to the P O Box.

Save time & register on-line with our secure web site.

PAYING BY CHECK

Please fax your registration form prior to mailing it in with your payment. Your registration will be incomplete until your payment is received. A copy of the registration must accompany your check in order to allocate your payment properly.

FAX: 609-452-8097

Make check payable to: HRET of NJ

Mail to: Educational Services, HRET of NJ, PO Box 828691 Philadelphia, PA 19182-8691

Note: Your registration will not be complete until payment has been received. Payment is due no later than February 12, 2015

CANCELLATION POLICY

Cancellations received by Feb. 12 will receive a refund. **Cancellations received after that date are ineligible for a refund.** Registrants unable to attend may send an alternate.

Fee:

NJHA Member \$100 ea.

Full Name: _____

Job Title: _____ Check Amount: \$ _____ Check # _____

Organization: _____ E-mail: _____

Organization Address: _____ Phone Number: _____

City, State, Zip _____