



HEALTH RESEARCH & EDUCATIONAL TRUST OF NJ

LEADERSHIP

DEVELOPMENT SEMINAR SERIES

SEMINAR 1429A
**PRESENTATION SKILLS
FOR MANAGERS**
April 30, 2014, 8:30 AM – 12:00 PM

SEMINAR 1429B
**LEADERSHIP SKILLS FOR
HEALTHCARE PROFESSIONALS**
May 9, 2014, 8:30 AM – 12:00 PM

SEMINAR 1429C
**MANAGING THE WHIRLWIND
OF DAILY ACTIVITIES**
June 11, 2014, 8:30 AM – 12:00 PM

*NJHA Conference & Event Center
760 Alexander Road, Princeton, NJ*





OVERVIEW:

The Leadership Development Seminar Series is designed to provide new and experienced healthcare managers with tools and techniques to help them become more effective leaders. This three-part series will help leaders improve their presentation skills, manage and motivate staff and delegate effectively. Each seminar provides a comprehensive, hands-on training approach that can be applied in the workplace.

The three-part series will include:

April 30, 2014 – Presentation Skills for Managers

May 9, 2014 – Leadership Skills for Healthcare Professionals

June 11, 2014 – Managing the Whirlwind of Daily Activities

***Registration starts at 8:30 am. Programs commence at 9:00 am.**

SEMINAR 1429A:

PRESENTATION SKILLS FOR MANAGERS

APRIL 30, 2014, 8:30 A.M. – 12:00 P.M.

■ MEMBERS: \$155; NON-MEMBERS: \$175

This seminar will provide participants with an overview on how to deliver clear, credible and exciting presentations. Participants will learn techniques designed to help them enhance their presentation skills.

Participants will learn:

- Techniques for organizing presentation content
- How to set the right tone and pace with eye contact, gestures and facial expressions
- Techniques for reducing stress and speaker anxiety
- How to communicate with clarity and conviction
- How to handle the question-and-answer session

WHO SHOULD ATTEND?

New and experienced mid-level managers, supervisors, project managers and team leaders.

SEMINAR 1429B:

LEADERSHIP SKILLS FOR HEALTHCARE PROFESSIONALS

MAY 9, 2014, 8:30 A.M. – 12:00 P.M.

■ MEMBERS: \$155; NON-MEMBERS: \$175

This seminar is designed to provide healthcare professionals with an overview of leadership skills that are essential to managing and motivating staff. Through group discussion and interactive exercises, participants will explore characteristics that contribute to effective leadership.

Participants will:

- Explore the levels of leadership
- Learn the difference between leadership and management
- Define their qualities and strengths as leaders
- Understand good leadership behaviors.

WHO SHOULD ATTEND?

Managers, supervisors, project managers and team leaders who have direct reports.

www.njha.com

SEMINAR 1429C:

MANAGING THE WHIRLWIND OF DAILY ACTIVITIES

JUNE 11, 2014, 8:30 A.M. – 12:00 P.M.

■ MEMBERS: \$155; NON-MEMBERS: \$175

This seminar is designed to teach managers how to effectively control the daily whirlwind of activities that sabotage productivity. Participants will learn how to organize, prioritize and effectively delegate activities, while managing and controlling the whirlwind.

Participants will:

- Identify whirlwind activities that sabotage your day
- Learn techniques for effectively managing and controlling planned and unplanned activities
- Clearly define goals and priorities that get lost in the whirlwind
- Develop an action plan to control the whirlwind.

WHO SHOULD ATTEND?

New and experienced mid-level managers, supervisors, project managers and team leaders.

REGISTRATION FORM

SEMINARS: ☐ 1429A

☐ 1429B

☐ 1429C

For any questions, please contact CHERYL BALDWIN at cbaldwin@njha.com or 609-275-4028

FEES: (Includes continental breakfast.)

NJHA MEMBER:

- ☐ \$155.00 per seminar, per person
- ☐ \$435, Full series

NON-MEMBER:

- ☐ \$175.00 per seminar, per person
- ☐ \$495, Full series

* Please call 609-275-4181 for series pricing for groups of 3 or more.

NAME

TITLE

PHONE

EMAIL

ORGANIZATION

ORGANIZATION ADDRESS

CITY STATE ZIP

METHOD OF PAYMENT Amount

☐ MasterCard ☐ Visa ☐ Amex ☐ Check

CREDIT CARD NUMBER

EXPIRATION CCV

NAME ON CREDIT CARD

BILLING ADDRESS

CITY STATE ZIP

- Payment by credit card or check is required along with this registration form in order to be registered. Faxed copies of check will not be accepted.

- MAKE CHECKS PAYABLE TO:
HRET of NJ

- MAIL TO:
Educational Services
HRET of NJ
P.O. Box 828691
Philadelphia, PA 19182-8691

- Cancellations received by April 23, 2014 will receive a refund minus a \$60 per person service fee for members and \$70 for non-members. Cancellations received after April 23, 2014 are ineligible for a refund.

- Registrants unable to attend may send an alternate.
- No confirmation will be sent.

For more information, or if you have a disability and need a special accommodation, please call 609-275-4181 or 4148.

PLEASE NOTE: Parking is in rear of building

FULL SERIES DISCOUNT!

NJHA MEMBER: \$435 NON-MEMBER: \$495

To register online with a credit card, please go to: <http://www.HRET-register.com>