

# Administrative Professionals Conference



Indiana  
Hospital  
Association

**July 29, 9 a.m. – 4 p.m. ET**

CRG Event Center

2499 Perry Crossing Way Suite 205 | Plainfield, IN 46168

## Conference Agenda

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|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8 – 9:15 a.m.        | <b>Registration, Continental Breakfast, Chair Massages</b>                                                                                                                           |
| 9:15 – 9:30 a.m.     | <b>Welcome, <i>Melody Hawkins</i></b>                                                                                                                                                |
| 9:30 – 10 a.m.       | <b>Ways to Ensure a High-Functioning State of Well-Being, <i>Laurie Gerdt</i></b>                                                                                                    |
| 10 a.m. – 12:15 p.m. | <b>How to Effectively Create Your Office Systems and Procedures, <i>Julie Perrine</i></b> <ul style="list-style-type: none"><li>• Includes a 15 min. break</li></ul>                 |
| 12:15 – 1 p.m.       | <b>Lunch Buffet, Networking, Chair Massages</b>                                                                                                                                      |
| 1 – 1:30 p.m.        | <b>Indiana Hospital Association Update, <i>Brian Tabor</i></b>                                                                                                                       |
| 1:30 – 3:45 p.m.     | <b>Working with Humans: How to Create Positive and Productive Relationships, <i>Chrissy Scivicque</i></b> <ul style="list-style-type: none"><li>• Includes a 15 min. break</li></ul> |
| 3:45 – 4 p.m.        | <b>Raffle &amp; Wrap-Up</b>                                                                                                                                                          |