

2018 Nebraska Health Care Administrative Professionals Conference

Wednesday, April 18, 2018 | 8:30 a.m. - 3:45 p.m.
Younes Conference Center | 416 W. Talmadge Road | Kearney, NE

Every day, health care administrative professionals across the state exceed standards of excellence by providing outstanding support to their facilities.

These talented, bright and experienced administrative professionals are integral to their health care organizations, and this conference is intended to honor their special dedication and to provide new, fresh ways to excel in an administrative position.

We encourage all NHA member hospitals and health systems to support their administrative professionals from any department to attend this conference.

Featuring Keynote Speaker: Randall Dean



Randall Dean, MBA, is the author of the recent Amazon.com #1 Email Bestseller, *Taming the Email Beast*. He has 25 years of experience using and teaching an advanced time management/ personal organization system, including systems for effective email management, office clutter reduction, optimizing your Outlook and/or Gmail/Google usage, and getting the most from affiliated smart phone and tablet devices. He has taught different versions of his time and email management systems for many prominent organizations including Procter & Gamble, Michigan State University, University of California Berkeley, Westinghouse Electric Company, Volvo, The Global Business Travel Association, the Graduate Management Admissions Council, The University of Pittsburgh, Ohio State University, the Institute of Management Accountants, the National Association for Legal Career Professionals, the Michigan Association for Continuing Education & Training, and the Michigan, Indiana, Texas and Iowa Societies of Association Executives for groups as small as five and as large as 550.

His speaking and training programs are consistently some of the highest-rated programs for the many conferences and clients he speaks for, including major conferences, Fortune 500 organizations, top universities, governmental agencies and leading nonprofits — basically anyone struggling to better manage their time, email, smart phone/tablet devices, Google productivity apps, and/or Microsoft Outlook. (And he makes these topics fun and engaging too!)

Mr. Dean has previously been interviewed by the *Washington Times*, *Detroit News*, *The Globe and Mail*, *Business Week Online*, and numerous other media outlets, including radio, television, newspaper and blog sites. He is an active member of the National Speakers Association (NSA) and Michigan Society of Association Executives.

Questions? Contact Heather Bullock at 402-742-8148 or email hbullock@nebraskahospitals.org.

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Hospital
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The influential voice of Nebraska's hospitals

PROGRAM AGENDA

8:00 – 8:30 a.m.

Registration & Continental Breakfast

8:30 – 9:15 a.m.

Welcome and Getting to Know the NHA

Laura J. Redoutey, FACHE, NHA President

NHA President Laura Redoutey will welcome participants and provide a brief overview and describe the resources available to you as a member of the Association.

9:15 – 10:30 a.m.

Taming the Email Beast: Key Strategies for Managing Your Email Overload

Every day, managers and professionals are getting buried under a continuing stream of both useful and useless email. Without a system for getting “control of the beast,” professionals spend much of their work (and personal) time spinning wheels and feeling highly unsatisfied. If you would like to get control of your email “beast,” you should attend this program featuring specific tips for Outlook and Gmail users, but is applicable to ANY email user. Learn a proven system for taming your email account, with strategies for keeping your inbox efficient and under control by building and administering a personal “email processing system.” Learn how to get rid of all those “quick little” emails once and for all, prioritize your most important messages, automate frequently-used messages, and mitigate or even eliminate much of that annoying junk and spam. Finally feel on top of your email and related activities, rather than feeling it is on top of you.

10:30 – 10:45 a.m.

Break

10:45 a.m. – 12:00 p.m.

From Distracted to Productive: Finding Your Focus in a Hyper-Interrupted, e-Distracted World

Email. Texts. Interruptions. Project transitions. Office clutter. Smart phones and apps! Social and other media. Even family and friends. These key distractions sometimes make it almost impossible to get anything done. It often times seems like there is always SOMETHING getting in the way of what you really need to do. But with some forethought and effective strategies, as well as some personal discipline, it is more than possible to find your focus once again, even in a hyper-distracted world. As a matter of fact, those using these strategies will have a long-term competitive advantage — both professionally and personally. In this new program, we’ll look at each of these key areas of distraction and define strategies for enhancing long-term focus, productivity and performance. We’ll share “game plan” ideas for getting and keeping your distractions under control, and finding critical “focused productivity” time each and every day, leading to not only performance, but also clarity of mind and purpose.

12:00 – 1:15 p.m.

Networking Lunch

Network with your peers at the NHA Services Showcase, which is meeting next door at the Younes Conference Center, and learn about the NHA Services preferred business partners. Also, Julie Fletcher from the Nebraska Hospital Association will discuss the Nebraska Healthcare Administrative Professionals group, which is the newly-formed state chapter of the AHA’s Association for Healthcare Administrative Professionals national group, and how you can join.

1:15 – 2:15 p.m.

Finding an Extra Hour Every Day: Time, Project, People and Idea Management Strategies for Working Professionals

In this popular program on “finding an extra hour of productivity” every day, Randy Dean uses humor and high energy as he goes into many of the most common areas of productivity loss (and possible gain!) afflicting many busy professionals today: managing multiple projects/activities/events, maintaining “traction” when dealing with tasks and interruptions, managing your emails more efficiently, clearing the clutter in your mind for better focus and attention, keeping staff on task, tracking “who owes you what” and getting that information on time, and better managing your calendar and contacts for better time and relationship management. His goal is to help stressed out performers learn several new and immediately useful strategies for finding a few minutes on tasks, activities and actions you are already doing, leading to at least an extra hour of productivity every day. Also, will provide specific examples for users of both MS Outlook and Gmail/Google to enhance productivity with these specific productivity software tools.

2:15 – 2:30 p.m.

Break

2:30 – 3:45 p.m.

Smart Phone Success & Terrific Tablets: Using Devices for Actual Productivity (vs. Distraction)

You know which apps are fun, but what apps and functions will help you turn your Droid, iPhone/iPad, and/or Windows devices into a productivity workhorse? In this session, we'll discuss the apps and peripheral devices that help take your Smart Phone (and tablets) from "cool" to "critical" when it comes to productivity, time, project, people and email management, as well as "remote" productivity. We'll also discuss the physical layout of your devices that will naturally enhance productivity usage while reducing inherent distraction. A highlight to this program is when the presenter, Randy Dean, opens up the floor to program participants to share their favorite apps, allowing people to gain knowledge from all program attendees.

3:45 p.m.

Adjourn

REGISTRATION INFORMATION

1. **Register online at:** <http://imis.nebraskahospitals.org>
2. **Mail** attached registration form with payment to NHA Foundation, P.O. Box 82653; Lincoln, NE 68501-2653
3. **Fax** registration form and payment information to (402) 742-8191

Registration and payment must be received by April 10, 2018.

Lodging information

A block of rooms has been reserved for the evening of April 17, 2018, at the Fairfield Inn & Suites, 510 W. Talmadge Road, in Kearney. Call (308)236-4200 to reserve a room in the NHA block by **March 26, 2018**. When making your reservation, please mention you are attending the NHA Administrative Professionals Conference to receive the discounted rate of \$104.95/night + tax.

Conference cancellation policy

Cancellations received in writing up to five business days prior to the event will be given a full refund less a \$50 per person processing fee. No refunds will be given for cancellations received less than five business days prior to the event. Substitutions are permitted.

Dress

Business casual dress is appropriate for all events. Meetings room temperatures often are difficult to regulate, so dressing in layers is suggested.

Special needs

In accordance with the Americans with Disabilities Act, the NHA seeks to make this conference accessible to all. If you have a disability that may require special accommodations or have any dietary restrictions, please e-mail your needs to hbullock@nebraskahospitals.org or call (402) 742-8148.

Questions?

For questions about the event, Julie Fletcher, office manager/executive assistant, at (402) 742-8141 or email jfletcher@nebraskahospitals.org. For questions about registration or lodging, contact Heather Bullock, member services & events manager, at (402) 742-8148 or hbullock@nebraskahospitals.org.

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(402) 742-8140 • Fax: (402) 742-8191
Laura J. Redoutey, FACHE, President | nebraskahospitals.org

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REGISTRATION FORM

The 2018 Nebraska Health Care Administrative Professionals Conference is Wednesday, April 18, 2018, at the Younes Conference Center in Kearney, Nebraska. **Deadline for registration is April 10, 2018.**

STEP ONE: YOUR INFORMATION (please print)

Name _____

Title _____

Hospital/Organization _____

Phone _____

E-mail _____

STEP TWO: REGISTER

1. **Online at:** <http://imis.nebraskahospitals.org>
2. **Mail** registration form and payment to NHA Foundation, P.O. Box 82653, Lincoln, NE 68501-2653
3. **Fax** registration form and payment information to (402) 742-8191

STEP THREE: PAYMENT INFORMATION

Registration fee: \$175 per person for NHA members \$225 per person for non-members

Pay by Check (Please make check payable to NHA Foundation)

Invoice

Pay by Credit Card: Visa MasterCard Discover (complete below)

Name on card _____

Credit card # _____

Expiration date _____

Signature _____