

ADMINISTRATIVE & OFFICE PROFESSIONALS SUMMIT

JOURNEY TO EXCELLENCE

APRIL 27, 2016

8:30 A.M. – 4 P.M.

IN RECOGNITION OF
ADMINISTRATIVE PROFESSIONALS DAY

EXPERIENCE

EXCEPTIONAL TRAINING,
COACHING AND
NETWORKING

DURING THIS INTERACTIVE CONFERENCE...

you will learn valuable strategies to improve your personal and professional communication and advance your leadership skills. This event will leave you educated, inspired and carrying a toolkit for achieving positive results at work.

You Will Learn How To...

- **AVOID 10 MISTAKES** that can sabotage your success
- **WRITE EFFECTIVE** and efficient emails
- **COMMUNICATE** with different personality types
- **IDENTIFY AND USE** your top 5 strengths at work
- **NAVIGATE** common workplace conflicts
- **ASK FOR HELP** and increase your odds of getting it
- **GIVE AND RECEIVE** feedback
- **ACHIEVE A HEALTHIER WORK/LIFE BALANCE**

DON'T MISS THIS OPPORTUNITY TO ENHANCE YOUR PROFESSIONAL SKILLS!

ABOUT SUSANNE

SUSANNE GADDIS, PH.D., CSP, CEO of The Communications Doctor is a communications expert with over 20 years of experience training, consulting and speaking professionally on a variety of communication topics. She has helped tens of thousands of professionals across the US and abroad develop healthier, more efficient workplace environments. Susanne has appeared on nationally syndicated radio, TV and video programming. Clients include NASA, EPA, The US Army, Cisco, SAS, Bayer and Bank of America. Susanne is a Certified Speaking Professional (CSP), a designation held by fewer than 700 speakers worldwide.

TESTIMONIALS

"This was one of the most motivating trainings I've taken in the last decade. Excellent training!"

DOROTHY HOOD | City of Houston

"The feedback forms were some of the best I've seen in my years at NASA Johnson Space Center. Your unique teaching style and dynamic interaction brought a breath of fresh air to NASA's training program."

STEPHEN WIGGINS | Human Resources, NASA Johnson Space Center

"You showed us how to pinpoint exactly where we stand in various relationships. Everyone left with something significant."

ARTURO DE LA GARZA | Director of Human Resources
The Bank and Trust, s.s.b.

EMERGE

A STRONGER,
MORE EFFECTIVE
PROFESSIONAL



Earn 6
Recertification Points



Sponsored by UHCL School of
Human Sciences and Humanities
and The Communications Doctor™



University
of Houston
Clear Lake

**SPACE IS LIMITED
REGISTER TODAY!**

<http://houston-summit.eventbrite.com>

THE
Communications
DOCTOR™

REGISTRATION FORM

ADVANCE REGISTRATION IS REQUIRED.

Registration deadline is April 19, 2016. A check, purchase order (PO), or credit card payment is necessary to guarantee registration. There is limited seating available so we urge you to register as soon as possible.

ONLINE: Register at <http://houston-summit.eventbrite.com>

BY MAIL: Print this registration form and send it and a check or PO, payable to:
The Communications Doctor
118 Pinoak Court, Chapel Hill, NC 27514

BY CREDIT CARD: Please call us at 919-933-3237 if you wish to pay by agency credit/purchasing card or individual credit card.

FEES: The registration fee of \$129 includes course materials and morning refreshments. Lunch is on your own from 11:30am to 1:00pm. Confirmation, driving directions, and a list of local restaurants will be emailed upon receipt of your registration form.

RECERTIFICATION POINTS: 6 Points - Approved by the International Association of Administrative Professionals.

Please use a separate form for each participant (duplicate as needed).

NAME: _____

TITLE: _____ **ORGANIZATION:** _____

ADDRESS: _____

CITY/ZIP CODE: _____

TELEPHONE: _____ **FAX:** _____

EMAIL: _____

For assistance: Please contact The Communications Doctor at 919-933-3237 or email: Gaddis@CommunicationsDoctor.com

Requests for refunds must be submitted in writing and received no later than one week prior to the class. In those cases, the registration fee, less a \$30.00 administrative charge, will be refunded. No requests for refunds will be honored after that date, but substitutions are allowed. Non-attendance does not constitute a withdrawal or refund request. We reserve the right to cancel this program; in that case, the registration fee will be refunded in full. Please call us at least seven days in advance if you require reasonable accommodation under the Americans with Disabilities Act.

CD USE ONLY:

Check _____ PO _____

EB _____ Receipt _____

Earn 6
Recertification
Points

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APRIL 27, 2016
8:30 A.M. – 4 P.M.

UNIVERSITY OF HOUSTON-CLEAR LAKE
2700 BAY AREA BLVD, HOUSTON, TX 77058

Student Services Building (SSCB)
Lecture Hall, Room 1.100.
Please park in Lot D.

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<http://houston-summit.eventbrite.com>

This Summit is open to all individuals
working in an office setting.

*Sponsored by UHCL School of Human
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