

**Location:**

Hillsborough Community College  
Brandon Campus  
BADM Conference Center,  
Rm. 116-117  
10414 E. Columbus Drive  
Tampa, FL 33619-7850

**Date:**

Thursday, March 15, 2012

**Time:**

9 a.m.-4 p.m.

**Cost:**

\$179 per participant  
Breakfast and lunch included

[Click here to register](#)

**Description:**

This conference will include productive workshops, motivating speakers, innovative ideas, and practical solutions and strategies. You will walk away with hundreds of new ideas and tactics to help you achieve your true potential.

**Who should attend:**

- Administrative assistants
- Executive assistants
- Office managers
- Secretaries
- Support staff

For more information, call  
**813.259.6545** or email  
**cmartin49@hccfl.edu**.

[www.TampaTraining.com](http://www.TampaTraining.com)



# 2012 Administrative Professional Conference

## Achieving Your True Potential

Hillsborough Community College, Tampa, FL

**AGENDA:**

**8-9 a.m.** Registration/Networking/Breakfast

**9-9:30 a.m.** Opening Session - Achieving Your True Potential

**Breakout Sessions:** 50 minutes each, see tracks below

Track 1: Professional Development	Track 2: Make Your Life Extraordinary
<ul style="list-style-type: none"> <li>• <b>Social Media</b> <i>Facebook, LinkedIn, and Google</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Relaxation Skills</b> <i>Steps to Reduce Stress</i></li> </ul>
<b>BREAK</b> - See Vendor Showcase	
<ul style="list-style-type: none"> <li>• <b>Understanding Behavior</b> <i>As I See Myself</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Creative Wardrobe Shopping</b> <i>Dressing Your Best on a Budget</i></li> </ul>
<b>LUNCH</b> (included) - See Vendor Showcase	
<ul style="list-style-type: none"> <li>• <b>Understanding Your Power</b> <i>Front Office Leadership</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Getting Past the NO</b> <i>Developing Your Negotiation Skills</i></li> </ul>
<b>BREAK</b> - See Vendor Showcase	
<ul style="list-style-type: none"> <li>• <b>Organizing Your Boss</b> <i>Secrets to Keeping Your Boss on Track</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Simplify Your Life</b> <i>Organize Your Home and Office</i></li> </ul>
<b>Grand Door Prize</b>	



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# 2012 Administrative Professional Conference

## Registration Form

1. Register directly online using a major credit card at: [www.TampaTraining.com](http://www.TampaTraining.com)
2. By mail with check or money order: ICCE @ HCC, 39 Columbia Drive, Tampa, FL 33606.
3. Register in Person: Institute for Corporate & Continuing Education@ HCC is conveniently located just minutes from downtown Tampa on beautiful Davis Islands. The physical address is 39 Columbia Drive, Tampa, FL 33606. The Administrative office hours are Monday - Friday, 8:30 am to 4:30 pm excluding recognized holidays.

### Step 1: Fill Out Your Identification Data

Name: \_\_\_\_\_

Home address, City: \_\_\_\_\_

State, Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

The following information is required by the U.S. Office of Education and may be supplied voluntarily by you. (Circle one)

White, Non-Hispanic Hispanic African American Asian, Pacific Islander, Other

### Step 2: Mail Registration Form and Check/Money Order To:

ICCE@HCC • PO Box 31127 • Tampa, FL 33631-3127

In Person: HCC, 39 Columbia Drive, Tampa, FL 33606

If you require special assistance, check the box and an associate will contact you.

Other questions, call: 813.259.6010 or email: [ICCE@hccfl.edu](mailto:ICCE@hccfl.edu)

**Class Cancellations:** ICCE@ HCC reserves the right to cancel a course or program due to low enrollment.