

# INVESTING IN YOU!

Sponsored by NPO



**Investing in YOU!** is designed to help you better manage the daily challenges of your medical office job and life. As a special benefit to those working in Traverse area NPO practices, a series of three (3) highly motivating and skill-building workshops will be offered in the Fall.

Three (3), 2-hour workshops are scheduled, one per month in September, October, and November. All sessions will be held from 5:15 pm to 7:45, dinner included.

Participants will also be offered one, 1-hour confidential coaching session at no additional charge for each workshop they attend.

Workshops will be co-presented by Liz Sayre-King, MSW, FACMPE, President, Professional Solutions Plus, and Megan Raphael, CCCC, President, Courage Project. Both have extensive medical office administration experience and expertise.

## **Stress Management**

Thursday, September 16

- What is stress?
- Good stress vs. bad stress
- Burnout warning signs
- The ripple effect of stress; effects of not managing stress
- Risk management
- Ways to prevent and reduce stress

## **Building and Keeping Great Business Relationships**

Thursday, October 21

- Successful networking; why it's important
- Preparing for networking
- Overcoming fears
- Tips for conversation starters
- The importance of follow-up
- Moments of truth

## **Topic to be Determined**

Thursday, November 18

## **Participants' Investment**

This is a unique opportunity for you to invest in yourself and your job by gaining highly effective tools and strategies.

The participant cost per workshop is \$20, and includes dinner and all training materials.

## Investing in YOU Workshop Leaders:



**Liz Sayre-King, MSW, FACMPE**

Liz is the President of Professional Solutions Plus, a human resources and management consulting organization, as well as a medical billing company. Liz has over 20 years of human resources and management experience. She has provided consulting services to non-profit and for profit organizations in northwestern Michigan since 2005. Liz is a Fellow in the American College of Medical Practice Executives, the profession's highest achievement. She has published several management articles and holds BA and MSW degrees from the University of Michigan, Ann Arbor.



**Megan Raphael, CPCC**

Megan is the Founder and President of Courage Project, a leadership development and wellness coaching, company. Megan has over 30 years of experience in health administration, and managing and consulting with executives, leaders, and business owners in the Pacific Northwest, Michigan, and throughout the U.S. She is the award winning author of *The Courage Code*, and is a highly-sought after public speaker and workshop leader. Megan is a certified professional life coach.