



## **TEXAS FIRE ADMINISTRATIVE PROFESSIONALS**



"Catching the Wave, Backing the Brave"

Q www.txfirechiefs.org/fire-admins-workshop X



Registration 04:00 - 06:30 Hotel Check In - TFAP Registration

## **MONDAY, JANUARY 26**

Breakfast	07:30 - 08:30	Registration Table Open & Breakfast Served
Opening Session	08:00 - 09:30	Opening Remarks & Welcome
Team Builder	09:30 - 10:00	Coffee Break / Game / Team Builder / Ice Breaker
Professional Development	10:00 - 11:30	The 5% Rule Employee Relations – Mike McCall Consulting
Lunch	11:30 - 01:00	Lunch Break - On Your Own
Technology Focus	01:00 - 02:00	Al for Administrative Professionals – Scott Roseberry
Break	02:00 - 02:15	Snack Break
Crisis Management	02:15 - 04:15	What to do in a LODD – Billy Wusterhausen
Discussion	04:15 - 05:00	Open Discussion & Daily Reflection
Evening Networking	TBD	Details to be follow!

## **TUESDAY, JANUARY 27**

Breakfast	07:30 - 08:30	Breakfast Served
Performance Management	08:00 - 09:30	Effective Practices for Employee Development – Scott Monroe
Team Builder	09:30 - 10:00	Coffee Break / Game / Team Builder / Ice Breaker
Communication	10:00 - 11:30	Secrets of Great Communicators - Geoff Tumlin, On-Demand Leadership
Lunch	11:30 - 01:00	Lunch Break - On Your Own
Decision Making	01:00 - 02:00	Advanced Decision Making - Geoff Tumlin, On-Demand Leadership
Break	02:00 - 02:15	Snack Break
Leadership Values	02:00 - 05:00	Peak Performance - Geoff Tumlin, On-Demand Leadership

## **WEDNESDAY, JANUARY 28**



