

TRAINING & DEVELOPMENT

October 2023 Offerings



Professional Business Writing

Zoom ID: 97187555064

In Person: COB IT 5

Session 1 of 3

October 3

8:30 AM - 12:30 PM

Session 2 of 3

October 10

8:30 AM - 12:30 PM

Session 3 of 3

October 17

8:30 AM - 12:30 PM



Adobe Acrobat

Zoom ID: 996 9023 0007

In-Person: COB IT RM 5

October 12th

1:00PM-4:00PM



Interpersonal Skills

In Person: COB RM 4

Zoom ID 92437970667

October 25

9:00AM - 12:00 PM



ANTHC Leadership Book Club

The Gold Standard

Zoom ID: 963 4243 6545

In person: EDC 1

October 23

12:00 PM - 1:00 PM



OCTOBER 2023 TRAININGS

Sign up in HealthStream

Professional Business Writing - Oct 3, 10, 17

This workshop is split into 3 four-hour sessions. We strongly recommend that you take Essential Grammar Skills or are proficient with grammar and punctuation before taking this course. In this training, you will learn techniques to clearly, concisely, and professionally communicate to your readers in emails, reports, and other documents.

Adobe Acrobat - October 12

This training will help you to get started in Adobe Acrobat Reader and Adobe Acrobat PRO. You will learn some of the basics of creating and working with PDFs. You will be able to increase your skills, learn tips and techniques to help you work more productively in Adobe Acrobat.

ANTHC Leadership Book Club discussion - October 23 The Gold Standard by Mike Krzyzewski

In his previous best-selling books, Coach K has guided listeners to success the way he has guided his teams at Duke University - with the power of his inspirational words and phenomenal leadership skills. But that was with college kids. Now, Coach K has stepped up to take on an entirely new challenge: Volunteering to coach the US Olympic Basketball team.

Interpersonal Skills - October 25

We've all met that dynamic, charismatic person that just has a way with others, and has a way of being remembered. This training help you work towards being that unforgettable person by providing communication skills, tips on making an impact, influencing skills, starting conversations and sharing your opinions.

To register in HealthStream, search the Catalog by the name of training, then select enroll or choose class and register. Registration is preferred, but not required.

All trainings are hybrid.

In Person Attendance: Room locations are subject to change. To find the most accurate location visit the HUB. Online Attendance: For the best experience if participating online, T&D recommends that you use a camera and microphone.

For more information, visit [Education, Development and Training](#) on SharePoint or our External site at <https://anthctraining.com/>

Email questions to training@anthc.org.