

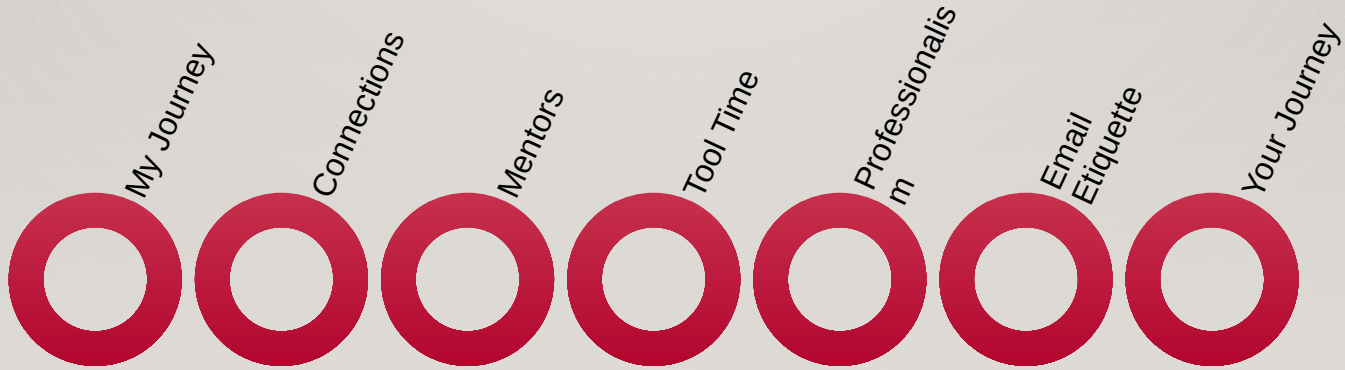
Adding to the Toolbox:
Tips to Grow into a Better Leader



Greg Czajka, CHTM
Support Services Operations Director
Advocate Health

The opinions in this presentation are my own and do not reflect Advocate Health

AGENDA



MY JOURNEY



CONNECTIONS

Within your Organization



LinkedIn



Regional and National Associations



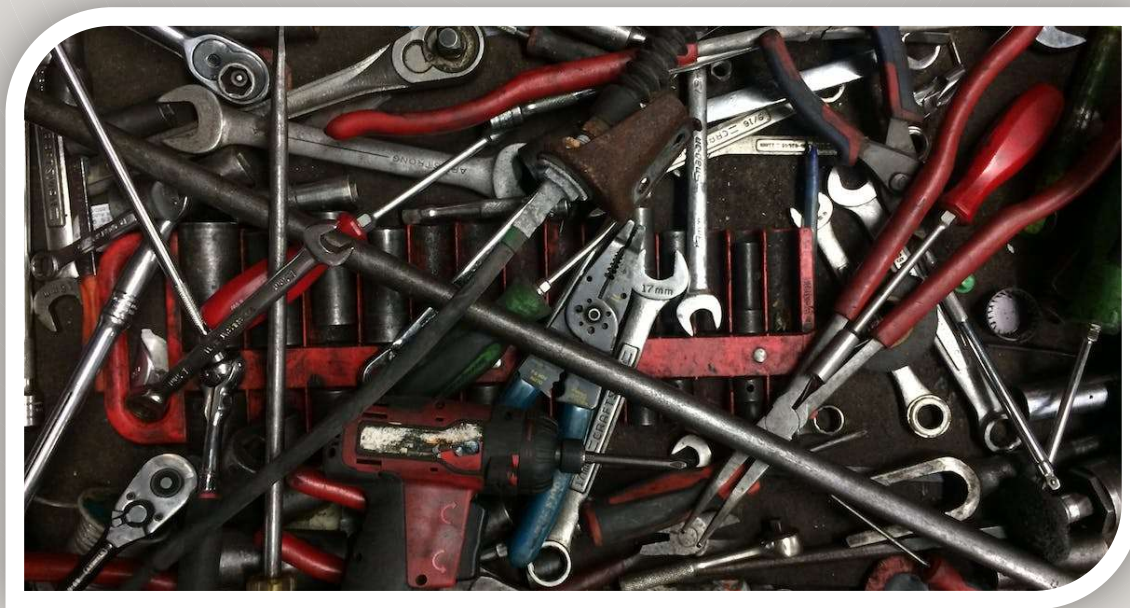
People in the industry



Mentors

- Who are your mentors?
- What can you learn from them?
- What can you do as a mentor?

TOOL TIME!



PROFESSIONALISM



- Get a good headshot!
- Create or update your LinkedIn profile
- LinkedIn ≠ Facebook
- Don't be accusatory

CONSIDER YOUR BEHAVIOR

• If you are doing what is right, you will be able to answer “yes” to these questions:

- Am I being honest and truthful?
- Am I acting fairly?
- Am I acting in the best interests of my organization and our patients?
- Would I be proud to tell my family about my actions?
- Is it consistent with the law and my organization’s policies?
- **Would I be OK with seeing my actions reported on the TV news?**

EMAIL ETIQUETTE



- #1 – Don't make e-mails too wordy
- #2 – Buzzwords and corporate lingo
- #3 – Use of “we”
- #4 – Be timely
- #5 – Pause and proofread

YOUR JOURNEY

- Ask yourself what you want to do
- Continual improvement
- Put yourself out there and volunteer – don't close any doors
- Do things that you are not comfortable doing – like presenting on stage



QUESTIONS AND MAYBE SOME ANSWERS

Connect with me on LinkedIn:

[linkedin.com/in/greg-czajka-ctm/](https://www.linkedin.com/in/greg-czajka-ctm/)



Greg Czajka, CHTM

Support Services Director - Operations and Strategy



3 EASY STEPS TO WIN \$100!

1. Take a picture
2. Post on social media using #MDEXpo
3. The attendee who uses the hashtag the most throughout the conference will win a \$100 giftcard!!

