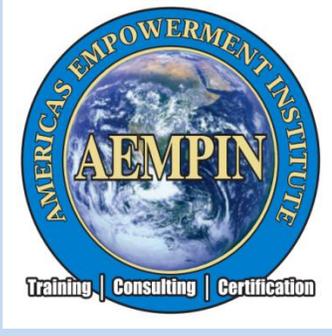


# Americas Empowerment Institute "AEMPIN"

INTERNATIONAL WORKSHOP on:

	<p><i>Emerging Trends and Innovative Practices for Executive and Administrative officers of Technical and Vocational Institutions</i></p>	<p>3.0CEUs</p>
<p>September 24-27, 2019 HOUSTON, TEXAS USA</p>	<p>AEMPIN WORKSHOP SERIES</p>	
<p>Register Now: <a href="http://www.aempin.org">www.aempin.org</a>. Email: <a href="mailto:training@aempin.org">training@aempin.org</a></p>		



At AEMPIN workshops where TVET Officers, industry representatives and business leaders connect, grow, thrive and empower. Engage in professional development specific to your TVET field, advance your career and earn professional development hours and CEUs.

## Emerging Trends and Innovative Practices for Executive and Administrative Officers of Technical and Vocational Institutions

Are you meeting your professional goals at your technical and vocational school as an executive or an administrative staff? How does your role connect to the school's mission and hold students as central to your work? Do you feel supported and empowered by your supervisor and colleagues? Have you set and maintained boundaries so that you have adequate time to execute your work?

### About the Workshop

This workshop helps you frame or reboot your affirmative responses to these and other points of your career. Guided by experienced workshop leaders and working with a group of individuals in similar situations, develop your own professional development plan for implementation. Enhance your ability to deliver results that positively impact all constituents' school experience.

In cooperation with Texas Southern University College of Continuing Education, Americas Empowerment Institute deliberately designs a wide-ranging focus in our program to provide choices and variety that will appeal to our very mixed audience. We also plan a participant-only track within the program to offer opportunities for participants to

work with other participants on issues of special interest to them. We hope you will join us for a rich and substantive workshop in gorgeous Pacific Southwest.

**Topics include:**

- Discovering and refining ways to lead from your support position to benefit your school and yourself
- Designing a self-evaluation that can be routinely and formally used to chart your professional development
- Discovering how current technology can be used to strategically navigate your busy day and add value to your role
- Learning more about the projected evolution of the executive staff and/or administrative support role
- Learning the new deal of emerging trends v. innovative practices

**WHO SHOULD ATTEND**

Deputy Registrar, Non-academic staff, Executive and Administrative officers of various experience levels; Assistants to School Heads or Division Heads as well as Directors in the Admission, Advancement, or Business office; and receptionists (must have at least one year of experience in a support staff position) should attend.

**The workshop will run from Sept. 24-27, 2019 as follows:**

<b>Arrival and Registration</b>	Tuesday 24, 2019 9a.m-4:p.m
<b>Presentations and Workshop Interactive</b>	Wednesday 25, 2019 9a.m-4p.m
<b>Technical and Workshop Interactive</b>	Thursday 26, 2019 9a.m-4p.m
<b>Departure</b>	Friday 27, 2019 9a.m-11am

**WORKSHOP REGISTRATION AND PAYMENT**

The workshop registration fee is \$500. The amount will cover workshop materials and snacks for the meeting days. Fees due in full ten days in advance of the first day of the workshop. By Check: Please make payment in US dollar payable to “Americas Empowerment Institute”. By wire transfer: If payment is by wire transfer, please remit using the following information:

Bank Name: Wells Fargo Bank, N.A  
 Address: 420 Montgomery  
 San Francisco, CA  
 Swift/BIC Code: WFBIUS6S  
 RTN/ABA code: 121000248  
 Account Number: 7705830920

**WORKSHOP VENUE / HOTEL ACCOMMODATION**

The Workshop shall hold at the Sleep Inn and Suites, 4810 Alpine Dr. Stafford, TX 77477  
 USA.Tele:1.281.494.0001. Website:www.choicehotels.com/hotels/tx884. While participants are generally advised to lodge at Sleep Inn and Suites for discounted rates and free breakfast, AEMPIN shall negotiate favorable rates in a number of the other hotels and lodges that are located close enough to the workshop venue. When this is done, we recommend that prospective delegates should please indicate their preference and confirm their room booking with the AEMPIN early enough

**ADVANTAGES OF AEMPIN**

**In addition to highly rated academic experience, participants receive free discounted hotel rate, discounted health care, 3.0 CEUs certificate of completion and world class experience in Houston, Texas USA!**



**REGISTRATION**

Please visit [www.aempin.org](http://www.aempin.org) and click Workshop at home page, click Emerging Trends and Innovative Practices for the Executive and Administrative Staff of Technical and Vocational Institutions. Sept 24- 27, 2019 and register.

For more information, please contact Ms Nicheeka Smith, Communications Manager at 1.281.818.9307 or email: [nsmith@aempin.org](mailto:nsmith@aempin.org) .

Americas Empowerment Institute “AEMPIN” is a world leading capacity building institute with over 17 years experience in providing specialized and highly rated training workshops in the areas of information technology, utility, governance, regulation, law, leadership, management, finance, public procurement and telecommunications. AEMPIN is a public, non-political, non-profit educational institute serving a global constituency.

Since 2003, in cooperation with Texas Southern University, AEMPIN has trained over 20,000 officials from 51 countries and conduct training both in the U.S. and abroad. AEMPIN also provides consulting and certification services to developing nations in the empowerment methodology and the designing of their economic and governmental policies, in efforts to further support and promote good and efficient governance through emerging trends and global best practices.