

# TEXAS FIRE ADMINISTRATIVE PROFESSIONALS WORKSHOP

JANUARY 17-18, 2022  
COLLEGE STATION, TEXAS  
COST: FREE!

Fire Department administrative staff carry a heavy burden. Without a strong administrative staff, organizations can not achieve their full potential and operate efficiently. The goal of this workshop is to provide position-specific training and development opportunities, and to help connect Fire/EMS administrative staff members and enable them to provide the highest level of support possible.



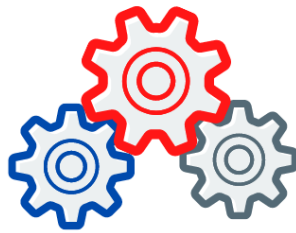
Room Rates: \$115

**SEE TFCA WEBSITE FOR WORKSHOP REGISTRATION  
AND HOTEL INFORMATION**

**[HTTPS://WWW.TXFIRECHIEFS.ORG/FIRE-ADMINS-WORKSHOP](https://www.txfirechiefs.org/fire-admins-workshop)**

**REGISTRATION IS LIMITED SO DON'T DELAY!**

**This workshop is supported by the  
Texas Fire Chiefs Association  
(TFCA)**



**TEXAS FIRE  
ADMINISTRATIVE  
PROFESSIONALS**

**SUNDAY**

**4:00PM** ARRIVE AND HOTEL CHECK-IN - REGISTRATION OPENS

**7:00PM** REGISTRATION CLOSES

**8:00PM** CASUAL MEET UP AT THE DIXIE CHICKEN

**MONDAY**

**8:00AM** CONTINENTAL BREAKFAST PROVIDED

**8:30AM** ADMINISTRATIVE PROFESSIONALS WORKSHOP PT 1 W/MELISSA PEOPLES  
[HTTPS://WWW.MELISSAPEOPLES.COM/](https://www.melissapeoples.com/)

**11:30AM** LUNCH ON YOUR OWN

**1:00PM** ADMINISTRATIVE PROFESSIONALS WORKSHOP PT 2 W/MELISSA PEOPLES

**4:00PM** Q & A OPEN FORUM DISCUSSIONS

**5:00PM** DAY 1 CLOSSES - DINNER ON YOUR OWN

**TUESDAY**

**7:45AM** CONTINENTAL BREAKFAST PROVIDED

**8:00AM** VICARIOUS TRAUMA SESSION W/TANIA GLENN  
[HTTPS://WWW.TANIAGLENN.COM/](https://www.taniaglenn.com/)

**10:00AM** MORNING BREAK  
CHECK-OUT OF ROOM (HOTEL CHECKOUT IS 11AM)

**11:00AM** RECORDS MANAGEMENT SESSION W/A REPRESENTATIVE FROM THE  
TEXAS STATE LIBRARY AND ARCHIVES  
[HTTPS://WWW.TSL.TEXAS.GOV/](https://www.tsl.texas.gov/)

**12:30PM** WORKSHOP ENDS

**Teamwork**

**Productivity**

**Innovation**