

Conference for Administrative Professionals



Conference for Administrative Professionals is dedicated to the success of anyone who wishes to go from Good to Extraordinary in their position as: Administrative Assistants, Office Managers, Executive Assistants, Secretaries, Receptionists, Front Desk Professionals and more.

Choose the 4 modules that meet your need to be an Extraordinary Administrative Professional!

Module 1 – Owning Your Career And Why It Matters

- ★ Understand the importance of taking charge of your career destination
- ★ Identify the differences between a job and a career
- ★ Determine what needs to be done if you are in a job that was once a career
- ★ Recognize the three elements necessary for succeeding in your career
- ★ Develop an action plan for career success

Module 2 – Assertiveness Skills-Getting What You Need

- ★ Identify the different ways that people can relate to one another and the behaviors associated with each (Passive, Passive Aggressive, Aggressive, and Assertive)
- ★ Identify the link between self-esteem, competence, confidence, and assertiveness
- ★ Say 'No' and still sound like a team player
- ★ Outline the four step process for asking for what you need and getting it
- ★ Address behavior that is negatively impacting you, the team, or the organization (using a sound model for success)

Module 3 – Communicating Like a Pro-Speak it, Write it!

- ★ Identify the reasons for communicating
- ★ Identify your communication style and understand how to adapt to others' communication preferences
- ★ Identify the types of communication
- ★ Understand to communication cycle
- ★ Identify ways to improve communication skills

Module 4 – Leading Yourself and Others

- ★ Understand how it is possible to lead without the title of Leader, Manager, or Supervisor
- ★ Recommend and get buy-in for changes
- ★ Plan how to support others through change
- ★ Plan how to become a 'Partner' vs. 'Worker'
- ★ Find ways to create a more value-added role
- ★ Develop a strategy for standing out from the crowd

NEW: Create your own Administrative Professional training! Chose four of the eight modules and we'll build your program for you!



Module 5 – Becoming a Progressive Professional

- ★ How to create a powerful professional presence
- ★ How do you package yourself? Create your own brand
- ★ Is it worth it to get professional certification?
- ★ The importance of emotional intelligence

Module 6 – How to Engage and Influence

- ★ Understanding yourself and others
- ★ Logos, ethos and pathos
- ★ The communication "formula"
- ★ Six laws of influence Six principles of influence

Module 7 – Project Management for Administrative Professionals

- ★ The five phases of project management – a miracle isn't one of them.
- ★ Triple Constraints
- ★ How to prevent "things" from falling through the cracks
- ★ Estimating your time line more accurately.
- ★ Track and brief your projects with clarity

Module 8 – Plain Writing Made Simple

- ★ Academic writing: The new rules for both report writing and emails
- ★ Smart ways to add impact to your sentences
- ★ Grammar basics that really matter
- ★ Proofread like a pro

Presented by Leader Development Institute

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