



# Administrative Professionals Training Day 2020 How to **STAND OUT**, Get Ahead and Get Noticed



## HOW YOU WILL BENEFIT

- ★ Learn to recognize your marketable skills
- ★ Four critical skills every employer wants
- ★ The five qualities of a standout cover letter
- ★ Designing a unique resume that fits you
- ★ Resumes – from fonts to facts
- ★ Getting the right reference
- ★ Putting a price on appearance
- ★ Top ten secrets to different interviewing styles
- ★ The question behind the interview question

HELP! I need advice to advance my career!

Getting that promotion or dream job is not an easy task. But *“How to STAND OUT, Get Ahead and Get Noticed”*, will empower you with proven strategies to guide and equip you for the challenges ahead. Whether you’re young and just starting out in a job, building a career, or have been working for 20 plus years, the job you get will determine the life you live!

During this LDi seminar you will be given tools and learn techniques which help you to successfully handle: finding a job and building a career, battle unwanted stereotypes, navigate office politics, build professional relationships, working with people you don't like, and master your work environment. You will gain insight and learn about real-world experiences that can mean the difference between being noticed or being ignored. No matter where you are in your career this is the seminar to attend. Not just a bunch of, "touchy, feely" stuff, but actual tools and information you can use to advance your career - TODAY!

### **Special Pricing for Philadelphia Events**

**Early Bird Rate: \$150.00 before March 29, 2020**

Make your reservation to get a special package pricing\*  
as well as individual seats.

Rates as low as \$112.50 per seat per day.

Go to [www.ldiworld.eventbrite.com](http://www.ldiworld.eventbrite.com) to reserve on-line

Or call 1-888-474-8534 or e-mail to [solutions@ldiworld.com](mailto:solutions@ldiworld.com)

### **When:**

April 28, 2020 (9:00am-4:00pm)

Doors open at 8:30am for sign-in and registration.

### **Where:**

Federal Building  
600 Arch St Rm 7A  
Philadelphia, PA 19106

**Presented by Leader Development Institute  
Presenting the most relevant topics in business today.**

Southampton, Massachusetts

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