



Leadership Skills for Administrative Professionals

WHO SHOULD ATTEND?

Secretaries, Receptionists, Office Managers, Administrative Assistants, Executive Assistants, Front Desk Staff, Advanced Professionals



Administrative Professionals are crucial, yet sometimes overlooked contributors to the success of an organization. This empowering course develops key leadership skills and attitudes that inspire growth and unleash potential. Developed specifically for advanced professionals, your administrative staff will never again consider themselves “just assistants.”

WHAT YOU WILL COVER:

- ★ Techniques for being a powerful, positive influence
- ★ Strategies for turning hopes into concrete accomplishments
- ★ Diplomatic ways to delegate and train others
- ★ Tools for giving quality feedback to peers and the boss

HOW YOU WILL BENEFIT:

- ★ Learn strengths and values
- ★ Identify the look of leadership
- ★ Set attainable goals with built in accountability
- ★ Tap into the honesty and integrity of true leaders
- ★ Build rapport and trust with bosses and colleagues

When: April 28, 2020 (9:00-4:00pm)
Where: San Francisco Federal Building
90 7th St., Floor 4, HHS Conference Room 4-400
12th St/City Center BART
San Francisco, CA 94103

[Early Bird Rate: \\$175 per seat. Before March 29, 2020](#)
[\\$210.00 per seat: or Buy 3 get 1 FREE.](#)
[Register Online: www.eventbrite.com](http://www.eventbrite.com)

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