

# Leadership Skills for Administrative Professionals



A workshop for Secretaries, Receptionists, Office Managers, Administrative Assistants, Executive Assistants, Front Desk Staff, Advanced Professionals, Anyone wanting to learn strengths and values while attaining goals with built in accountability!

**April 28, 2020, 9 AM – 4 PM**

**\$210 per person or Buy 3 get one Free**

Go to [www.ldiworld.eventbrite.com](http://www.ldiworld.eventbrite.com) to reserve online  
Or call 1-888-474-8534 or e-mail to [solutions@ldiworld.com](mailto:solutions@ldiworld.com)

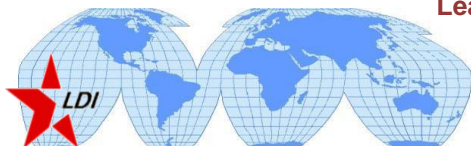
**San Francisco Federal Bldg - 90 7th St., Basement B040  
Civic Center BART/MUNI**

Learn:

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

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.”

**REGISTRATION:** <https://www.eventbrite.com/e/practical-project-management-san-francisco-tickets-91525506253>



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