



Influencing Without Authority: Leadership Skills for Administrative 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.”



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

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
- Tips for keeping confidential information safe

WHO SHOULD ATTEND:

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

When:

April 26, 2017 9:00 AM – 4:00 PM
Doors open at 8:30 for sign in & registration

Where:

130 South Elmwood
Buffalo, NY 14202

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