

GET SHARP: SMARTER DECISION MAKING AND CRITICAL THINKING FOR ADMINISTRATIVE PROFESSIONALS

Tackle today's business challenges with high-powered decision-making skills for administrative professionals!

Seminar #2145

Overview

This interactive seminar is designed to help you build and expand your decision-making skills, critical-thinking abilities and creative problem-solving skills. You will cover methods of assessing and resolving problems and understanding the role of inferences and assumption. In addition, these decision-making skills for administrative professionals will help you gain confidence in asking the "right questions" and overcoming the stress of making complex decisions.

Schedule

We're sorry but this seminar is no longer available as an open enrollment seminar, but it can be delivered at your site. Please consider these alternative solutions to your development needs:

- [Explore AMA's other offerings.](#)
- Call 1-877-566-9441 to speak to a sales representative about bringing this or a similar seminar to your workplace.
- [Request a copy of AMAs most recent seminar catalog.](#)

How You Will Benefit

- Enhance your ability to be more proactive and to act independently
- Become more confident in making sound decisions
- Decrease stress related to making critical decisions and solving workplace problems
- Strengthen your ability to influence and persuade others using decision-making skills for administrative professionals
- Learn how to ask questions that get the answers you need
- Learn how to apply creative problem-solving techniques
- Build greater professional recognition through enhanced skills

What You Will Cover

- Defining terms: critical thinking, problem solving, decision making, creativity and strategic thinking—small group activity
- Understanding accelerated learning and Gardners 8 Intelligences: identifying how you learn best
- Creating new ways to ask questions: open questions, closed questions, leading questions, assumption challenges
- Critical thinking: enhance your credibility with management
- Applying different problem-solving techniques at work
- Flexing your methods of problem solving
- Enhancing self- and interpersonal awareness

Who Should Attend

Administrative professionals including secretaries, executive secretaries, administrative assistants, office managers, executive assistants and other office support staff who will benefit from better decision-making skills for administrative professionals.

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)