

**GREATER PRODUCTIVITY THROUGH IMPROVED WORK PROCESSES: A GUIDE FOR ADMINISTRATIVE PROFESSIONALS**

Uncover your real “productivity potential” using process improvement and leadership techniques!

Seminar #2156

**Overview**

This interactive seminar, which includes case studies, action planning and group exercises, will give you the tools and techniques you need to cut task time dramatically and get better results from every action you take.

**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**

- Streamline routine business systems
- Increase productivity and enhance operational performance
- Reduce delays, errors and duplications
- Overcome resistance to change—gain commitment
- Communicate your change and improvement recommendations persuasively and powerfully

**What You Will Cover**

- Productivity and the administrator's evolving role
- Planning and improving work processes
- Identifying improvement opportunities
- Assessing work flow and analyzing processes
- Facilitating discussion and handling disagreements
- Initiating and leading improvement efforts
- Implementing measurable improvements
- Communicating to get results and support
- Getting recognition for achievements

**Who Should Attend**

Seasoned administrative professionals with three or more years of experience, including administrative assistants/coordinators, office managers, executive secretaries and assistants and assistants to managers and directors.

**Ways to Register**

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