

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that--our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

Need help? Contact 1-877-566-9441 or visit www.amanet.org/2194

Managing Chaos: Dynamic Time Management, Recall, Reading and Stress Management Skills for Administrative Professionals

This seminar will show you how to deal efficiently with the overflow of information and still be able to produce effective results.

Delays, cost overruns, or quality problems can wreck your project. Keep it on course with this 5-day overview of project management.

Aligned with PMI's PMBOK®, this project management workshop helps you master the entire PM process. You'll earn 35 professional development units (PDUs) pre-approved by PMI, and you'll gain skills and in-depth knowledge that prepare you for the next level: the Project Management Professional certification.

How You Will Benefit

- Pinpoint where you need to take control
- Conquer procrastination and stress
- Effectively process and retain critical information
- Improve comprehension and focus
- Perform better when juggling people, paper and priorities

What You Will Cover

- Prioritizing: the SMART way to set goals...the five-step time management plan
- Using your power skills to handle the mass of information on your desk
- Accessing your memory and recall skills
- Staying in control: how to use stress to your advantage and handle burnout
- Reading more effectively by increasing comprehension

Who Should Attend

Executive secretaries, secretaries and administrative/executive/sales assistants.

Schedule

- [2] days - \$1,645 Non Members
- [2] days - \$1,495 AMA Members
- [2] days - \$1,416 GSA

Credits

1.2 CEU

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