

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/2160

Organizing Your Work: New Techniques for Administrative Professionals

Tackle the tougher job challenges of today's workplace with new organizational skills.

As an administrative professional, you're trying to manage a workflow that's getting bigger and more intense each day—frequently on demand and at the last minute. To handle all of this and continue to perform your job successfully, you need fresh ways of thinking about your workflow and new ways with which to conquer it. This seminar gives you the tools and techniques that can get all the work on your desk moving in the right direction. You'll get hands-on practice applying them, as well as systems and templates you will customize during the seminar—so they'll be ready to use your first day back at work.

How You Will Benefit

- Replace outdated tools like “to do” lists with high productivity task systems and templates
- Learn to create a planning process that allows you to “think only once a week”
- Debunk the 5 biggest myths of time management
- Get the latest ideas on how to streamline voice mail and email
- Learn three magic questions that can cut workload at least 20% and streamline stress
- Customize systems and templates to use back on the job day one

What You Will Cover

- Defining what the terms productivity, being organized, efficiency and effectiveness mean in today's world
- Debunking myths and getting rid of antiquated tools
- The power of systematizing your work: thinking it through once and “working the work”
- Destressing to eliminate productivity loss
- Problem solving with templates
- Making technology work for you and your boss

Who Should Attend

Administrative assistants at all levels in an organization who are looking for better, more effective ways to manage the increasingly demanding work requirements of their jobs.

Schedule

- [2] days - \$1,645 Non Members
- [2] days - \$1,145 AMA Members

- [2] days - \$1,495 AIAA Members
- [2] days - \$1,416 GSA

Credits

1.2 CEU

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